Kitsap County 4-H

Online Enrollment Instructions

For Parents
GLOSSARY OF 4HONLINE TERMS

4-H Age: A member’s age calculated as of 12:00 a.m. on the 4-H Age date set by the state instead of by his or her actual birthdate. For example, a 4-H Age date of January 1 means that whatever the member’s age is at 11:59 p.m. on December 31, is what their 4-H age is for that program year. The calculation time only affects members with a January 1 birthdate.

Active: The status of a member who has completed all of the steps required for enrollment

Activity: Any activity in which a member participates that should be part of the enrollment record. Information regarding activities is not reported on the ES237

Adult: A member who has passed the maximum youth age and in most cases is a volunteer.

Archived: A member who was active at one time, but is not participating this year

Authorizations: Legal agreements (usually on an enrollment or registration form) that require a parent or member signature

Browser: the program utilized to access the internet (Explorer, Firefox, Chrome)

Club Leader: An adult volunteer responsible for a local 4-H club

Contact: A non-4-H member associated with 4-H in some way. Contacts can include board members, committee members, donors, etc.

Continue: Saves the information on the current screen and moves to the next screen. Often synonymous with “Save”

Custom Report: A report created by a manager. After its creation, a custom report is available to view and/or print at any time

Deadline: 11:59 p.m. Central time on the date of the deadline

Delivery Mode: a classification for the various types of 4-H Clubs or programs used on the ES237 report

Duplicate: A member or family profile that has been created in 4HOnline more than once

ES237: The Federal report required from each state used to report 4-H activities to the Cooperative Extension Service (CES) personnel at the Department of Agriculture (USDA) in Washington, D.C. This data is reported on form 237 and is designated ES-237

Family Correspondence: Mailing labels created for each family represented on a given report

Filter: A way to break large sets of data into smaller sets

Flag: The check box located next to the member name on the Member/Volunteer search screen under the enrollment tab

Group Enrollment: A brief report of a 4-H activity that indicates the race, ethnicity and gender of the participants. Group Enrollment numbers are included on the ES237 report.
Group: Any group of people that the user would like to keep track of together. These could be camps, classes, committees, etc. Information regarding groups can be used to create a group enrollment in order to be reported on the ES237

Help Sheet: a quick reference that describes how to perform a specific task in 4HOnline

InActive: A member who has not re-enrolled for the current program year

Incomplete: Member has started the enrollment/registration process, but has not submitted it to the County for approval

Invoice: a receipt that can be printed at the family level and sent with a payment to the County 4-H Office

Login-Only: a level of access granted to a Club Leader in which the leader may only view member enrollment information, but may not edit the information

Manager: A State or County employee using 4HOnline at the State, Region, District or County level

Member Correspondence: Mailing labels created for each member represented on a given report

Member ID: An ID number unique to each member enrolled through 4HOnline in the state

Member List: The page in a family account that lists all of the family members registered in 4HOnline

Member Management: a level of access granted to a club leader in which the leader may edit existing member enrollment records, add new member enrollment records and/or register members for events

Membership ID: An ID number unique to each member enrolled through 4HOnline in the United States.

Memorized Report: A Standard, Custom or Shared report with additional filters

National Category: Categories to which each project area corresponds

Pending: Members have submitted their enrollment information or event registration, but are awaiting county and/or state approval.

Primary Club: a club in which a member participates most often

Project Alias: A project name used in a County that differs from the name used at the State level

Project Selection Deadline: The last day on which a member may add or change the projects in which he or she is enrolled from a family account. Managers may still add or change projects after this date.

