

Using 4-H Online



Logging In, Updating Information and Re-Enrolling

- Be sure to contact your county 4-H office for details specific to your county.
 - Why? Because some county offices allow families to manage their own 4-H Online enrollment while others prefer to collect paper enrollment and 4-H participation forms.
 - If your county allows families to manage your enrollment, you will need to know what family email address and password to use.
- 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

How to Log In to 4-H Online

1. Go to <https://florida.4honline.com>
 2. Enter your family email address and password. If your email changed, enter the address associated with your 4-H online account to log in first and then change it.
 3. Click on "Login" ("I have a profile" and Role "Family" are already selected).
- If you forgot your password- Click on "I forgot my password" to be emailed a temporary password (may take 30 minutes) and use it to log in. Your family profile will open and you will be prompted to enter a new password of your own choosing.
 - If you forgot your family email address, please contact your county 4-H office for assistance. **Do not create a new log in! Instead, contact your county 4-H State Office for assistance.**

How to Update Your Member List and Profile

To add a member-

- On the "Add New Family Member" drop down menu, select either "youth" (4-H member) or "adult" (volunteers, alumni, etc.) and click "Add New Member".
- Complete the Personal Information, Additional Information and Participation pages. See- "Using 4-H Online- Enrolling for the First Time" for tips on these pages.

To change the Family Information or Password

- Click "Edit Family"
- Change the appropriate information
- Check the box "Update member records with the same address" to apply the changes to all members of the family (family email is not automatically copied over each member email address).

To update a Member's Information

- Click Edit next the member's you'd like to update.
- Make the appropriate changes and click "Continue" at the bottom of the screen to save the changes.

Member List

Family Member List

Youth must be age 5-18 on September 1, the start of the Florida 4-H year. add a Youth record to enroll. **Adults who are 4-H Volunteers or interested in volunteering, 4-H Alumni or Donors, should add an Adult record.** (To see all the Volunteer questions, mark "Yes" to "Are you a Volunteer").
Some parents will not need to add an Adult record, parent contact information is collected as part of the youth record.

To Add A New Family Member:

1. click on drop-down arrow, next to the "Add a New Family Member" box and
2. pick Youth or Adult (Mentally-challenged members, aged 19 & over are enrolled as Youth in 4-H)
3. click on "Add Member" button
4. complete information on page, then click Continue to save changes and move to next page. etc.
5. Youth must have a primary Club and at least one Project before you click "Submit Enrollment" for review by Club Leader & County 4-H office.
6. Enrollment Status will remain 'Pending' until Club Leader has Confirmed and County 4-H office has reviewed & accepted member, then Status = 'Active'

To View or Edit A Family Member:
Click **Edit** on the row of the person you want to review or edit.
Be sure to click "Continue" at the bottom of the screen, to save your changes.

Click **Edit Family** to correct family phone number, address, or email. Military families can correct their county, if not in 4-H on base.

Reactivate An Archived Family Member (who was Deleted) only if an entry isn't showing on the Family list, and the person will be active this 4-H year.

Batest Family [Edit Family](#) Add A New Family Member

1416 Nw 10th Ave Apt B select a member type...

Gainesville, FL 32605-5304

352-294-2915

test@gmail.com

YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE
If your enrollment status is 'Inactive' or 'Incomplete', click the 'Edit' button to review and submit your record for approval

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Barry Batest	Adult	466516	Active	2012-2013	<input type="button" value="Edit"/>

If you've moved to a new county

- Contact the 4-H office in the county showing on your family profile, they will need to edit your family profile and pick the county you prefer.

How to ReEnroll

- Login to your family in 4-H online.
- Click Edit on a Family Member to open their Personal Information screen.
- Review their Information then click "Enroll for 2011-2012" and then update any changed information
- Click Continue to Additional Information and update for the current year.
- Carefully review Emergency Contacts, Medical History, and change the Date to the current report year. The 4-H Code of Conduct and Health History questions are in the "Additional Information" section
- Click Continue to the Participation Information and verify Club, Project, and Group Memberships and roles. The program assumes re-enrollment in the same Clubs and Projects but increases the Year in Project. Delete any Clubs and Projects you will not be in during the new year. Continue to move to the next Tab (screen). Click on 'Submit Enrollment'. to complete re-enrollment for this 4-H year.
- Enrollment Status will change to Pending and will remain Pending until Confirmed by the Club leader and Reviewed and Accepted by the County. Once Accepted, the Enrollment Status changes to 'Active'