

Using 4-H Online



Enrolling for the First Time

- Before setting up a 4-H Online account, [please contact county 4-H office](#) for details specific to your county. Why?
 - Because you will need to choose a 4-H club and project you plan to or are currently involved in. Your county 4-H office can tell you about what clubs and projects are available in your county.
 - And, your county 4-H office will need to approve your enrollment.
- These steps must be completed by a parent or guardian.
- The only people who will have access to your family information are your club organizational leader, county 4-H extension staff and state faculty
- **Do not create a new account if your county has already made one for you. Do not create a new account if someone in your family is already enrolled or has been enrolled in the past.** Instead, log in with your existing log in information. Contact your county 4-H State Office for assistance.

Step 1: Create a Family Profile

You will be creating a Family Profile and enrolling each 4-H member of your family, including adult volunteers.

1. Go to: <https://florida.4honline.com>
2. Select "I need to setup a profile". This will be your family profile.
3. Select the County where you enrolling, enter your family email address, last name and choose a password. Make sure to write down your password.
 - You can only have one family profile per email address. If you receive a message that says "User account already exists" contact your county agent for your password.
4. Select "Family" from the drop down menu.
5. **Click "Create Login"**.
6. You will now be on a page titled "Family Information" Complete the Profile information including your mailing address and primary phone. If you do not have a phone number, enter 555-555-1234. You do not need to update member records or your password at this time.
7. **Click Continue** at the bottom of the page. Verify the correct address if a pop up box appears

Step 2: Create your Family's Member List

Now you will need to add members to your family profile. You will complete a series of questions, also known as adding a record, for each member of your family who is involved in 4-H.

- Who should you add?
 - Youth members who are ages 5-18 on September 1, which is the start of the 4-H year.
 - Adults who are 4-H volunteers, interested in volunteering, or are 4-H Donors or Alumni.
 - Parents who do not fit the Adult description above do not need to add an Adult record.
- To Add A New Family Member
 1. In the first gray box, under "Add a New Family Member," chose a record type. (Mentally-challenged members, aged 19 & over are enrolled as Youth in 4-H)
 2. Click on "Add Member" button

Watest Family [Edit Family](#)

Add A New Family Member

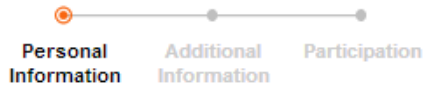
Adult

Add Member

- You will now need to complete information on a series of pages including-
 - Youth or Adult Personal Information
 - Additional Information
 - Participation.

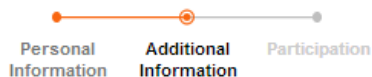
Click continue at the bottom of each page to save changes and move to next page.

Tips for Completing the Personal Information Page



- Bold face items are required.
- Cell phone: Should be the member’s cell phone, this field is not required.
- Years in 4-H: This is the member’s total years in 4-H plus one. If this is your first year, enter the number 1. This is a required field.
- 4-H County: The county in which you are a 4-H member. If a member in two counties, this will be your county of residence.
- Volunteer: Choose Yes if you are a- Youth teen volunteer OR an Adult Volunteer. You will be asked specific questions regarding volunteering on the next page.
- Gender is a required field, please select male or female. Ethnicity and race is information used for USDA reports that is required from all county extension offices nationwide.
- Military: For active service only. Florida 4-H has an active 4-H military support program and enables 4-H families and clubs to support our soldiers when they are on active duty. Military Service: Summer camp financial assistance is available to children of deployed soldiers. This information will help your county keep you informed about services available to your child.
- Member: Full name of school, not abbreviations. (Ex: Alachua Elementary, do not enter Alachua only.) Home school members should use Home School as the school title. If your child is home schooled but also is attached to an organization such as “New Century Academy,” we still need Home School specifically listed. Complete additional blanks for member.
- School Grade is for the current 4-H year. (Grade entering)

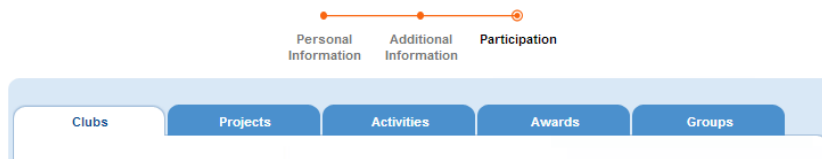
Tips for Completing the Additional Information



- Some of the additional information is voluntary, but quite helpful. For example, if you require specific assistance due to a disability you are encouraged to provide this information to assist your county office.
- Some of the additional information is required and must be completed by a parent or guardian. Enrolled in two counties. Complete this section only if you are a 4-H member in two counties, or are a member in a county in which you do not live.
- **Official Authorizations: REQUIRED.** Members and parent/guardians need to complete all applicable sections.
 1. **Code of Conduct**
 2. **Survey and Evaluation**
 3. **Publicity**

- **Florida 4-H Participation – Medical:** This information is the same you have provided in the past and is a requirement for all 4-H members. It will be accessible only to your club organizational leader, your county office and the persons in charge of state and national events. This is considered confidential information and all volunteer leaders and faculty are required to follow UF confidentiality policies.
 - **Most health questions default to NO.** If your child has any of these, you need to the response to Yes and provide a description.
 - Over-the-Counter medications default to YES. If you do not authorize some of these, you must change the response to No.
 - Health Form Completion Date: Change this date every time you make a revision, and every time you attend an out of county program.
- **Adult Volunteers:** If you indicated you are a volunteer, complete the volunteer information
- **Adult Non- Volunteers:** If you indicated you are not a volunteer on the personal information page, complete the information based on your interest in supporting 4-H and volunteering

Tips for Completing the Participation Section-



- Adults do not need to add a Club. Click Submit to complete adding the member.
- **All Youth must add a Club and a project** in order to 'Submit Enrollment'.
 - Click on the club drop down menu to select your club. Then click on “Add Club”. The club will now appear on the “Club List”
 - If the 4-H member is in more than one club, select another club from the drop down menu and click “Add Club”. Select the Primary club on the “Club List”
 - If you are not a member of a club, select “zz_Independent”. If this is not an option, contact your county 4-H office for instructions.
 - Now navigate to the “Projects” tab and repeat this process to select a Project.
 - Then select the project book you would like. If you do not need a book, select “None Needed”. Not all counties will be able to offer all of the materials listed. If this is true in your county your agent will let you know.
 - For a description of the projects and the materials available for each project, visit <http://florida4h.org/programs/>
 - When you have completed your project selections click on the Groups tab at the top. Select any of the groups in which you are already a member.
 - Click “Continue” to save your enrollment.

You should now be back at the Member List. Here you can add another youth **member or an adult volunteer**.

Your enrollment has now been submitted to your county 4-H office for approval.
You should hear shortly from your 4-H office via email.