## Returning Families Help Sheet



We are glad you are enrolling with Washington 4-H for another year. Welcome back! To re-enroll in Washington 4-H, you will continue using 4HOnline and 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.)

## Logging into 4HOnline Go to https://wa.4honline.com (please note there is no I have a profile "www" in the web address). I need to setup a profile 2. Choose "I have a profile" Enter your email address and password. I forgot my password Role should automatically be on "Family" 4. Email: Click "Login" Password: Note: If you are unsure of your login information for 4HOnline, conta your county office. **DO NOT** set up a second profile. Family Role:

## **Reactivating Previously Enrolled Members**

.ogged in as 🖀 Caruso [* County]	<b>Change Password</b>	Once you have logged in, you'll be taken to your <b>home screer</b> This is a place for your county extension office to share important information. Check back often!
My Meetings		
Announcements & Newsletters	Continue to Family	To re-enroll your members, click the orange "Continue to
Testing	Continue to Family 0	
Apr 01, 2015 Training County		Family" button.
Beef Weigh In Day and Time		railing button.

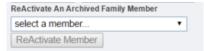
Members who enrolled in the prior 4-H year are marked "Inactive" in the system. To re-enroll, click the "Edit" button next to the member's name.



Scroll down past all of the personal information and click the "Enroll for 20XX-20XX" button. This will reactivate the member and change the enrollment status from "inactive" to "incomplete." 

Enroll for 2015-2016

Note: If you have been inactive in 4HOnline for longer than one 4-H year, there is a chance your profile was archived automatically. If you don't see your member profile on the Member/Volunteer list, click the "ReActivate An Archived Family Member" dropdown list located above the active/inactive list. Your name should appear there! If it doesn't, contact your county office for assistance. Select the profile, and click "ReActivate Member."



## **Completing the Enrollment Process**

Once you have clicked "Enroll for 20XX-20XX" you will walk through a process very similar to when you originally enrolled. *The information you provided during your original enrollment will automatically populate in each section.* You'll be asked to verify/update your Personal Information, read and sign the waivers under Additional Information, verify/update the health information on the Health Form, and verify your project and club enrollment under Participation.

Once your information is updated and accurate, click the "Submit Enrollment" button.

Submit Enrollment