



4-H ONLINE 2.0 FAMILY ENROLLMENT GUIDE

Purpose

This guide will give 4-H families and volunteers step by step guidance to enroll in 4-H Online 2.0. Registration Max, the vendor, is making constant improvements to the system, so some instructions, screenshots and functionalities may differ after this guide is published.

Please contact your [local 4-H County Office](#) with any questions

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Creating a New 4-H Online Account

For best system functionality Registration Max, the vendor of 4-H online 2.0, recommends the use of Chrome and FireFox browsers.

1. Go to <http://v2.4honline.com>.

If you had an account in 4hOnline 1.0, or previous years, enter the login information for your existing account and click the hyperlinks to skip to enrollment instructions for [Youth Member](#) or [Adult Volunteer](#)

2. Click “Don’t have an account?” if you have never enrolled in 4-H before using 4-H Online.

3. Select *California* state from the drop-down menu.

4. Select *University of California*.

5. Choose your county of residence from the drop-down menu.

6. Complete your family's information.
 - a. Enter a valid email address you check regularly.
 - b. Enter the Family Name. This is your family's last name. It is ok if members of your family have different last names than the one you choose for the Family Name.
 - c. If your family does not have a mobile phone, you may enter a valid phone number.
 - d. Choose and confirm a password for your account.

Passwords must be a minimum of 10 characters with a number, and a capital letter or a symbol.

7. Click *Create Account*.

8. Enter your family's address information.
9. Click *Verify*.
The verification process may require you to select an appropriate USPS format.

Once you have created an account, go to [Adding a New Member to the Family](#).

10. If you create a new account and an existing account is found, click Confirm and continue to [Logging in with an Existing 4-H Online Account](#).

11. If you get a Duplicate Address: Account Recovery message and do not have access to the recovery phone, please contact your [local 4-H County Office](#) contact and let them know you received a Duplicate Address error.

Do not use the system to send a message to your County. The message will not be received by your 4-H County Office.

Creating a New Account Section Resources:

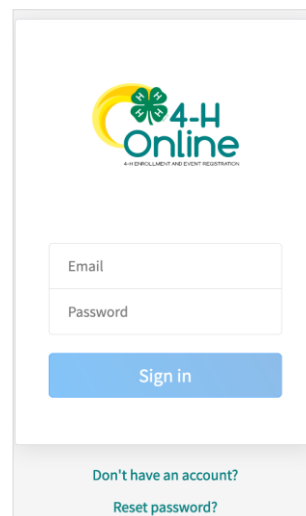
- [Family Video](#) - Creating a New Family Account in 2.0

Logging into an Existing 4-H Online Account

For best system functionality Registration Max, the vendor of 4-H online 2.0 recommends the use of Chrome and FireFox browsers.

1. If you had an account in 4-H Online version 1.0, go to <http://v2.4honline.com>.
2. Enter your email address and password.
3. Click *Sign in*.
4. Continue to [Youth Member Enrollment](#) for re-enrollment of youth members, [Adult Enrollment](#) for re-enrollment of Adult members, or [Adding New Members](#) for instructions on how to add new Family Members.

If you have forgotten your password, click “Reset Password?” to receive an email with a link to set a new password.



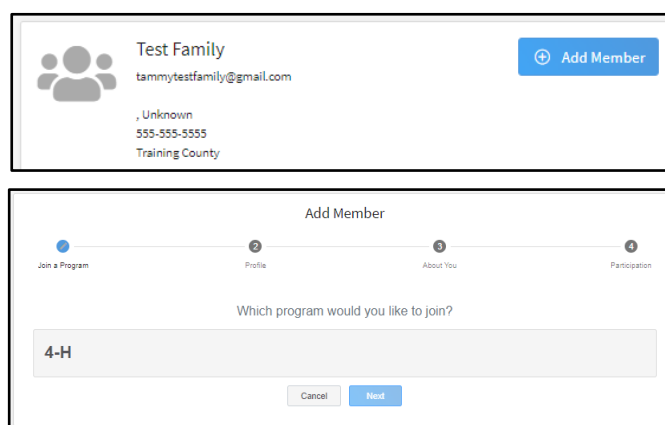
Logging into an Existing Account Section Resources:

- [Family Video](#) - Family Login & Adding a New Family Member


Adding a New Member to the Family

1. Click *Add Member*.
2. Choose to join 4-H and click *Next*.

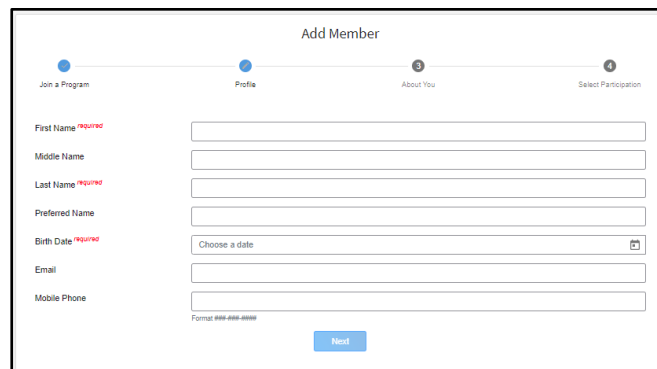
Throughout 4-H Online 2.0 the term “Member” is used to refer to both Youth and Adult Volunteers.