Project Leader: An adult volunteer responsible for certain project area vs. a specific club

Project: A specific area of study or concentration for the 4-H program year

Queue: The ability to run a report in the background of the computer allowing the user to continue working on other tasks while the program compiles the report; often useful for reports that will return large amounts of data

Quick Export: A standard report that will pop up as an excel file when the user clicks the title of the report in the drop-down list at the top of the screen. Be sure pop-up blockers are turned off to run Quick Exports

Quick Report: A standard report that will pop up as a .pdf file when the user clicks on the title of the report in the drop-down list at the top right of the screen. Be sure pop-up blockers are turned off to run Quick Reports.
Records Returned: the number of member records found as a result of a search

Re-enrollment: when an existing member enrolls for the next program year

Roll-over: the end of one program year and the beginning of the next. In 4HOnline this means that all active members become inactive and all grade levels, years in 4-H and years in projects advance one year.

Screening Payment: a volunteer enrollment fee

Second 4-H County: a county, outside the member’s primary county, in which the member is also an active participant

Secondary Club: a second club in which a member participates

Shared Report: A custom report created by a higher-level manager and shared with accounts in lower levels, or a custom report created by a manager at the same level in the same county or state.

Standard Report: A report created by 4HOnline available to run and/or print at any time

Transfer: an invoice printed at the county level and mailed with a payment to the State 4-H Office

Upload Field: a form field often used on registration forms in which the registrant is asked to upload a document or picture

Verification: A check box that indicates all of the information about an animal is correct and complete

Volunteer Screening: An additional page of required information for volunteers, often used for required background checks.

Youth (Short-Term): A youth member who only participates in a 4-H group, not a 4-H Club, for a portion of the year. Unless a group enrollment is created from the group in which a short-term member is enrolled, short-term members do not count on the ES237

Youth: A 4-H member of youth membership age
4honline Information Required to Enroll Your Family

Minimum Information to Add a Family
Family Email
Family Last Name
Family Mailing Address
City
State (Defaults to Washington)
Zip Code
Primary Family Phone Number
Correspondence Preference (Mail or Email) - Defaults to Mail, so please make sure to change!
4-H County (Defaults to Kitsap)
4 online Information Required to Enroll a Youth Member

Minimum Information to Add a Youth Member

First Name
Last Name (Defaults to Family Name)
Mailing Address (Defaults to Family Address)
City (Defaults to Family City)
State (Defaults to Family State)
Zip Code (Defaults to Family Zip Code)
Birth Date
Gender
Primary Phone (Defaults to Family Phone)
Correspondence Preference (Mail or Email)
Years in 4-H (Years you know they have been in 4-H, begins with 1 not 0)
Parent 1 First Name
Parent 1 Last Name
4-H County (Defaults to Kitsap)
Are they a Youth Volunteer (Do they hold an Office in the Club?)
Are they or Hispanic or Latino Ethnicity
Race if they are not Hispanic or Latino
Size of the Area Where They Live
Do they Have a Family Member in the Military
School They Attend by County, School District, and School
School Grade

Other Information needed

Photo Release Date
Other Clubs in Which They are Enrolled
Projects In Which They Participate in Both Your Club and Any Other Club
4honline Information Required to Enroll an Adult Member

Minimum Information to Add an Adult Member
   First Name
   Last Name (Defaults to Family Name)
   Mailing Address (Defaults to Family Address)
   City (Defaults to Family City)
   State (Defaults to Family State)
   Zip Code (Defaults to Family Zip Code)
   Birth Date
   Gender
   Primary Phone (Defaults to Family Phone)
   Correspondence Preference (Mail or Email)
   Years in 4-H
   4-H County (Defaults to Kitsap)
   Are they a Volunteer
   Are they or Hispanic or Latino Ethnicity
   Race if they are not Hispanic or Latino
   Size of the Area Where They Live
   Are they in the Military
   Do they Have a Family Member in the Military

Other Information needed
   Paperwork Date
   Photo Release Date
   Volunteer Position They Hold
   Other Clubs in Which They are Enrolled
   Projects In Which They Participate in Both Your Club and Any Other
# Population for Kitsap County Cities and Towns

