New Families Quick Start Guide

4-H ❀
WASHINGTON STATE UNIVERSITY
EXTENSION

We are glad you are interested in joining 4-H! Your local county Extension Office can help you find a club and guide you during the enrollment process. Please contact your Extension Office before enrolling in 4-H through 4HOnline. You can find your local extension office by visiting: http://extension.wsu.edu/locations/

To join Washington 4-H, you will need to enroll through a web program called "4HOnline." You will need:

- A computer or tablet
- An internet connection
- A valid e-mail address
- A web browser (Firefox or Chrome work best; Safari will work in most instances. Internet Explorer is not supported.)

Follow these steps to enroll in 4HOnline:

Create Family Profile

1. Go to https://wa.4honline.com
2. Select "I need to set up a new profile."
3. Choose your primary county.
4. Enter a valid email address and confirm it.
5. Enter the last name of the family or household.
6. Create a password. It requires minimum of 8 characters, 1 number, and 1 capital letter or symbol.
7. Click "Create Login"
8. On the next screen, fill your family information in. <u>Verify it's correct, as it can't be changed once submitted.</u>
9. Choose whether you prefer correspondence via email or mail.
10. Verify your county is set to your primary 4-H county.
11. **DO NOT** click the "update member records with the same address"
12. Click Continue.

Register Members

1. On the member list page, choose the type of profile you are adding (youth/adult) and press "Add Member." You will only create adult profiles for adult volunteers; parents **DO NOT** need a profile.
2. Complete four sections: Personal Information, Additional Information, Health Form, Participation.

Personal Information

- Fill out the profile information for the member enrolling.
- "Second Household Send Correspondence" will send info to a second family location.
- Participating in more than one county or a different one? Choose your county of residence as your "4-H County" and your other county as "Secondary 4-H County"

Additional Information

- Read each section carefully and make sure you understand what is being said.
- Check the box next to "I/We agree"
- Sign by typing your name on the line
- If the 4-H member is over 18, they do not require a parent/guardian signature.

Health Form

- List any relevant health restrictions in this section.
- If there are any allergic reactions, please be specific about symptoms and severity.
- Please be accurate but concise.
- If the 4-H member requires any special accommodations, see the "Reasonable Accommodation Policy" on the top of the page.

Participation

- Choose your club from the dropdown list. Hit "Continue."
- Select your club from the club list, and choose your project from the project list.
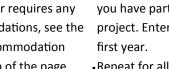- Indicate the number of years you have participated in that project. Enter "1" if this is your first year.
- Repeat for all projects for all clubs.

Once you are 100% sure your information is accurate and you have selected all your clubs/projects, hit [Submit Enrollment]

You've successful submitted your enrollment for review!