3. Enter the member's information.

- a. *First and Last Names* – This is your “lived name”, or your preferred name that may or may not differ from your legal name.
- b. *Preferred Name* – a shortened name you prefer to be called (not required).
- c. *Birth Date* – Month/Day/Year format (eg. “01/22/1980”). You may enter text or click the calendar icon  and choose the year, month, and day.

Date of birth is used to determine the Youth or Adult Volunteer role of the Member.



- d. *Email* – Only one member of a family may use the email address entered for the family. If a member does not have their own email address, this field can be left blank.

The family email may only be used for one member. If additional members are added to a family, unique email addresses are needed. If the member does not have an email address, this field may be left blank.

- e. *Mobile Phone* – If the member does not have a mobile phone, you may enter a valid phone number or leave the field blank.
- f. *Number Of Previous Youth Years In Program* – is the number of years you participated as a Youth in 4-H. If you have not participated in 4-H as an Youth, you may leave this field blank.

Number Of Previous Adult Years In Program is the number of years you participated as an Adult in 4-H. If you have not participated in 4-H as an Adult, you may leave this field blank.

4. Click *Next*.

5. Complete the About You, Demographics, and Emergency Contact sections with the requested information.

For **Race**, please select all categories that apply, and see the below description for each category:

- **American Indian or Alaskan Native** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American** - A person having origins in any of the Black racial groups of Africa.
- **Native Hawaiian or Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **Other (race not listed)** - Race is not listed.
- **White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Prefer Not to State**

Emergency Contact – should be someone other than a parent/guardian. You will enter parent/guardian information in a different section of enrollment.

The screenshot shows the 'Add Member' form with four steps: Join a Program, Profile, About You, and Select Participation. The 'About You' section includes a Gender dropdown. The 'Demographics' section includes Residence, Are you of Hispanic or Latino ethnicity?, and Race (with checkboxes for American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or Pacific Islander, Other (race not listed), White, and Prefer Not To State). The 'Emergency Contact' section includes Full Name, Relationship to member, Contact Phone, and Contact Email. Back and Next buttons are at the bottom.

6. Click *Next*.

7. Select *I want to join 4-H as a New or Returning Member/Volunteer*.

8. Click *Finish*.

The top screenshot shows the 'How would you like to participate?' section with a dropdown menu. The bottom screenshot shows the same section with the option 'I want to join 4-H as a New or Returning 4-H Member' selected. Both screenshots show Back and Finish buttons at the bottom.

If you have selected that you will be participating as New or Returning Member, continue to [Youth Member Enrollment](#).

If you are participating as an Adult Volunteer, continue to the [Adult Volunteer Enrollment](#) instructions.

Adding a New Member to the Family Section Resources:

- [Family Video](#) - Family Login & Adding a New Family Member

Youth Member Enrollment

If you are returning to 4-H, your member record will be listed on the family Member List. Click “*Enroll Now*” under the Program in which you would like to enroll.

If you are a new member and your name is not yet listed, click “*Add Member*”, and follow the steps for [Adding a New Member to the Family](#), then continue to Step 1 below.

Member	Programs
Tammy Test Family #409256 Feb 1, 1977	4-H Volunteer - Incomplete Continue Volunteer Application
Tasha Test Family #409269 Feb 1, 2005	4-H ClubMember - Incomplete Continue Enrollment
Timmy Test Family #409267 Mar 4, 2020	4-H ClubMember - Incomplete Continue Enrollment
Todd Test Family #409270 Apr 3, 2009	4-H Enroll Now

1. Select the member's Grade and click *Next*.
2. Confirm that you would like to enroll in 4-H as Member by clicking *Enroll*.

You will notice the invoice amount will show \$0.00. UC ANR is not able to collect Enrollment Fee payment(s) through 4-H Online 2.0. You will work with your Unit Leader and [local 4-H County Office](#) to pay your enrollment fees.

In 2.0 “unit” has replaced the word “club”

3. Read the page message and click *Select Units*.

The county will match that of the Family Profile. If you wish to add a unit that is not in the your family’s county, contact your [local 4-H county office](#).

4. Choose youth volunteer role, if appropriate.
5. Click *Add* next to the Unit you would like to join.
6. Repeat steps 3-5 to add all Units in which you would like to participate.

Your [local 4-H county office](#) has a list of current units available for enrollment.

7. If you have enrolled in more than one Unit, be sure the Primary Unit is marked correctly. If not, click the *Change to Primary* button to mark a different Unit as your Primary Unit.
8. Click the trash can icon to remove a Unit from your list.
9. Once all your Units are added, click *Next* at the bottom of the screen.

