

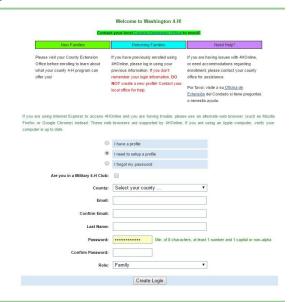
We are glad you are interested in joining 4-H! Your local county Extension Office can help you find a club and guide you during the enrollment process. Please contact your Extension Office before enrolling in 4-H through 4HOnline. You can find your local extension office by visiting: <a href="http://extension.wsu.edu/locations/">http://extension.wsu.edu/location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

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**

- Go to <a href="https://wa.4honline.com">https://wa.4honline.com</a>
- Select "I need to set up a new profile." 2.
- Choose your primary county. 3.
- Enter a valid email address and confirm it. 4.
- Enter the last name of the family or household. 5.
- Create a password. It requires minimum of 8 characters, 1 number, and 1 capital letter or symbol.
- Click "Create Login"
- 8. On the next screen, fill your family information in. Verify it's correct, as it can't be changed once submitted.
- 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.
- Complete four sections: Personal Information, Additional Information, Health Form, Participation.



**Personal Information** 



**Additional Information** 



- •Fill out the profile information for the member enrolling.
- · "Second Household Send Correspondence" will send info to a second family location.
- •If you are homeschooled, choose •Sign by typing your name on the the second radio button under the school section.
- •Read each section carefully and make sure you understand what is being said.
- •Check the box next to "I/We agree"

  - If the 4-H member is over 18, they do not require a parent/ guardian signature.

- ·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, notify your extension office two weeks prior to events.

- **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

