

## 4-H Online Tutorial – Knox County

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## 2020 Knox County 4-H Re-Enrollment Help Sheet

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 so you do not erase your existing profile.**

First of all, it is important to understand that if you have been enrolled in 4-H from 2014 - 2019, you already have a profile in the system. If you or anyone in your immediate family has already enrolled, you will enroll in that family unit. **Please do not make a new profile.** For example, if you were a member last year, you will just need to update your existing profile. We are giving each club a list of the email that we have on file- please log in with that email and then you may change it if you need to update the email address. If this is your first year and your siblings are members, you will add your profile to their family. If you are in your first year of 4-H and have not had any siblings in the program nor have a parent/guardian who is a 4-H volunteer, you will set up a new profile. *It sounds complicated, but we will help you through the process and give you those specific directions.*

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.

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 16<sup>th</sup>. 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](mailto:mcelroy.193@osu.edu)**

**Andrea Rees – 4-H Educator – [rees.139@osu.edu](mailto: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.**



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES



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### Let's Get Started!

The 4HOnline program works best with Google Chrome, Firefox or Safari as your browser. (Please avoid Explorer for enrollment if at all possible).

The 4HOnline website is: <https://oh.4honline.com>

**Directions for members and volunteers who were enrolled in 2014-2019, and new siblings/children of these members and volunteer is listed below.**

**➔ If you are brand new to the 4-H program; (meaning you do not have a family profile), please ask for that packet of directions.**

**Because you already have a family profile**, the 4HOnline program will view you as a “Returning User”. Select “I have a profile” and enter your email and password. Once you have the correct email and password entered, click login and click the orange “Continue to Family” button on the resulting screen. Proceed with directions on page 4. If you do not know the email address you registered under, you will need to contact the Extension office to proceed. **If you have forgotten your password, you can request a new one. Follow the on-screen directions and see below for further instructions.**

**OHIO 4-H** Ohio 4-H Youth Development

Welcome to 4-H Online

**New Users to This Website:**  
If you were an adult volunteer and/or your child(ren) belonged to 4-H last year, you have a profile!  
**DO NOT use the "I need to set up a profile" link.**

1. Select "I forgot my password"
2. Enter the email address you gave your county
3. Select "Family" for Role
4. Click "Send my Password". A new password will be sent to the email account you listed for your family. **Please be sure that your email client is set to accept messages from "4honline.com"** If you do not remember what email address you furnished the county, please contact your county Extension office.

**Returning Users:**  
After your first login your profile information is stored in the database.

1. Select "I have a profile"
2. Enter your family email address
3. Select "Family for Role"
4. Click "Login"

I have a profile  
 I need to setup a profile  
 I forgot my password

Email:

Role:

**\*If you do not remember your email address or you do not use that email address any longer you MUST call the Extension Office at 740-397-0401.**

- Click "I forgot my password."
- Enter the email that you have provided to the Extension office on previous enrollment forms. \*
- Make sure Role is Family
- Click "Send My Password"

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Check your email, you now have 2 options:

## 4hOnline Password Reset Request

You may set a new password by going to the following link: [Login and set a new password](#)

If you are unable to use the link above, you may login by following these steps:

- 1.) Go to [oh.4honline.com](http://oh.4honline.com)
- 2.) Select "I have a profile"
- 3.) Enter the email address to which this email was sent: cmickley@frontier.com
- 4.) Enter the following password: **uSqOIJh9** (you must use capital letters as they appear)
- 5.) Select the "Family" role
- 6.) Click the "Login" button

You will be required to set a new password once you log in.

Thank You

**OPTION 1:**

- Click on the link. This will bring you back to 4HOnline and the Password Management Page.
- This will take you directly to the [Please update your password](#) screen at the bottom of this page

**Returning Users:**

After your first login your profile information is stored in the database.

