Florida 4-H Online Enrollment Instruction Guide
For the New 4-H Family

**These are instructions for families with youth ages 14-18 who are enrolling
in 4-H and using 4-H Online Enrollment for the <u>first time</u>.**

4-H Online is designed to allow 4-H members and volunteers to enroll on-line. **After the first year, re-enrollment can be renewed quickly online without paper forms.** 4-H Online is meant to be an easy, user friendly enrollment software. Please read the additional instructions which begins each enrollment page of 4-H Online. If any sections or questions are particulary confusing, please notify your 4-H Agent with a detailed description. 4-H Online will then try to simplify and/or clarify the section.

4-H Online is a secure and password protected system. **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 4-H Online Administrator, and Assistant Dean for Extension, 4-H Youth Development.)

Once a membership record has been established, re-enrollment is 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 for the next 4-H year. And of course, anytime any of your enrollment information, such as telephone number, email address, etc. changes you can quickly make your corrections online. (Please notify your extension office when you do this so they can also correct their other records.)

The following instructions will help you successfully enroll your family and 4-Hers in your club and county for the first time. By completing your enrollments online, you will save time and expense. Of course, if you prefer, you can still complete a paper form and mail it or take it to your county extension office. You can then do your future updates and corrections the same way. However, using the paper forms means that each time your child participates in a 4-H event, you will need to provide another Participation & Medical Form. Online Enrollment saves you this time and cost, as well as trips to the extension office in order to meet those many program deadlines.

I.   Logging onto 4-H Online

A.   **Open your web browser (Internet Explorer, Firefox, Google Chrome, etc.).**
B.   **Go to: https://florida.4honline.com.**
C.   **Select "I need to setup a profile". This will become your family profile**
D.   **Click on the drop down menu and select the County in which you are enrolling.**
E.   **Type in your family email address. Confirm your email address by typing it in again. Type your last name.**
F.   **If you do not have a telephone, type in 555-555-5555.**
G.   **Password Options: Select a password and confirm it by retyping in the appropriate boxes. Make sure to write down your password. You can then change your password at any time and only you will have the password. Passwords must be at least 8 characters with at least one being an integer or non-alpha character.**
H.   **Role: Select "Family" from the drop down menu.**
I.   **Click "Create Login".**

II.   Family Information

A.   **Enter your family's contact information in the appropriate boxes.**
B.   **Click "Continue"**

III.   Member List

A.   On the "add new family member" drop down menu, select either "youth" (4-H Member) or "adult".

D   Click "Add Member".

IV.   Add a Youth Personal Information for Youth Ages 14-18.

A.   On the next page, Profile Information, 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, primary phone number and county self-populate (are filled in from your family profile information.) If youth has a different email address, please change accordingly.

B.   Type in "preferred name".

C.   Type in member's birth date following example mm/dd/yyyy – 04/21/1998.

D.   Gender is a required field; please select male or female.

E.   The cell phone should be the member's cell phone, this field is optional.

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.   Note: If there other youth enrolled in your family, click on the drop down menu in the instructional section and select a name. Parent information will then default into your enrollment.

I.   4-H County: The county in which you are a 4-H member. If a member is in two counties, select your county of residence.

J.   Volunteer: This information is only for teen and adult 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 the YES button. Note: there is additional information to complete for volunteers.

K.   Ethnicity, Race and Residence are information used for USDA reports required from all county extension offices nationwide.

L.   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.

M.   School Grade is for the current 4-H year.

N. 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

Current Volunteer
A. Much of the additional information is voluntary, but quite helpful. For status select First Year. If you are a project volunteer, list the project titles. Do the same with Activities.
B. If you are volunteering under the supervision or coordination from another agency, click yes on the drop down menu.

Volunteer Roles
C. Volunteer Roles: check all the ones that apply. Select both role and level.

Additional Information
D. If you require specific assistance due to a disability you are encouraged to provide this information to assist your county office.

Member
E. This section needs to be completed ONLY if you your school is in another county, your primary membership is not in your county of residence, or you are also a 4-H member in another county.
F. 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.
G. 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. Please Note: Each field will default to a YES response. You must manually change your response to No (if applicable).

Youth/Adult Code of Conduct   This section must be completed by both adult and teen volunteers. If a teen, then a parent or guardian must fill in their full name for verification and for all Releases. This is considered a legal electronic signature by the UF legal department.

Florida 4-H Participation – Medical: This information 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 state online administrators. This is considered confidential information and all volunteer leaders and faculty are required to   follow UF confidentiality policies.

H. Most health questions default to NO. If your child has any of these conditions, you need to the response to Yes and provide a description. Complete the emergency contact information. Over-the-Counter medications default to YES. If you do not authorize some of these, you must change the response to No.
I. Health Form Completion Date: Change this date every time you make a revision, and every time you attend an out of county program.

J. **4-H project descriptions:** You can view descriptions of all 4-H projects offered and the project books available clicking on these links. When finished click "Continue".

V. Add a Club/Project/Award/Activity/Group

Add a 4-H Club

VI. **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. After selecting your club click on "Continue." If the club you are joining is new and is not listed, contact your county 4-H office.**

Add a 4-H Project

VII. **Project Selection: On Select a Club, your primary club appears by default. If you have a secondary club click on the drop down menu and change the club before selecting a project. Then click on the Select a Project 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": (NOTE: You are required to enroll in at least one project.)**

  i. **For a description of the projects and the materials available for each project, go to the Florida 4-H Curriculum website.**

  ii. **Years in project is the current year plus one. This is a total of the years in each project level or unit. For new members Years in Project will be 1 by default.**

VIII. **Click "Add Project", then on "Continue" at the bottom.**

Add a 4-H Activity

IX. **Activities: Recording activities in which you participate will be helpful as you complete the 4-H member record forms and portfoilios.**
  i. **The 4-H year defaults to the current 4-H year.**
  ii. **If the activity is related is related to your project check this box.**
  iii. **Select the project in which you are adding an activity.**
  iv. **Select an activity by clicking on the drop down menu, then on Add Activity button.**
  v. **Click on "Continue" at the bottom.**

Add a 4-H Award

X. **Awards: Recording awards you have received will be helpful as you complete the 4-H member record forms and portfoilios.**
  i. **Select the award from the drop down menu.**
  ii. **Select the activity in which the award was received, then click on Add Award button.**
  iii. **Click on "Continue" at bottom.**

Add a Group

XI. **Groups: Recording groups in which you participate or are a member will be helpful as you complete the 4-H member record forms and portfoilios.**

  i. **Click on Select a Group drop down menu. Click on any group in which you are a member.**
  ii. **Click on "Add Group" button and then click on "Continue."**

XII. **Click "Submit Enrollment" at the bottom to save your data.**

XIII. **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. You can also review the status of your enrollment at anytime by logging back into 4-H Online. Your enrollment will be categorized as Active, Pending, Incomplete or Inactive.

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