<table>
<thead>
<tr>
<th>City/Town</th>
<th>Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bainbridge Island</td>
<td>23,390</td>
</tr>
<tr>
<td>Bremerton</td>
<td>39,410</td>
</tr>
<tr>
<td>Port Orchard</td>
<td>13,510</td>
</tr>
<tr>
<td>Poulsbo</td>
<td>9,950</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unincorporated Kitsap</th>
<th>Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kingston UGA</td>
<td>2,080</td>
</tr>
<tr>
<td>Poulsbo PUTA</td>
<td>470</td>
</tr>
<tr>
<td>Silverdale UGA</td>
<td>17,612</td>
</tr>
<tr>
<td>Central Kitsap UGA</td>
<td>22,634</td>
</tr>
<tr>
<td>Bremerton East UGA</td>
<td>4,121</td>
</tr>
<tr>
<td>Bremerton West UGA</td>
<td>4,671</td>
</tr>
<tr>
<td>Gorst UGA</td>
<td>222</td>
</tr>
<tr>
<td>Port Orchard UGA</td>
<td>15,169</td>
</tr>
</tbody>
</table>
Logging Onto 4honline

https://wa.4honline.com

1. Default—enter email address and password.
2. For parents to set up their initial enrollment into 4honline.
3. For parents to use if the club leader or County staff entered the family without resetting their password. The system will send you to a subroutine to reset your password and log into the system.
4. This e-mail address must match the Family E-mail Address entered into 4honline.

The following pages are examples only and not real people.
1. Click the big Orange button to go to the Family information. The first time a family logs in they will go directly to the family information and can click Home at the top right of the page to get back to this screen.

2. You will only see this bar if you are a Club or Project Leader with access to either “Read Only” or “Member Management” access to the club records. If you see this bar and have access consult the “Online Enrollment Instructions for Club Leaders”
1. Click on Club to go back to the Family page or Home Page. Never use the back arrow on your browser, you may lose data.

2. If you are changing or updating a record check this box to make corrections or updates to all family members.

3. You reset your password but remember to click the “Update Password” button. Make sure you write down your password in a secure location so you can use it again in the future.

4. Continue button also acts as a save.
1. Click “Edit Family” to change or update family information. Be sure to check the box marked “Update member records with the same address” box to update all family members.
2. Click on the drop down menu to add either an adult or youth family member.
3. Click “Add Member” button to add an adult or youth member.
4. Family members will be listed here as they are added.

**Adult/Youth Personal Information**

The pages are very similar with the Youth having more spaces to fill out. Please refer to the two Required Information pages prior to sitting down to enroll members. Please fill out as much information as possible.
### Youth Personal Information

**Profile Information**

- **Email:** joe@4honline.com  
- **First Name:** Robert  
- **Middle Name:**  
- **Last Name:** Baden  
- **Mailing Address:** 3332 Pacific Ave  
- **City:** Tacoma  
- **State:** Washington  
- **Zip Code:** 98418  
- **Birth Date:** 05/26/1997  
- **Gender:** Male  
- **Primary Phone:** 253-555-8965  
- **Correspondence Preference:** Email  
- **Cell Phone:** 253-490-2256  
- **Years in 4-H:** 3  
- **Parent 1 First Name:** Baden  
- **Parent 1 Last Name:** Baden  
- **Parent 1 Cell Phone:** 253-960-9632  
- **Parent 2 First Name:** Mary  
- **Parent 2 Last Name:** Baden  
- **Parent 2 Cell Phone:** 253-908-8524  
- **Parent 2 Address:**  
- **Parent 2 City:**  
- **Parent 2 State:** Washington  
- **Parent 2 Zip Code:**  
- **Parent 2 Home Phone:**  
- **Parent 2 Email:** mary_baden@nomail.com  
- **Second Household Send Correspondence:**  
- **Second Household Correspondence Preference:** Mail  
- **Second Household Family Name:**  
- **Second Household First Names:**  
- **Second Household Address:**  
- **Second Household City:**  
- **Second Household State:** Washington  
- **Second Household Zip Code:**  
- **Second Household Email:** joe@4honline.com  
- **Emergency Contact Name:** Jane Baden  
- **Emergency Contact Phone:** 253-908-7884  
- **4-H County:** Training  

*Key is on Page 15*
Adult/Youth Personal Information
The pages are very similar with the Youth having more spaces to fill out. Please refer to the two Required Information pages prior to sitting down to enroll members. Please fill out as much information as possible.