10. Read the page message and click *Select Projects*.

11. Select the Unit with which you want your project to be associated.
12. Click the *Select* button next to the project you want to add to the member's enrollment.
13. Select youth volunteer type, if appropriate, and click *Add*.
14. Repeat steps 10-12 for each project in which you would like to participate.

Add Projects

Unit: Lucky Ten

Type to Search...

Aerospace & Rocketry	Select
Alpacas	Select
Arts & Crafts	Select
Bees	Select
Beginning 4-H	Select
Bicycles	Select
Calligraphy	Select
Cats	Select

Add Cancel

Add Projects

Selected Project


Deselect

Name	Bees
Description	

Years In Project *required*: 1

Youth Volunteer Type: Junior Leader




Add Cancel

15. Click the trash can icon  to remove a project from your list.
16. Click *Next* once all the member's projects have been added.

Enrollment must have at least one project selected before it can be submitted.


Todd Test Family
2020-2021 Member Enrollment (Junior)

Progress: 1 Units, 2 Projects, 3 Questions, 4 Health Form, 5 Consents, 6 Confirm

Project Name	Years In Project	Parent Project	Unit	Youth Volunteer Type	
Automotive	1		Terrific Testing Unit		
Bees	1		Lucky Ten	Junior Leader	
Bicycles	1		Lucky Ten		

Select Projects

Back Next

Invoice 

Total:	\$0.00
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Delete

17. Read the page message and click on “*Show Questions*” to continue the enrollment.

18. Review information entered in the About You, Demographics, and Emergency Contact sections for accuracy.

Emergency Contact – should be someone other than a parent/guardian.

19. Complete other requested information and click *Next* at the bottom of the screen when you are finished.

Parent / Guardian 1

First Name required

Last Name required

Phone Number required

Work Phone Number

Work Extension

Parent / Guardian 2

First Name

Last Name

Phone Number

Work Phone Number

Work Extension

School

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

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 required

School Type required

Military

Family Member Military Service required

Branch of Service required

Branch Component required

Other

County Newsletter Preference required

☐ Postal
☐ Email

Check box if:

Monthly household cash income is at or below 185% of the Federal Poverty guidelines. If your child is eligible for enrollment in free or reduced price school breakfast or lunch you meet this criteria. If yes, you can apply for a reduction or waiver for your 4-H program fees. Please contact your county 4-H office regarding the request for waiver. (Reference: <https://www.fns.usda.gov/income-eligibility-guidelines>)

☐ Yes, monthly household cash income is at or below 185% of the Federal Poverty guidelines

Back

Next

20. Read the page message and click “*Show Health Form*” to continue to the Health Form questions.

When “Yes” is marked, a text box will appear to enter details.

21. Complete the Youth Medical Release by entering the member name, parent/guardian name and clicking the appropriate radio button.

Unclicked – ☐

Clicked – ☒

You must agree to some consents to proceed with enrollment. If you have questions regarding a particular consent, contact your [local 4-H County Office](#).

22. Click *Next* at the bottom of the screen when you are finished.

The screenshot shows the 'Health Form' section of the enrollment process for Todd Test Family. At the top, a progress bar indicates the steps: Units, Projects, Questions, Health Form (current), Consents, and Confirm. The 'Allergies' section asks, 'Does the participant have any allergies including allergies to food, medications, and drug reactions? Provide details below. *required*'. There are two radio buttons: 'Yes' and 'No'. Below this is the 'Authorized Medications' section with a light blue box stating 'Please check over-the-counter medications that may be administered. (if available)'. It includes two questions: 'Pain/fever reliever (ex. Tylenol) *required*' and 'Antacid *required*', each with 'Yes' and 'No' radio buttons. On the right, an 'Invoice' box shows a 'Total' of '\$0.00'. At the bottom, there are 'Back' and 'Next' buttons.

23. Read the page message and click “*Show Consents*” and complete all Consents shown on the screen by entering the member name, parent/guardian name (when shown) and clicking the appropriate radio button.

Unclicked – ☐

Clicked – ☒

You must agree to some consents to proceed with enrollment. If you have questions regarding a particular consent, contact your [local 4-H County Office](#).

The screenshot shows the 'Consents' section of the enrollment process for Todd Test Family. The progress bar at the top shows: Units, Projects, Questions, Health Form, Consents (current), and Confirm. The main section is titled 'Parent Consent Surveys and Evaluations'. It includes a 'Please Note' section stating that 4-H Online Surveys are open to youth ages 9 and above. Below this is a detailed paragraph about the California 4-H Youth Development Program (YDP) research, stating that participation is voluntary and that data may be used for research and program evaluation. At the bottom, there is a paragraph about data storage and confidentiality. On the right, an 'Invoice' box shows a 'Total' of '\$0.00'. At the bottom, there are 'Back' and 'Next' buttons.