1. Select "I have a profile"
2. Enter your family email address
3. Select "Family for Role"
4. Click "Login"

I have a profile  
 I need to setup a profile  
 I forgot my password

Email:

Password:

Role:

**OPTION 2:**

- Highlight, Right click and Copy the temporary password from your email.
- Go back to [oh.4honline.com](http://oh.4honline.com)
- Click "I have a profile"
- Enter your email address
- Paste in the temporary password
- Make sure Role: is Family
- Click "Login"
- Once you login you will be prompted to reset your password.



Ohio 4-H Youth Development

Logout

Logged in as Flintstone

Home | My Member List

Credit Cards | Email History | Family | Family Settings | Login History

**Please update your password****Password Management**

New Password:

Confirm New Password:

- Passwords must be:
  - At least 8 characters
  - Contain at least 1 number
  - At least 1 capital letter
- Make sure your password is something you will remember.
- Write it down in a safe place!
- This will be the same email/password for June entries in FairEntry.

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After you have reset your password – click Continue and this will bring up the Member List screen.

Now update your info as needed. See below for assistance if needed.

**Member List**

Flintstone Family [Edit Family](#)

252 3rd St Ne  
Carrollton, OH 44615-1236  
123-456-7890  
flintstonefamily3@gmail.com  
Serial: 19@Osu.Edu Carroll County Manager County [contact info]

Add A New Family Member  
select a member type...  
[Add Member](#)

ReActivate An Archived Family Member  
select a member...  
[ReActivate Member](#)

You may enter new siblings or children of advisors here by selecting Youth and clicking Add Member. This will bring up a Youth Personal Information Screen with personal information, additional information, and participation sections.

- Review basic demographic information here.
- Check your email address! (This is your "FAMILY" email)
- If anything is incorrect, click on [Edit Family](#) -make changes and click on [Continue >>](#) -this will bring you back to the home screen

**Member/Volunteer List**

Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1) Pebbles Flintstone	Youth	663589	Inactive	2013-2014	<a href="#">Edit</a>

Member Reports  
Member: select a member...  
Report:

Register A Member In An Event  
Member: select a member...  
Event:

- In the **Member/Volunteer List** you should see each **Youth** in your family listed. If you are an Advisor or Committee Member, you should be listed as a **Volunteer**.
- Each person listed should have an **Enrollment Status** of "**Inactive**".
- Click on the [Edit](#) button for each person to bring up his/her personal information screen

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For new children in this family – create the 4-H record by working through those items and click continue at the bottom of each screen.

For existing members – scroll down to the bottom of the page and click on the Enroll for 2020.

Second Household Send Correspondence: No  
 Second Household Correspondence Preference: Mail

Second Household Family Name:  
 Second Household First Name:  
 Second Household Primary Phone:  
 Second Household Address:  
 Second Household City:  
 Second Household State: Ohio  
 Second Household Zip Code:  
 Second Household Email:

Emergency Contact Name: Wilma Flintstone  
 Emergency Contact Phone: 123-456-7890  
 Emergency Contact Cell Phone:  
 Emergency Contact Email:  
 Emergency Contact Relationship: Mother  
 4-H County: Carroll

Enroll for 2015-2016

**SCROLL DOWN**

• Click on the Enroll Button

Personal Information    Additional Information    Health Form    Participation

### Youth Personal Information

**Profile Information**    • Required Fields

Email: flintstonefamily@gmail.com    joe@4honline.com

Prefix:

• First Name: Pebbles

Middle Name:

• Last Name: Flintstone

Suffix:

Preferred Name:

• Mailing Address: 123 Bedrock Lane

Mailing Address 2:

• City: Carrollton

• State: Ohio

• Zip Code: 44615    12345

• Birth Date: 02/14/2000    mm/dd/yyyy

• Gender: Female

• Primary Phone: 123-456-7890    555-555-1234

Correspondence Preference: Mail

Cell Phone:    555-555-1234

You wish to receive notices via text message:   Select your provider ...

