

4-H Online <https://www.4honline.com/>

Enrollment Forms and Information

New Volunteer Enrollment

Enrollment will be done ELECTRONICALLY this year!

How to Use 4-H Online

Logging In

Logging in to 4-H Online <https://www.4honline.com/>

If you have an existing family account, you will need to login to your family account. Go to the website above, click COLORADO and then scroll down and select **"I have a profile"**. Login using your family email address and the password you created. If you don't remember your password, select **"I forgot my password"**, enter your email address and click login. The system will email you a new temporary password.

If you are a **NEW 4-H Family**, you do not have an account in 4-H Online and you will need to create one. Go to the website above, click COLORADO on the green map and then scroll down and select, **"I need to set up a profile."** Enter profile (family) information - use the email address of the person who will manage your 4-H Online account. Click **"Create login."** Enter more family information as requested. To make it easier, select the box that say, **"Update member records with same address"** and then click **"Continue."**

Enrolling New Volunteers

1. Log in to 4-H Online (see instructions above)
2. Select **"Add a new Family Member"** drop down menu. Choose Adult. Then click **"Add Member"**

The screenshot shows the 4-H Online interface. On the left is a 'Manager Control Panel' with options for viewing records, finding members, and creating new families. The main content area displays the 'Moore Family' profile with contact information and a verified address. A red arrow points to the 'Add A New Family Member' dropdown menu, which is currently set to 'Adult'. Below this, there is a 'Member/Volunteer List' table showing two members: Colton Moore (Youth, Inactive) and Reata Moore (Youth, Inactive). Both have event registrations for 10/01/2012-09/30/2013 and 10/01/2013-09/30/2014.

Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1) Colton Moore	Youth	532268	Inactive	2013-2014	Edit
Event Registrations 10/01/2012-09/30/2013					
Event Registrations 10/01/2013-09/30/2014					
2) Reata Moore	Youth	700944	Inactive	2013-2014	Edit
Event Registrations 10/01/2013-09/30/2014					

Started [Customize Links](#) [Web Slice Gallery](#) [4hOnline.com](#)

Manager Control Panel

View
Active Records

Find Member
Enter member name ...
GoTo Record Clear

Find Family
Enter family name ...
GoTo Record Clear

Create New Family (enter family name)
Create Family

Moore Family

Member	Flag
* Colton Moore (13)	<input type="checkbox"/>
* Reata Moore (9)	<input type="checkbox"/>

Add Adult Add Youth

ONLY add an "Adult" if interested in becoming a Volunteer.
Parent information is recorded under the member profile.

DO NOT DUPLICATE A MEMBER/VOLUNTEER
If a Youth Member has aged out and would like to enroll as a Volunteer, proceed with "Edit" and they will be prompted to "Enroll as an Adult" or "Enroll as a Youth" – Select "Adult" and proceed with the enrollment.

Your enrollment status will be "Pending" once you have "Submitted" your enrollment.
The County office will "Activate" your record when all necessary paperwork and payments have been received.
If you have specific questions, please contact your local extension office.

Moore Family Edit Family

20542 County Road 76
Eaton, CO 80615-9144

Address is Verified

970-302-5859
lebmooore@aol.com [send mail]
Weld - Office Tech III County [contact info]

Add A New Family Member
Adult
Add Member Add Short-Term Member
ReActivate An Archived Family Member
select a member...
ReActivate Member

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)	Colton Moore	Youth	532268	Inactive	2013-2014	Edit
	▶ Event Registrations 10/01/2012-09/30/2013					
	▶ Event Registrations 10/01/2013-09/30/2014					
2)	Reata Moore	Youth	700944	Inactive	2013-2014	Edit
	▶ Event Registrations 10/01/2013-09/30/2014					

Acting On Behalf Of:
Moore Family
20542 County Road 76
Eaton, CO 80615
970-302-5859

Recent Profiles
Weld - Office Tech III
F Ng

Click Add Member Button

3. Fill in the member or leaders information:
 1. You can change the email address if you have a secondary email address.
 2. Primary phone is whatever phone number you would like us to call when we have a question or need to contact the parent.
 3. Be sure to fill out Ethnicity, Military Service, School and Grade information correctly.
 4. Click **"Continue"**
4. Additional Information. This page has all of the forms that are to be signed electronically. **AN ELECTRONIC SIGNATURE IS TYPING THE FIRST AND LAST NAME OF THE INDIVIDUAL. Initials and partial names are not accepted.**
 1. The first section is the Code of Conduct. You will need to check the box and the member and parent/guardian will need to sign this section.
 2. The next section is Photo Denial. You will need to select the radio button you wish in regards to the photos and the parent/guardian will need to sign this section.
 3. The last section is Additional comments – add information such as disabilities, allergies, anything you want us to be aware of. This is only visible to the leader and 4-H staff.
 4. Click **"Continue"**
5. Fill out the 4-H Volunteer Application page, sign at the bottom of the page, and then click **"Continue"**.
6. Edit the club and project information:
 1. Select your club then click **"Add club"** then click **"Continue"**
 2. Select as many projects and project materials as you would like, then click **"Add Project"**, then click **"Continue"**
 3. For the Group section, click **"Continue"**
 4. Click **"Submit Enrollment"**

Once you have submitted your application and enrollment, we will contact you with the next step in becoming a Weld County 4-H Leader.