24. Click *Next* at the bottom of the page when you are finished.

25. Review the enrollment information.
26. If anything appears incorrect, use the *Back* button at the bottom of the page to go to the section to make corrections.
27. Once you have verified that the Units and projects are listed correctly, click *Submit*.

You will receive an email to let you know your enrollment has been submitted. You will receive another email when your local 4-H office has approved your enrollment. Please make sure you receive and save these system emails. If you do not receive the email within 24 hours, check your Spam/Clutter email folder, then contact your [local 4-H County Office](#).

You may view the enrollment status on the Member List.

Payment of enrollment fees will be done locally through your unit leader and/or local 4-H county office and must be completed before your enrollment will be approved in the 4-H Online system.

Youth Member Enrollment Section Resources:

- [Family Video](#) - Family Login & Enrolling a Youth Member
- [For Members Download Health Form](#)

Adult Volunteer Enrollment

If you are returning to 4-H, your Volunteer record will be listed on the family Member List. Click “*Enroll Now*” under the Program in which you would like to enroll.


If you are a new volunteer and your name is not yet listed, click “Add Member”, and follow the steps for [Adding a New Member to the Family](#), then continue to Step 1 below.

1. Click *Select Volunteer Types* to indicate how you are planning to participate in the program throughout the year.
2. Select the Unit Volunteer Type.

Select at least one Unit Volunteer Type during the enrollment process. You may add additional Volunteer Types later, if needed.

3. Click *Add* next to your Volunteer Type Role.

If you are a Project Leader, you will need to select a Unit Volunteer Type AND a Project Volunteer Type.


4. Repeat steps 1-3 for each Volunteer type in which you would like to participate.
5. Click the trash icon  to remove any Volunteer Types from your list.
6. Click *Next*.

In 2.0 “unit” has replaced the word “club”.

7. Read the page message.
8. Click “*Select Units*” to choose the Units with which you would like to Volunteer.

Your **local 4-H county office** has a list of current units available for enrollment.

The county will match that of the Family Profile. If you wish to add a unit that is not in the your family's county, contact your [local 4-H county office](#).

9. Select the *Volunteer Role* from the drop down menu for the way you would like to participate in the unit, and click *Add* next to the Unit.
If the desired Volunteer Role does not appear, use the back button to go to the Volunteer Type section of enrollment and add desired Volunteer Types and Roles.
10. Repeat steps 8-9 for each Unit in which you would like to participate and click *Next*.
11. If you have enrolled in more than one Unit, be sure the Primary Unit is marked correctly. If not, click the *Change to Primary* button to mark a different Unit as your Primary Unit.
12. Click the trash can icon  to remove a Unit from your list.
13. Once all your Units are added, click *Next* at the bottom of the screen.


UCANR 4-H Volunteers MUST have an enrollment associated with a unit. Your enrollment will be sent back if you have not selected a unit.

14. Read the page message and click *Select Projects*.
15. Select the Unit from the drop down menu to display projects that are available to enroll.
16. Click *Select* button next to the project you want to add.

Volunteers select from projects that appear once the unit has been selected from the Unit drop-down menu.

17. Select Project Volunteer Type that best describes your involvement and click *Add*.

If the desired Project Volunteer Type does not appear, use the back button to go to the Volunteer Type section of enrollment and add desired Volunteer Types and Roles.

18. Repeat step 14-17 for each project you would like to participate.
19. Click the trash can icon  to remove a project from your list.
20. Click *Next* once all the member's projects have been added.

Project Name	Years In Project	Parent Project	Unit	Volunteer Type
Aerospace & Rocketry	1		Lucky Ten	Project Leader
Automotive	1		Terrific Testing Unit	Project Leader

21. Read the page message and click on “*Show Questions*” to continue the enrollment.
22. Review information entered in the About You, Demographics, and Emergency Contact sections for accuracy.
23. Complete other requested information and click the *Next* button at the bottom of the screen when you are finished.

Military

Family Member Military Service *required*

Branch of Service *required*

Branch Component *required*

Other

Education *required*

- ☐ Decline to State
- ☐ Less than 9th grade
- ☐ 9th to 12th grade, no completion
- ☐ High school completion
- ☐ Some college (no degree)
- ☐ Associate Degree
- ☐ Bachelor Degree
- ☐ Master Degree
- ☐ Professional Degree
- ☐ Doctoral Degree

Alumni

Last year you were enrolled in 4-H:

County:

State:

County Newsletter Preference *required*

☐ Postal
☐ Email

Back Next

24. Read the page message and click “*Show Health Form*” to continue to the Health Form questions.

When “Yes” is marked, a text box will appear to enter details.

25. Click the radio button to affirm you have read and agree to the Adult Medical Release.

Unclicked – ☐
Clicked – ☒

26. Click the *Next* button at the bottom of the screen when you are finished.

Tabatha Test Family
2020-2021 Volunteer Enrollment

Registration

Volunteer Type Units Projects Questions Health Form Consents Confirm

Allergies

Allergy information for Volunteers is optional and will not affect the approval process if no information is provided.

