



New Families Quick Start Guide



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. 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.
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.
- If you are homeschooled, choose the second radio button under the school section.



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, 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](#)

You’re done!