

How to Enroll in 4-H through 4HOnline

4HOnline will work best if used in Firefox or Google Chrome

1. Open a web browser and type in:
<http://wa.4honline.com>
2. Choose I need to setup a profile.
3. Enter your desired login information.
4. My Login information is
Email: _____
Password: _____
5. Click **“Create Login”**.

If you receive a message that your account already exists, contact your County 4-H Office for your login information.

6. Enter your Family Information.
7. Click **“Continue”**.
8. You have now created your Family. The next step will be to add youth and/or adult members to your family.

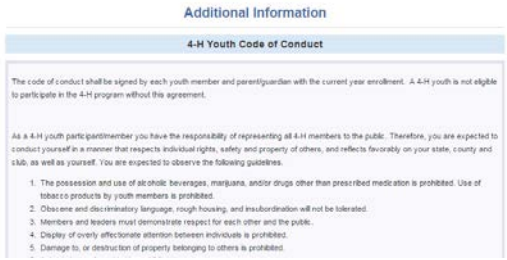
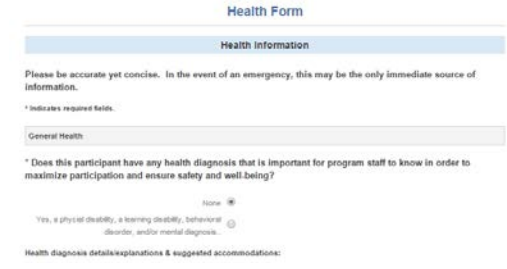
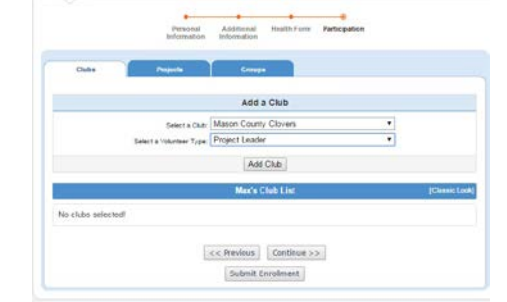
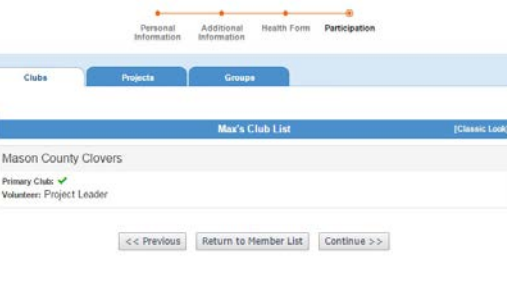
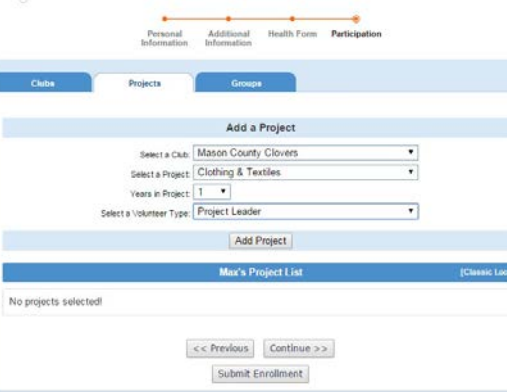
NOTE: Only add adults who would like to enroll as Volunteers. Parents who are not volunteers should not create an Adult member account.

9. From the “Member List” screen you will add youth and adult members to your family.
10. Select the desired Member Type and click **“Add Member”**.

NOTE: Only add adults who would like to enroll as Volunteers. Parents who are not volunteers should not create an Adult member account.

11. Enter the youth’s or adults personal information.
12. Information in **Bold** is required. All other information is optional.
13. Please provide your cell # & cellular provider so we may include you in the text message feature.
14. Click **“Continue”**.