Does the participant have any allergies including allergies to food, medications, and drug reactions? Provide details below.

☐ Yes
☐ No

Authorized Medications

Would you like to share any medications you are currently taking? Provide details below and list all medications with the name, dosage, and times taken. This is optional and will not affect the approval process if no information is provided.

☐ Yes
☐ No

Invoice

Total: \$0.00

Back Next

Most questions on the Health Form are **OPTIONAL** for adult volunteer applicants to answer.

The decision to provide responses to any or all questions will not affect the review of the adult volunteer enrollment application.

27. Read the page message and click “*Show Consents*” and complete the Consents shown on the screen by entering the member name (when shown) and clicking the appropriate radio button.

Unclicked – ☐
Clicked – ☒

28. Click *Next* at the bottom of the page when you are finished.

You must agree to some consents to proceed with enrollment. If you have questions regarding a particular consent, contact your [local 4-H County Office](#).

29. Review the enrollment information.
30. If anything appears incorrect, use the *Back* button at the bottom of the page to go to the section to make corrections.
31. Once you have verified the the Units and Projects are listed correctly, click *Submit*.

32. Click *Confirm* to continue to [Volunteer Screening](#).

You will receive an email to let you know your enrollment has been submitted. You will receive another email when your local 4-H office has approved your enrollment. Please make sure you receive and save these system emails. If you do not receive the email within 24 hours, check your Spam/Clutter email folder, then contact your [local 4-H County Office](#).

You may view the enrollment status on the Member List.

Payment of enrollment fees will be done locally through your unit leader and/or local 4-H county office and must be completed before your enrollment will be approved in the 4-H Online system.

Adult Volunteer Enrollment Section Resources:

- [Family Video](#) - Family Login & Enrolling an Adult Volunteer
- [For Members Download Health Form](#)

Volunteer Screening

In 2.0 “Volunteer Screening” has replaced the “Confidential Self-Disclosure Form”.

1. Click “*Show Screening*” to continue to Volunteer Screening.

Enter only the State that issued your driver’s license.

Do NOT enter your Driver’s License Number.

Tabatha Test Family
2020-2021 Volunteer Enrollment

Registration
Screening

Personal Information

First Name *required*

Last Name *required*

Mailing Address *required*

City *required*

State *required*

Zip *required*

Transportation

3. Do you have a valid driver's license? *required*
☐ Yes
☐ No

Transportation

3. Do you have a valid driver's license? *required*
☐ Yes
☐ No

4. Driver's License State *required*

-
2. Complete the Screening questions and click *Submit*.

A rectangular box containing two buttons. The left button is light gray with the text "Save" in black. The right button is blue with the text "Submit" in white.

If you do not complete the Volunteer screening, you will need to go to the Member list and click *Continue Screening* to return to this section. See [Continuing an Enrollment/Screening](#).

Volunteer Screening Section Resources:

- [Family Video](#) - Family Login & Enrolling an Adult Volunteer

Volunteer Training

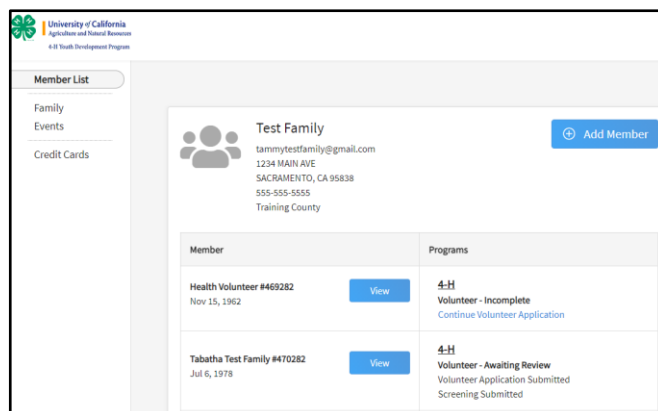
UC ANR 4-H is not conducting Volunteer Training through 4-H Online 2.0.

Please see your enrollment submission confirmation email for information on how to login to eXtension and complete volunteer trainings required. Your enrollment will not be approved until you have completed all required trainings.

If you have any questions about Volunteer training, contact your [local 4-H County Office](#).

Continuing an Enrollment/Volunteer Application/Screening

1. To continue a Youth Member Enrollment, an Adult Volunteer Application, or Screening that has been started, click on the *Member List*.
2. Then click the link to Continue the Enrollment, Continue Volunteer Application, or Continue Screening to resume the enrollment process.



4-H
ClubMember - Incomplete
[Continue Enrollment](#)

4-H
Volunteer - Incomplete
[Continue Volunteer Application](#)

4-H
Volunteer - Awaiting Review
Volunteer Application Submitted
[Continue Screening](#)

Editing Information

There are sections of an enrollment the family may edit at any time during the program year.

