

# Florida 4-H Online Family Instruction Guide

**In 2008 Florida 4-H introduced 4-H Online member enrollment.** This has helped to address reduced staff support in many of our county offices and to modernize the capabilities of 4-H in providing quick response to our clientele.

4-H Online is designed to allow 4-H members and volunteers to enroll on-line. By the integration of 4-H Online, the club and county are not removed from the enrollment process, but instead, are provided the time saving process of not having to enter re-enrollment information every year. **After the first year, re-enrollment can be renewed quickly online without paper forms.**

Florida counties are implementing Online Enrollment in relation to their county needs and resources available. While some counties will continue to require enrollment forms and do the data input at the office, others will ask 4-H families (who have online capability) to complete their enrollments online.

As the utilization of this system increases, Florida 4-H will incorporate additional components into 4-H Online. In addition to ways of minimizing the amount of 4-H program management that is required on staff, we will also look at 4-H club management and events registration. Features of the new Florida 4-H enrollment include:

All members (youth and volunteers) are issued a life-time membership identification number that staff can use for 4-H management procedures (enrollment, registration, etc).

Members will have the opportunity to sign up for 4-H clubs, projects and groups. Approval of club membership and project participation will be provided by the club organizational leader and/or the county Extension office. All **independent members** will require the approval of the county office.

Once a membership record has been established, re-enrollment will be done through a simple update at the start of the new 4-H year without having to complete a new enrollment form. In Florida **the new 4-H year will always begin on September 1.** On or after September 1, 4-H members and volunteers will have to update their information to renew their enrollment.

4-H Online will continue to be a vital part of the Florida 4-H Youth Development Program. Our society has changed greatly to become more reliant on the use of technology in common everyday actions. 4-H must continue an aggressive position in providing avenues of technology for our 4-H participants. The online enrollment system is secure. **The only people who will have access to your family information** are your club organizational leader, county 4-H extension staff and state faculty (Regional 4-H Agent and State Online Administrator).

The following instructions will help you successfully enroll your family and 4-Hers in your club and county and to renew your volunteer leader roles. **We are grateful for your cooperation and support of these changes.** We feel in future years you will see a significant savings in time and cost (less travel and postage). This will decrease your trips to the extension office in order to meet those many program deadlines.

## Family Instructions Section

### I. Logging onto 4-H Online

- A. Open your web browser (Internet Explorer, Firefox, etc.).
- B. Go to: <https://florida.4honline.com>.

- C. Select "I need to setup a profile". This will be your family profile. (If you already have a family member enrolled, select " I have a Profile", then log in. Click on "Add a New Family Member". Select Youth or Adult, then Add Member).
- D. Click on the drop down menu and select the County in which you are enrolling.
- E. Type in your family email address. Confirm email address by typing again.
- F. Type the Parent/Guardian last name. If you do not have a telephone, type in 555-555-5555.
- G. Password Options:
  - 1. Select a password and confirm by retyping in the appropriate boxes. Make sure to write down your password. If you forget your password contact the county 4-H office and they will provide a new password to your family profile. You can then change your password once you login. (You are the only one who knows your password.)
  - 2. If your county is entering your family enrollments online, you will receive an email containing your password. Then change your password for your family profile.
- H. Role: Select "Family" from the drop down menu.
- I. Click "Create Login".

## II. Member List

- A. To update your family profile (ie: Phone, address, click on "Edit Family". Here is where you can also change your password.
- B. Click on "Continue".
- C. On the "add new family member" drop down menu, select either "youth" (4-H member) or "adult" (volunteers, alumni, etc.).
- D. Click "Add New Member".
- E. **If you are adding a member ages 14-18 that is also a volunteer go to VII.**

## III. Youth Personal Information for Youth Ages 5-13. Bold face items are required.

- A. Type in first and middle names. (Middle names are needed as we often have members with identical first and last names.) Email, last name, address, city, state, zip code phone number and county populate. If youth has a different email address, please change accordingly.
- B. Type in "preferred name".
- C. Type in birth date following example mm/dd/yyyy – 04/21/1998.
- D. The cell phone should be the member's cell phone, this field is not required.
- E. 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.
- F. Parent/Guardian: First and last name required. Continue completing all the applicable blanks.
- G. 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.
- H. **Volunteer:** This information is only for teen volunteers, ages 14 and older as of September 1 of the current 4-H year. **Click on the No button.**
- I. 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.
- J. **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.
- K. **School Grade** is for the current 4-H year. (Grade entering)

- L. Click “Continue” for next screen. If any fields on the personal information page are highlighted in **RED**, you must fill in those blanks as they are required. Once finished, click continue.