• Years in 4-H: 2    #

• Parent 1 First Name: Fred

• Parent 1 Last Name: Flintstone

Parent 1 Cell Phone: 123-456-0897    555-555-1234

Parent 1 Work Phone:    555-555-1234

• Review and update the 4-H Record.  
 • Note that all fields that have an \* are required.

**Note: This is the email all 4-H correspondence will be sent to. PLEASE make sure this is an email that is active and checked on a regular basis.**

**This number has already been updated. You will be unable to change it. Call the office for questions.**

Second Household Send Correspondence:

Second Household Correspondence Preference:

Second Household Family Name:

Second Household First Names:

Second Household Primary Phone:

Second Household Address:

Second Household City:

Second Household State:

Second Household Zip Code:

Second Household Email:

These are the fields that can be filled in for those who have blended/shared households. Be sure to enter the email address!

**School Information**

Please select your school from the list below, by selecting your school's county, then district and then your school name.

School County:

School District:

School Name:

If you are unable to locate your school in the list above, please enter the school name and type, in the fields below.

School Name:

School Type:

Select school grade

Grade:

Be sure that the school listed is correct.

Tips:

- If you go to school outside of Knox County you must select the county in which the school is located.
- Choose your school building name
- If you are home schooled or do not see your school on that list go down to the next radio button and click on school type. For home schooled students name your school "home"

**OHIO 4-H** Ohio 4-H Youth Development [Logout](#)

Logged in as Flintstone: Pebbles [Home](#) | [Help](#)

Enrollment   Member Settings   Trainings

Personal Information   **Additional Information**   Health Form   Participation

**Additional Information**

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 SIGNATURES BLANK!**

**Note:** \*If for some reason you scroll back after this screen all signatures will be erased and must be entered again.

The **Health Form** page allows you to enter Health considerations such as allergies, medical conditions or dietary restrictions. Comments are optional.

When you reach the Participation page it is important to note that there are 3 tabs!

Clubs - Projects - Groups

If you are in the same club this year that is listed, you do not need to do anything. Just click **Continue >>** and go on to projects. If you do not have a club listed, use the drop down menu to select your club – then click **Add Club**

If you are in a different club you need to delete the existing club and then select the new club from the drop down menu and click **Add Club**

If you are in an additional club – you may add it also and click **Add Club**

\*Please note you **MUST** select your primary club. For example, if you are in Blue Ribbon Rangers and Shooting Sports, BRR would be your primary club. Be sure to mark the circle of your primary club.

Note:

**Do Not Submit Enrollment until you select projects.**

Personal Information   Additional Information   Health Form   Participation

Clubs   Projects   Groups

**PROJECTS**

Please list all projects you are taking this year. Projects you participated in LAST YEAR make any necessary changes and then click **Submit Enrollment**

Select up to 50 project(s)

**Add a Project**

Select a Club: A-Z

Select a Project: Select a project ...

Years in Project: 1

Select Project Materials: Please select a project from above...

**Add Project**

Project List		
Club	Project	Year
Project Materials		
A-Z	150CE Chicken Exhibition (Fancy)	3
A-Z	617 Exploring Ponds	1
Snoopy's Friends	2010 Dog Obedience	1

**Edit**

<< Previous   Continue >>

**Submit Enrollment**

To add a project:

- Make sure the correct club is selected (if you are in more than one)
- Hit the dropdown arrow on Select a Project
- Choose your project from the list
- See notes on yellow page for helpful tips on selecting projects
- Do not worry about Select Project Materials. We will not be using this field.
- Click **Add Project** **Important!!!**

### Attention Cloverbuds

**Important!** If you are a **Cloverbud**, please list project **710GPM Cloverbud Activities 1** as your project. This is how we will identify you.

**Projects taken last year if any will be listed.**

- **Important!** If you are **NOT** taking the project again this year - Click on the **Edit** button and delete the project

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  
CLICK THE **Submit Enrollment** BUTTON**

**Submit Enrollment**

The Extension office has your updated information! Your status is now "pending" and your enrollment will be reviewed and approved by the Extension Office.  
(Depending on circumstances this could take a few days).