Family Information

1. Login to your family's existing 4-H Online account.
2. Click on *Family* tab in the navigation pane.
3. Click *Edit* to change the following fields in the Family section:
 - a. Family Name
 - b. Family Email
 - c. Family Phone

Contact your [local 4-H County Office](#) to change the County of your Family profile.

4. Click on *Edit* to change fields in the Address section.
5. Click *Save*.

Member Information

1. Login to your family's existing 4-H Online account.
2. Click *View* next to the member's name.

Member	Programs
Tammy Test Family #469256 Feb 1, 1977	4-H Volunteer - Incomplete Continue Volunteer Application
Tasha Test Family #469269 Feb 1, 2005	4-H ClubMember - Incomplete Continue Enrollment
Timmy Test Family #469267 Mar 4, 2010	4-H ClubMember - Incomplete Continue Enrollment
Todd Test Family #469270 Apr 3, 2009	4-H Enroll Now

3. Click on *Profile* tab in the navigation pane.
4. Click *Edit* to change the following fields in the Profile section:
 - a. Names
 - b. Email
 - c. Phone
 - d. Birthday
 - e. Address
5. Click *Edit* to change the following fields in the Contacts section:
 - a. Emergency Contact
 - b. Parent/Guardian 1
 - c. Parent/Guardian 2
6. Click *Save*.

Health Information

1. Login to your family's existing 4-H Online account.
2. Click *View* next to the member's name.

3. Click on *Health* tab in the navigation pane.
4. Click *Edit* to change any of the Health Form fields or treatment authorization.
5. Click *Save*.

Editing other information

If you have a need to update information in the areas listed below, please contact your [local 4-H County Office](#).

- County for family profile
- Member Demographic information
- Member Military status
- Consent responses
- Responses to Other Questions
- Volunteer Screening responses

Editing Information Resources

- [For Members Updating Family Information](#)

Editing an Approved Enrollment

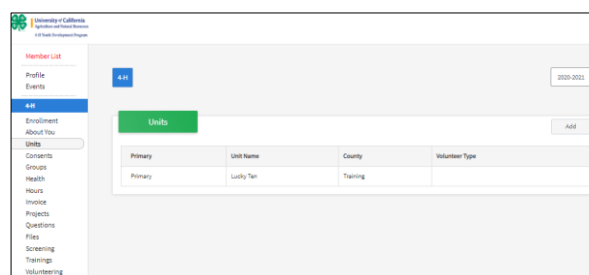
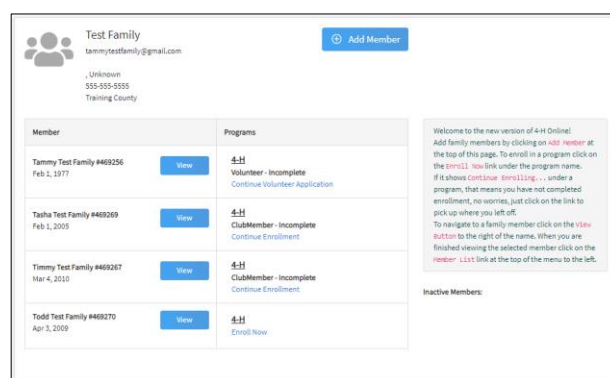
Enrollment in Units and Projects

Before you start:

- Please confirm with your [local 4-H County Office](#) the deadlines for families to be able to add units and add or drop projects from a member's approved enrollment.
- Families may not remove a unit from the member's enrollment. If allowed to add a unit, a request will be sent and require approval before it is added to the member's enrollment record.

Adding a Unit

1. Login to your family's existing 4-H Online account.
2. Click *View* next to the member's name.
3. Click on the Units tab in the Navigation Pane.
4. Click *Add*.

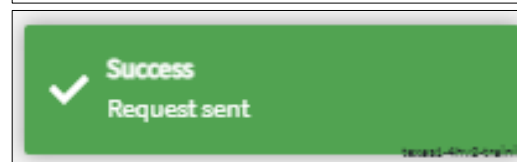


5. Choose the appropriate County from the drop-down menu.
6. For youth, select the volunteer role for the new unit. If not applicable, please leave this area blank.
7. Click the Select button next to the Unit that you want to add to the member's record.
8. If this newly added unit is to become the member's primary unit, please check the box for the Primary Unit to designate it as such. If the newly added unit is not to be designated as the member's primary unit, do not mark this box.
9. Enter a request reason for why this unit is to be added to the enrollment.
10. Click Save.
11. You will have confirmation the request is sent in the green box at the lower right corner.
12. Be sure to email your [local 4-H County Office](#) to notify them of the request.

The Unit request is sent to your current primary unit county for approval.