#### IV. Additional Information

- A. Much of the additional information is voluntary, but quite helpful. If you require specific assistance due to a disability you are encouraged to provide this information to assist your county office.
- B. **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.
- C. **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.
- D. **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.
- E. **Overnight Camps:** (Will not appear for Cloverbuds) This will facilitate your county’s ability to update you on this years’ camping programs.
- F. **Official Authorizations: REQUIRED.** Members and parent/guardians need to complete all applicable sections.
- G. **Please Note:** Each field will default to a YES response. You must manually change your response to No (if applicable).  
**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. Having it online will facilitate your ability to keep it up to date with never having to submit a new form again. 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.
  - i. Most health questions default to NO. If your child has any of these, you need to the response to Yes and provide a description.
  - ii. Over-the-Counter medications default to YES. If you do not authorize some of these, you must change the response to No.
  - iii. Health Form Completion Date: Change this date every time you make a revision, and every time you attend an out of county program.
- H. Click “Continue”.

#### V. Review 4-H project descriptions by clicking on [florida4h.org/projects/index.stml](http://florida4h.org/projects/index.stml).

- A. You can view descriptions of all 4-H projects offered and the project books available.
- B. Click “Continue”.

#### VI. Add a Club

- A. Click on the club drop down menu to select your club. Select your primary club first. Then click on “Add Club”. If the 4-H member is in more than one club, select additional club from the drop down menu and click “Add Club”. (NOTE: you cannot be in a club AND be an independent member at the same time.) If more than one club, select the club that is primary by clicking on the bubble next to the club name. If you are not a member of a club, select zz\_Independent 4-H Members Club.

- B. After selecting your club, go to TABS above, click on “Projects”. Don’t click on “Continue” until you have enrolled in a project and, if applicable, a group. (NOTE: You are required to enroll in at least one project.)
- C. Project Selection: Click on the drop down menu. Select your project by clicking on it. Then select the project book you would like. If you do not need a book, select “None Needed”.
  - i. For a description of the projects and the materials available for each project, go to the Florida 4-H Curriculum website.
  - ii. 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.
  - iii. Years in project is the current year plus one.
- D. Click “Add Project”.
- E. 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.
- F. Click “Continue” to save your enrollment.
- G. 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 club organizational leader and/or the county 4-H office for approval. You should hear shortly from your 4-H office via email.

## VII. Youth Personal Information for Youth Ages 14-18.

- A. Complete steps: I. Logging onto 4-H Online through II. Member List.
- B. Type in first and middle names. (Middle names are needed as we often have members with identical first and last names.) Email, last name, address, city, state, zip code phone number and county populate. If youth has a different email address, please change accordingly.
- C. Type in “preferred name”.
- D. Type in birth date following example mm/dd/yyyy – 04/21/1998.
- E. The cell phone should be the member’s cell phone, this field is not required.
- F. 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.
- G. Parent/Guardian: First and last name required. Continue completing all the applicable blanks.
- H. 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.
- I. Volunteer: This information is only for teen volunteers, ages 14 and older as of September 1 of the current 4-H year. If you are a volunteer or wish to become a teen volunteer, Click on the YES button.
- J. 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.
- K. 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.

- L. School Grade is for the current 4-H year. (Grade entering)
- M. Click “Continue” for next screen. If any fields on the Youth Personal Information page are highlighted in **RED**, you must fill in those blanks as they are required. Once finished, click continue.

## IX. Additional Information

- A. Much of the additional information is voluntary, but quite helpful. If you require specific assistance due to a disability you are encouraged to provide this information to assist your county office.
- B. 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.
- C. 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.
- D. 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.
- E. Overnight Camps and Teen Leader Conference: This will facilitate your county’s ability to update you on this years’ programs.
- F. Current Volunteer: click on your status. Give the project and/or activity for which you are a teen leader, or would like to be.
- G. Skip the questions about the adult leader forums.
- H. Click on each volunteer role(s) you have or would like to have.
- I. **Official Authorizations: REQUIRED.** Members and parent/guardians need to complete all applicable sections.
  - i. Please Note: Each field will default to a YES response. You must manually change your response to No (if applicable).
- J. **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. Having it online will facilitate your ability to keep it up to date with never having to submit a new form again. 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.
  - i. Most health questions default to NO. If your child has any of these, you need to the response to Yes and provide a description.
  - ii. Over-the-Counter medications default to YES. If you do not authorize some of these, you must change the response to No.
- K. Health Form Completion Date: Change this date every time you make a revision, and every time you attend an out of county program. Click “Continue”.

## X. Review 4-H project descriptions by clicking on [florida4h.org/projects/index.shtml](http://florida4h.org/projects/index.shtml).

- A. You can view descriptions of all 4-H projects offered and the project books available.
- B. Click “Continue”.