<p>15. Read the “Additional Information” page carefully. Please note that the information will look different for youth and volunteers.</p> <p>16. Mark the check box and/or sign each section. This section will be locked for editing after the enrollment has been submitted.</p> <p>17. Click “Continue”.</p>	 <p>The code of conduct shall be signed by each youth member and parent/guardian with the current year enrollment. A 4-H youth is not eligible to participate in the 4-H program without this agreement.</p> <p>As a 4-H youth participant/member you have the responsibility of representing all 4-H members to the public. Therefore, you are expected to conduct yourself in a manner that respects individual rights, safety and property of others, and reflects favorably on your state, county and club, as well as yourself. You are expected to observe the following guidelines:</p> <ol style="list-style-type: none"> 1. The possession and use of alcoholic beverages, marijuana, and/or drugs other than prescribed medication is prohibited. Use of tobacco products by youth members is prohibited. 2. Obscene and discriminatory language, rough housing, and insubordination will not be tolerated. 3. Members and leaders must demonstrate respect for each other and the public. 4. Display of overly affectionate attention between individuals is prohibited. 5. Damage to or destruction of property belonging to others is prohibited.
<p>18. Read the “Health Form” page carefully.</p> <p>19. Enter the participant’s health information. It is very important that each participant’s Health Form is complete and accurate.</p> <p>20. * indicates required fields that must be completed prior to continuing to the next page.</p> <p>21. Click “Continue”.</p>	 <p>Health Form</p> <p>Health Information</p> <p>Please be accurate yet concise. In the event of an emergency, this may be the only immediate source of information.</p> <p>* Indicates required fields.</p> <p>General Health</p> <p>* Does this participant have any health diagnosis that is important for program staff to know in order to maximize participation and ensure safety and well being?</p> <p>None <input type="radio"/></p> <p>Yes, a physical disability, a learning disability, behavioral disorder, and/or mental diagnosis. <input type="radio"/></p> <p>Health diagnosis details/explanations & suggested accommodations:</p>
<p>22. Select your desired Club from the dropdown list.</p> <p>23. Adult Volunteers must select their “Volunteer Type” from the dropdown list.</p> <p>24. Click “Add Club”.</p>	 <p>Personal Information Additional Information Health Form Participation</p> <p>Clubs Projects Groups</p> <p>Add a Club</p> <p>Select a Club: Mason County Clovers</p> <p>Select a Volunteer Type: Project Leader</p> <p>Add Club</p> <p>Max's Club List [Classic Link]</p> <p>No clubs selected!</p> <p><< Previous Continue >></p> <p>Submit Enrollment</p>
<p>25. The Club will appear on the Club List.</p> <p>26. If you would like to join another Club, select it from the drop-down list and click “Add Club”.</p> <p>27. Be sure to select which Club will be your Primary Club.</p> <p>28. When you have finished adding Clubs, click “Continue”</p>	 <p>Personal Information Additional Information Health Form Participation</p> <p>Clubs Projects Groups</p> <p>Max's Club List [Classic Link]</p> <p>Mason County Clovers</p> <p>Primary Club: <input checked="" type="checkbox"/></p> <p>Volunteer: Project Leader</p> <p><< Previous Return to Member List Continue >></p>
<p>29. Select a Club in which you would like to enroll in a Project. Only clubs selected on the previous page will be listed.</p> <p>30. Select the Project.</p> <p>31. Select number of years the participant has been active in this project. First year = 1.</p> <p>32. Adult Volunteers must select their Volunteer Type from the dropdown list.</p> <p>33. Click “Add Project”.</p> <p>34. Repeat to add all of your projects.</p> <p>35. When you have finished adding your projects, click “Submit Enrollment”.</p> <p>36. If the desired project is not listed contact the County 4-H Office.</p>	 <p>Personal Information Additional Information Health Form Participation</p> <p>Clubs Projects Groups</p> <p>Add a Project</p> <p>Select a Club: Mason County Clovers</p> <p>Select a Project: Clothing & Textiles</p> <p>Years in Project: 1</p> <p>Select a Volunteer Type: Project Leader</p> <p>Add Project</p> <p>Max's Project List [Classic Link]</p> <p>No projects selected!</p> <p><< Previous Continue >></p> <p>Submit Enrollment</p>



- 37. The member that you just added will appear in your Member List as Pending. You will receive an email that your enrollment has been submitted to your County 4-H Office.
- 38. Once the County 4-H Office reviews the member enrollment, you will receive another email either confirming your enrollment, or asking you to make changes and resubmit your enrollment.

Harlow Family | Edit Family

123 S 4th St
Shelton, WA 98584-3536
123-456-7890
kathyf@me.com
County Admin County [contact info]

Add A New Family Member
select a member type...
Add Member
ReActivate An Archived Family Member
select a member...
ReActivate Member

Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1) Albe Harlow	Youth	136530	Incomplete	2014-2015	Edit
2) Booby Harlow	Youth	1365198	Inactive	2014-2015	Edit
3) Bugby Harlow	Youth	1365162	Inactive	2014-2015	Edit
4) Buttersotch Harlow	Youth	1365528	Inactive	2014-2015	Edit
5) Casper Harlow	Youth	1365164	Pending	2014-2015	Edit
6) Chubs Harlow	Youth	1362210	Inactive	2014-2015	Edit
7) Clover Harlow	Youth	1365526	Inactive	2014-2015	Edit
8) Gregory Harlow	Adult	1365177	Inactive	2014-2015	Edit

- 39. To enroll another family member, select the member type and repeat the enrollment process
- 40. If the second member's Parent and Emergency Contact information is the same as the first member's information, select **"Copy parent information from another youth record"** to auto-fill these portions of the Youth Profile page.

Kattanka Family | Edit Family

123 Crimson Lane
Shelton, WA 98584
333-333-3333
kitkat77@gmail.com
County Admin County [contact info]

Add A New Family Member
select a member type...
Add Member
ReActivate An Archived Family Member
select a member...
ReActivate Member

Copy parent information from another youth record: Select a member name ...
Select a member name ...
Celeste Smith

- 41. You may login to your 4HOnline account at any time to edit member information, view Announcements and Newsletters, register for events, add animals and run member reports.

Announcements & Newsletters

- 4-H UpDate
- May 08, 2012 Dano County
- 4-H FYI
- May 08, 2012 Dano County

Continue to Family

