

# Enrolling in 4-HOnline

## New 4-H Family Enrollment Guide



This guide will help you when enrolling in 4-HOnline for the first time.

This guide is only for families who have never been enrolled in 4-H.

**Step 1: Visit <https://oh.4honline.com/>**

- Select the option **“Don’t have an account?”** and provide the requested information.
- Select *Ohio* as your state and click **“Ohio 4-H Youth Development”**.
- Select your county (*Morgan*) from the drop-down menu.
- Enter an email address, phone number, and create a password.
  - **Note: The email address that you use will be used by all members of your family to log into 4-HOnline in the future.**

**Step 2: Build Your Member Profile**

- Begin building the first member’s profile by entering all of the required information including name and birth date. Select **“Next”** and continue through the rest of the questions. Select the option to **“join 4-H as a new or returning member”**. Then select **“Finish”**.

**Step 3: Select Your Club(s)**

- Choose the **“Select Clubs”** button.
- Verify that your county is correct at the top of the pop-up window and select your club(s) by clicking **“Add”** next to the club name.
  - **You should only add a club if you have been to a club meeting and met the club advisor. If the club advisor does not know that you are enrolling in that club, you must first contact the club for permission to enroll in it.**
- If you need to select another club, choose the **“Select Units”** button.
- If you do not need to select another club, choose the **“Next”** button to continue.

**Step 3: Select Your Project(s)**

- Select your 4-H projects(s) for this year by choosing the **“Select Projects”** button.
- If you are enrolling in projects for more than one club, you will want to verify that you have selected the correct club at the top of the project pop-up window.
- Cloverbud members in kindergarten through second grade should select project number 710GPM, Cloverbud Activities.
- Select the project from the list by clicking the **“Select”** button next to the project name.
- Another pop-up window will ask you to confirm the years in that project. If the number of years is correct, click the **“Add”** button.
- Some projects will automatically prompt you to electronically sign the appropriate project consents. Type your names in the boxes to affirm your agreement.
- If you need to select more projects, choose the **“Select Projects”** button to continue.
- Select all of the projects for this year before clicking **“Next”** to continue the enrollment process. If you need to make project changes after submitting your enrollment, you will need to contact the OSU Extension office to make that change.



**Step 4: Continue Enrollment Questions**

- Select the “*Show Questions*” button and complete the additional member information questions. Complete all of the required fields as indicated and click “*Next*”.

**Step 5: Review and Sign Consent Forms**

- Affirm that you agree to the Code of Conduct, the General Permission statement, and the Photo Release. Both the member and a parent/guardian names should be typed into the boxes and click on the agreement buttons.

**Step 6: Review Enrollment**

- Review your enrollment and select “*Submit*”.
  - Remember, do not hit submit until you are sure that you have selected all of your projects for this year.

**You have now successfully submitted your enrollment!**

**Need to make changes?**

- If you need to make changes before your enrollment is reviewed and accepted by 4-H professionals, you will need to contact your county Extension Office to request a change.

**Need to Enroll a New Member to an Existing Family?**

- Select the blue “*Add Member*” button at the top and create a new member profile.