1. Once the Date of Birth is submitted it can only be changed at the County office
2. The cell phone provider must be provided and the small box must be checked in order to receive text messages
3. Once the Years in 4-H is submitted it can only be changed at the County office
4. Please include the emergency contact from the health form.
5. A volunteer can be a youth club officer or youth project leader or an adult
6. Please refer to the population chart to make sure you put families in the right area. Just because a address has what looks like a town or city name does not make it a legal town or city.
7. If your child goes to a private school select Other—Private as the School District they should then be listed by school name.
8. Click on School Type to enter Home School.
9. Once the Grade is submitted it can only be changed at the County office.
10. Click “Continue” to save the information and move to the next page
By the fall of 2015 most forms will be on this page. Make sure the forms are completely filled out. Have the parents complete each form either for the first time online or update old records. In 2015 every parent should fill out all the youth pages and their own if they are leaders. They should then update them during each reenrollment season. Project Leaders and Club Leaders will be able to download and print the needed form for each activity if they have been given access.

Guardian place their official Signature by typing their full name as requested. Because the parent has logged onto a private system with a password the signature becomes legal.

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Health and Legal Pages

<table>
<thead>
<tr>
<th>Photo, Image, &amp; Voice Recordings Consent</th>
</tr>
</thead>
<tbody>
<tr>
<td>I understand that, unless noted below, photos, video, or recordings made of me may be used by WSU Extension and Washington State 4-H, without compensation, to promote the 4-H Youth Development Program. I understand that my name may be revealed in descriptive text or commentary.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Yes</th>
<th>NO permission</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Parent/Guardian Signature

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Log in as: Baden: Robert

Logged in as: Baden: Robert

Enrollment | Member Settings

Personal Information | Additional Information | Participation

Additional Information

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Log out

Logout

Home | My Member List

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"Health and Legal Pages"

Washington 4-H Youth Development

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Guardian place their official Signature by typing their full name as requested. Because the parent has logged onto a private system with a password the signature becomes legal.
1. Select a club from the drop down menu.
2. If they are an officer or a leader, select their position from the drop down menu.
3. Click “Add Club” button to enroll them into the selected club. If they are members of more than one club go back to step 1 and repeat until all clubs are listed below.
4. Their Primary Club will be the one with the dot in the middle of the circle. To change the primary club, just click on the circle of their Primary Club.
5. Once you have added a club, you can go back and add a position by clicking the “Edit” button. This should be done after each club election of officers. If the youth member is a new officer you will need to go back to the personal information page and change their volunteer status about halfway down the page.
6. Click “Continue” button to save this information and move to the next screen. You will get an error message if you forgot to click the “Add Club” button after you selected their club(s).
1. Select a club from the drop down menu. Only clubs selected on the previous page will be listed.
2. Select a project from the drop down menu. Projects can be added and subtracted by the County office.
3. Type in the number of years the person has been in this project. If they are new type 1.
4. If they are a youth or adult leader, select the position from the drop down menu.
5. Click add project to enroll this person in this project. Go back to set 1 to add additional projects.
6. Once a project is added you may go back and edit the volunteer position.
7. Click Continue to go to the Activities Tab.
8. Click the Submit Enrollment if you will not be adding information in the Activities, Awards, or Group tabs. (This is the most common for new members and leaders.)
1. Select a Group that the person is eligible to be a member of and select from the dropdown menu.
2. Click the Add Group Button to add this person to a group.
3. Click Submit to send it to the Club Leader to accept.
Have any Enrollment Questions?

Contact

Your Club Leader

Before you contact the County 4-H Office