

4-H Online Tutorial – Knox County

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2020 Knox County 4-H Enrollment Help Sheet

Directions for BRAND NEW MEMBERS (families new to 4-H):

4-H enrollment in 2020 will be done on-line. This help sheet will guide you through the process.

Please read the entire guide before attempting to enroll on-line, there are important steps to follow.

Go to <https://oh.4honline.com> Do not worry about any of the posted directions here. Create a family profile by selecting the “I need to setup a profile” button. Choose Knox County and enter your email, last name and password of your choosing. Press the Create Login button.

Complete the family information screen with mailing address, primary phone, and other information as needed. Be sure to click the “update member records with same address” box to save you time in the future. Don’t worry about password as you already set it. Click [Continue >>](#). This will bring up the Member List screen. Under Add a New Family Member click Youth. Then click add member. This brings up Youth Personal Information screen with Personal Information, Additional Information and Participation sections.

New 4-H Volunteers cannot enter themselves on-line. They should contact the Knox County Extension Office for more details.

This database is **ONLY** for 4-H members and volunteers that are part of the Knox County 4-H Program.

- If your child(ren) belong to a shared parenting household, you will need to decide a primary address for all materials that are to be mailed via USPS. However, multiple emails may be entered and information will be sent to all contacts whenever that method is possible.

Create the 4-H record by working through those items and click [Continue >>](#) at the bottom of each screen. Items with a red asterisk must be completed.

- Make sure the birthdate has the correct birth year.
- Leave the years in 4-H at 1.
- Under military family, you must select a status. Click the drop down box to see choices.
- Please fill out school information. If you go to school outside of Knox County, you must select the county in which the school is located to find your school name. Then choose your school building name. If you are homeschooled or do not see your school on that list go down to “If you are unable to locate your school in the list above, please enter the school name and type in the fields below.” For homeschooled students you may name your school “Home”.
- Select your grade in school and click [Continue >>](#)

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This opens the Additional Information page:

The **Additional Information** page asks for signatures in areas such as:

- ✓ Responsibility and Release
- ✓ 4-H Code of Conduct
- ✓ General Permission
- ✓ Photo Release

Signatures are accepted by checking boxes and typing in member/adult names.

Do not leave signature areas blank!

T-shirt size is optional. Click

Health Form page is optional. You may include any information you wish or leave it blank.

Click

The next screen is club membership. As a new member, find your club name in the drop down box and click on it. You must click button or the 4-H Club will not be added to your enrollment.

Click

DO NOT CLICK "Submit Enrollment" until you have added and reviewed your projects.

Please list all the projects you want to take this year by finding them in the drop down box and click on each one individually, then click on Continue to add all projects that you will be taking this year in 4-H. Make sure all of your projects appear in the project list.

Once all projects are entered; you are ready to submit. Do not do anything with the Groups Tab.

**PLEASE REVIEW YOUR ENROLLMENT AND BE SURE YOU HAVE
ALL CLUBS AND PROJECTS ADDED BEFORE YOU SUBMIT YOUR ENROLLMENT**

CLICK THE SUBMIT ENROLLMENT BUTTON

The Extension office has your updated information! Your status is now "pending" and your enrollment will be reviewed and approved by the Extension Office within a few days.

You can add another youth member to the family by selecting youth under add a new family member and repeating steps above.

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The ability to change or update your information is limited to certain fields in the system. Once you hit the “submit enrollment” button, additions or changes to your enrollment (other than contact information) must be done through the Extension Office. This includes any changes to your selected projects. **All enrollment must be submitted by March 16th. Any correspondence concerning project changes, enrollment changes etc., must be done by sending an email to mcelroy.193@osu.edu.**

- *If you are emailing about any enrollment questions, please put the word “Enrollment” and the member/volunteer name in question in the subject line. We anticipate multiple emails with questions and this will help us find them easily.*

For questions or problems please contact:

Miranda McElroy – 4-H Office Associate – mcelroy.193@osu.edu

Andrea Rees – 4-H Educator – rees.139@osu.edu

*4-HOnline is a secured database that is in compliance with the PCI Security Standards Council. The Ohio 4-H Youth Development Program and the 4HOnline program developers work closely to monitor and ensure that highest level of protection for information stored on the system. **Ohio 4-H, nor 4HOnline, does not share or sell any personal information to third party vendors without your knowledge or permission.***



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AND ENVIRONMENTAL SCIENCES