## **XI. Add a Club**

- A. Click on the club drop down menu to select your club. **Select your primary club first.** Then click on “Add Club”. If the 4-H member is in more than one club, select additional club from the drop down menu and click “Add Club”. (NOTE: you cannot be in a club AND be an independent member at the same time.) **If more than one club, select the club that is primary by clicking on the bubble next to the club name.** If you are not a member of a club, select zz\_Independent 4-H Members Club.
- B. Select the volunteer role you have or are applying for.
- C. **After selecting your club, go to the TABS above and click on “Projects”.** Do not click on “Continue” until you have enrolled in a project and, if applicable, a group. (NOTE: You are required to enroll in at least one project.) Select the projects for each club (if applicable).
- D. **Project Selection:** Click on the drop down menu. Select your project by clicking on it. If you are a project volunteer select the appropriate project. Then select the project Helper’s Guide and the project level books you would need. Select club or county project leader. If you are both a club and county leader in the project you will need to enroll in the project twice, once for each level. If you do not need a book, select “None Needed”.
  - i. For a description of the projects and the materials available for each project, go to the Florida 4-H Curriculum website.
  - ii. 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.
  - iii. Years in project is the current year plus one.
- E. Click “Add Project”.
- F. 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. You will note these are only county or state level groups.
- G. Click “Continue” to save your enrollment.
- H. **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 club organizational leader and/or the county 4-H office for approval. You should hear shortly from your 4-H office via email.

## **XI. Registering as an Adult – Adult Personal Information**

- A. Complete your profile.
- B. Type in first and middle names. (Middle names are needed as we often have members with identical first and last names.) Email, last name, address, city, state, zip code phone number and county populate. If you have a different email address, please change accordingly.
- C. Type in “preferred name”.
- D. You may leave birthdate blank.
- E. The cell phone should be your cell phone, this field is not required.
- F. Years in 4-H (as a volunteer): 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.
- G. 4-H County: The county in which you are a resident.
- H. Click on “Continue”.

## **XII. Additional Information**

- A. Much of the additional information is voluntary, but quite helpful. If you require specific assistance due to a disability you are encouraged to provide this information to assist your county office.
- B. **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.
- C. Name of school is not needed.
- D. Check any parent or support options you are interested in.
- E. Click on each volunteer role you have or would like to have.
- F. Check yes or no for the two adult leader forums.
- G. Check off any of the volunteer roles you have.
- H. **Official Authorizations: REQUIRED.** Members, parent/guardians and nonparent/adults need to complete all applicable sections.
  - i. **Please Note:** Each field will default to a YES response. You must manually change your response to No (if applicable).
- I. **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 and volunteers. Having it online will facilitate your ability to keep it up to date with never having to submit a new form again. 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.
  - i. Most health questions default to NO. If your child has any of these, you need to the response to Yes and provide a description.
  - ii. Over-the-Counter medications default to YES. If you do not authorize some of these, you must change the response to No.
  - iii. **Health Form Completion Date:** Change this date every time you make a revision, and every time you attend an out of county program.
- J. Click “Continue”.

## **XIII. Review 4-H project descriptions by clicking on [florida4h.org/projects/index.shtml](http://florida4h.org/projects/index.shtml).**

- A. You can view descriptions of all 4-H projects offered and the project books available.
- B. Click “Continue”.

## **XIV. Add a Club**

- A. Click on the club drop down menu to select your club. Select your primary club first. Then click on “Add Club”. If the 4-H member is in more than one club, select additional club from the drop down menu and click “Add Club”. (NOTE: you cannot be in a club AND be an independent member at the same time.) If more than one club, select the club that is primary by clicking on the bubble next to the club name. If you are not a member of a club, select zz\_Independent 4-H Members Club.
- B. Select the volunteer role you have or are applying for.
- C. After selecting your club, go to the TABS above and click on “Projects”. Do not click on “Continue” until you have enrolled in a project and, if applicable, a group.



(NOTE: You are required to enroll in at least one project.) Select the projects for each club (if applicable).

- D. **Project Selection:** Click on the drop down menu. Select your project by clicking on it. If you are a project volunteer select the appropriate project. Then select the project Helper's Guide and the project level books you would need. Select club or county project leader. If you are both a club and county leader in the project you will need to enroll in the project twice, once for each level. If you do not need a book, select "None Needed".
  - i. For a description of the projects and the materials available for each project, go to the Florida 4-H Curriculum website.
  - ii. 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.
  - iii. Years in project is the current year plus one.
- E. Click "Add Project".
- F. 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. You will note these are only county or state level groups.
  - G. Click "Continue" to save your enrollment.
- H. 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 club organizational leader and/or the county 4-H office for approval. You should hear shortly from your 4-H office via email.

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