Youth:

Adult:



Adding a Project

1. Login to your family's existing 4-H Online account.
2. Click the View button next to the member's name.

Member	Programs
Tammy Test Family #409256 Feb 1, 1977	4-H Volunteer - Incomplete Continue Volunteer Application
Tasha Test Family #409269 Feb 1, 2005	4-H ClubMember - Incomplete Continue Enrollment
Timmy Test Family #409267 Mar 4, 2010	4-H ClubMember - Incomplete Continue Enrollment
Todd Test Family #409270 Apr 3, 2009	4-H Enroll Now

3. Click on Projects in the navigation pane.

4. Click *Edit*.

You may only add projects from a unit associated with your enrollment. If you would like to add a project from another Unit, you first must submit a [Unit Request](#). The request needs to be approved by your county before you can add projects from the requested unit.

Project Name	Years In Project	Parent Project Name	Unit Name	Volunteer Type	Consents
Bees	1		Lucky Ten	Junior Leader	No Consents
Bicycles	1		Lucky Ten		No Consents

5. Click the Select Projects button to add additional projects to the member's enrollment.


Project Name	Years In Project	Parent Project	Unit	Youth Volunteer Type
Bees	1		Lucky Ten	Junior Leader
Bicycles	1		Lucky Ten	

Select Projects

Close

6. If the member has enrolled in more than one unit, use the drop-down menu to select the appropriate unit association.
7. Click the Select button next to the project you want to add to the member enrollment.
8. If applicable, select the Youth's Volunteer Type for this project. If the member does not have a volunteer role for the project, please leave this blank.
9. Click *Add*.

Name	Description
Ag in the Classroom	

10. If you need to remove a project from the member's enrollment, click the trash can icon  next to the project.
11. When you have completed making changes to project, click the Close button.

If you have any questions or issues, please contact your [local 4-H County Office](#) for assistance.

Project Name	Years In Project	Parent Project	Unit	Youth Volunteer Type	
Ag in the Classroom	1		Terrific Testing Unit		
Bees	1		Lucky Ten	Junior Leader	
Bicycles	1		Lucky Ten		

Enrollment into Groups

Groups are used to add detail to enrollment, including specific project enrollment information. Please see the [For Members - Adding Groups to Approved Enrollments](#) helpsheet to explain the process for an Approved Member to add Group information to their enrollment in 4-H Online.

Editing an Approved Enrollment Resources

- [For Members Download Health Form](#)

Unit Leaders

As a Unit Leader your enrollment must have a unit associated, be approved, and permissions assigned before you can login to the Unit.

Logging into a Unit

1. Login to 4-H Online with your family's 4-H Online email and password.
2. Locate your name in the list of members in your family.
3. Click the 'View' button next to your name.

Michelle Canton Oct 17, 1975	View	4-H Volunteer - Approved Volunteering for 2019-2020 program year
Sylvie Canton Jul 23, 2010	View	4-H ClubMember - Incomplete Continue Enrollment
Ty Canton Mar 7, 1974	View	4-H Volunteer - Approved Volunteering for 2019-2020 program year

4. Click on Units in the navigation pane on the left side of the screen.
5. Click the Manage button for the Unit.

6. Enter the *Leader Login Code* provided to you by the county office.

Leader Login Codes are now system generated and no longer able to be customized.

7. Click the Login button.

8. You will be able to download the Unit Roster for your Unit.

The Unit Roster lists all members that are associated with a Unit regardless of if the Unit is the Member's Primary Unit. This roster also lists all projects members of a Unit are taking regardless of the unit offering the project. County 4-H Staff can run custom reports to tease out those members enrolled in project offered by their primary unit and those enrolled in project offered by a unit other than the Primary Unit. To get these custom reports contact your [local 4-H County Office](#).

Ag is Amazing								
Last Name	First Name	Program Age	Email	Role	County	Primary Club	Last Active	Status
EmailFamily	Edward	43	email123@gmail.com	Volunteer	Trainings	Ag is Amazing	2021-2022	Submitted
NewFamily	Naommi	38	new@gmail.com	Volunteer	Trainings	Ag is Amazing	2021-2022	Submitted
NewFamily	Nate	11	new@gmail.com	Member	Trainings	Ag is Amazing	2021-2022	Awaiting Review

Additional functionality will be added!

Unit Leaders Section Resources:

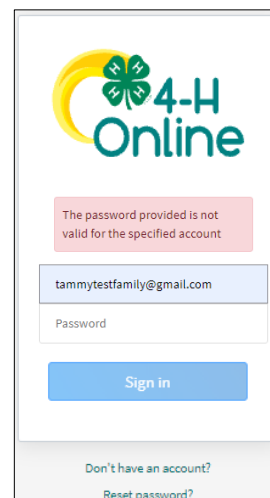
- [For Vol Confirming Members](#)

Troubleshooting

Occasionally 4-H Online 2.0 may not function as expected. Below are suggestions to remedy issue appearing in the system.

Difficulty Logging in

1. A family account is locked after 10 unsuccessful login attempts. The account will remain locked for 30 minutes or until the password is reset by your [local 4-H County Office](#).
2. Passwords to login to 4-H Online 2.0 expire.
3. If your account has been locked or you are not able to login click *Reset password*.



4-H Online

The password provided is not valid for the specified account

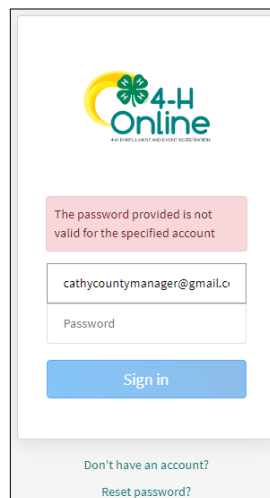
tammytestfamily@gmail.com

Password

Sign in

Don't have an account?
Reset password?

3.



4-H Online

The password provided is not valid for the specified account

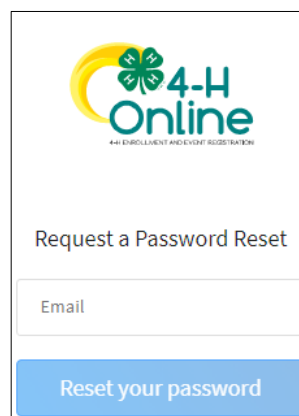
cathycountymanager@gmail.co

Password

Sign in

Don't have an account?
Reset password?

4. Enter your email and click *Reset your password*.
An email will be sent from the system.



4-H Online

Request a Password Reset

Email

Reset your password

4.

5. From the email, click *Reset Password*.
6. Enter a password, confirm the password, and click *Change Password*.


If this does not resolve the issue review the [System functionality](#) section below .

5.

You may recover your account login by clicking on the link below.

Reset Password

You will be asked to set a new password when you sign in



Change Your Password

Password

Password is Required

Confirm Password

Change Password

System functionality

1. If you are not using the recommended browsers, login to the system using Chrome or FireFox.

If this does not resolve the issue move to step 2.




2. Try logging out of the system and logging back in. Often this will resolve the issue.

If this does not resolve the issue move to step 3.

Test Family Family

 Sign Out



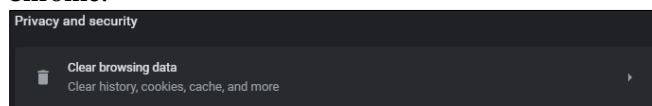
tammytestfamily@gmail.com

Sign in

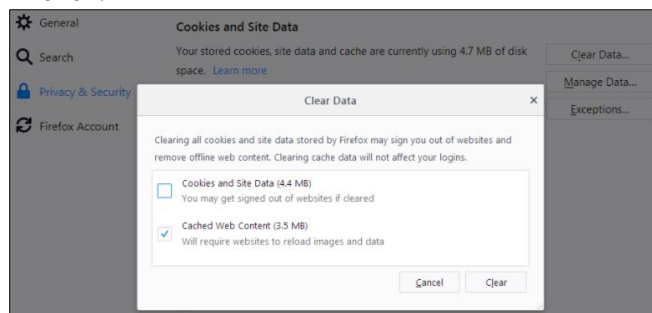
3. Try clearing your browser cache.
 - a. If you are using the Google Chrome browser see these [directions](#).
 - b. If you are using the FireFox browser see these [directions](#).

If this does not resolve the issue move to step 4.

Chrome:



FireFox:

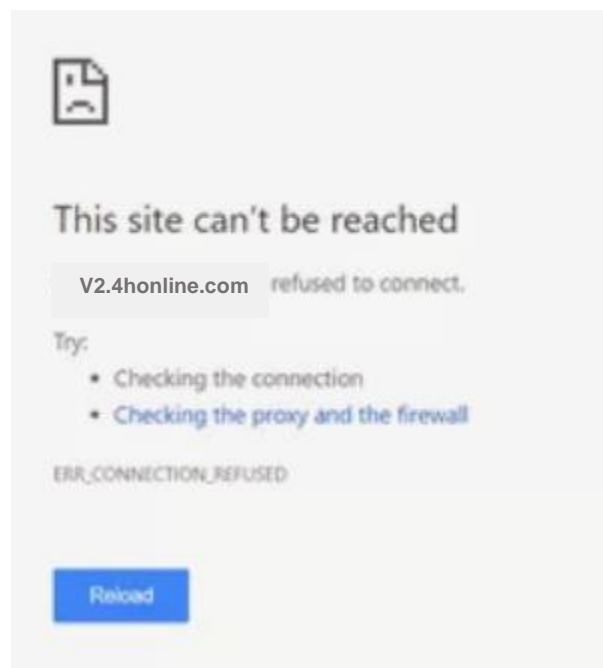


4. If you are using the Google Chrome browser, login using the Firefox browser.
or
If you are using the Firefox browser, login using the Google Chrome browser.

If this does not resolve the issue move to step 5.

5. Ensure the computer used does not have internal programming that would block external sites. This occasionally occurs on computers issued by schools or places of employment.

If this does not resolve the issue, contact your [local 4-H County Office](#).



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