

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.)

## Signing Up for 4HOnline

1. Go to <https://wa.4honline.com> (please note there is no “www” in the web address).
2. Choose “I need to set up a profile” from the three options. Additional fields will now appear. Select the primary county you will be participating in.
3. Enter a valid family e-mail address. The e-mail address must be active and accessible - it will serve as your login as well as how you receive relevant communication.
4. Confirm your email address.
5. Type in the last name of the parent/guardian/household. This is the name that will appear on mailing labels (e.g., “The Smith Family”.)
6. Create a secure password. It must be a minimum of 8 characters and include at least one number and one symbols or capital letter.
7. Double check your email is spelled correctly and then click “Create Login.”

Welcome to Washington 4-H!

Contact your local County Extension Office to enroll

**New Families** | Returning Families | Need Help?

Please visit your County Extension Office before enrolling to learn about what your county 4-H program can offer you!

If you have previously enrolled using 4HOnline, please log in using your previous information. If you don't remember your login information, DO NOT create a new profile! Contact your local office for help.

If you are having issues with 4HOnline, or need accommodations regarding enrollment, please contact your county office for assistance.

Por favor, visite a su Oficina de Extension del Condado si tiene preguntas o necesita ayuda.

If you are using Internet Explorer to access 4HOnline and you are having trouble, please use an alternate web browser (such as Mozilla Firefox or Google Chrome) instead. These web browsers are supported by 4HOnline. If you are using an Apple computer, verify your computer is up to date.

I have a profile

I need to set up a profile

I forgot my password

Are you in a Military 4-H Club:

County: Select your county ...

Email:

Confirm Email:

Last Name:

Password:  Min. of 8 characters, at least 1 number and 1 capital or non-alpha

Confirm Password:

Role: Family

Create Login

## Register Family Information

Family Information

Profile Information Required Fields

Email: nomail@nomail.no joe@4honline.com

Last Name: Test

Mailing Address:

City:

State: Washington

Zip Code: 12345

Primary Phone: 555-555-1234

Correspondence Preference: Mail

4-H County: Training

Update member records with the same address

1. Fill your personal information in completely. Please double check to be sure your information is correct as it cannot be changed once submitted.
2. Choose your correspondence preference (mail/email)
3. Verify your 4-H county is set to your primary county.
4. Do not check the “update member records with the same address”
5. Click



**Note:** In 4HOnline, clicking “Continue” works like a save. Any changes made without hitting “Continue” will not be kept when you return to resume filling in your information.

# Adding Members

You will now be at the “Member List” page. In the dropdown menu under “Add A New Family Member” you will choose the type of profile (most likely youth) and press “Add Member.” You will now complete four sections: **Personal Information, Additional Information, Health Form, and Participation.**

 **Note:** You will only add adult profiles if you are going to be an adult volunteer leader within 4-H. Parents of youth in 4-H, who do not plan to participate in a leadership capacity do not need to create a profile for themselves.

Logged in as  Test Home | My Member List

### Member List

**Test Family** Edit Family

1234 Valley Road  
Spokane, WA 99201  
509-999-9999  
*nomail@nomail.no*  
County Admin County [contact info]

**Add A New Family Member**

Youth ▼

Add Member

ReActivate An Archived Family Member

select a member... ▼

ReActivate Member

## Personal Information

Personal Information | Additional Information | Health Form | Participation

**Profile Information** \* Required Fields

Email:  joe@honline.com

\* First Name:

Middle Name:

\* Last Name:

\* Mailing Address:

Mailing Address 2:

\* City:

\* State:

\* Zip Code:  12345

\* Birth Date:  mm/dd/yyyy

\* Gender:

\* Primary Phone:  555-555-4321

\* Correspondence Preference:

Cell Phone:

You wish to receive notices via text message:  Select your provider...

\* Years in 4-H:  #

\* Parent 1 First Name:

\* Parent 1 Last Name:

Parent 1 Cell Phone:

Parent 2 First Name:

Parent 2 Last Name:

Parent 2 Cell Phone:

Parent 2 Address:

Parent 2 City:

Parent 2 State:

Parent 2 Zip Code:

Parent 2 Home Phone:

Parent 2 Email:

Second Household Send Correspondence:

Second Household Correspondence Preference:

### Profile Information

**Fill all information in correctly and completely. \* indicates a required field.**

- If the member’s personal email separate from the families’ email address, add it to the “Email” field (Box 1).
- If the member’s last name is different than the family profile name, make that change here in the “Last Name” field (Box 3).
- Please verify the date entered in “Birth Date” (Box 10) is accurate. Washington 4-H uses birth date to determine project and program eligibility.
- If this is the member’s first year in 4-H, enter “1” in the “Years in 4-H” Field (Box 16).
- Check the “Second Household Send Correspondence” (Box 29) if you would like the second household to receive communication as well.
- If you plan to participate in more than one county, or in a county other than your place of residence, put your county of residence as “4-H County” and your second county as “Second 4-H County”

 **Note:** Once you have submitted your enrollment, the information cannot be changed until you are accepted, so verify information is correct.

### Ethnicity/Race

- If the member is of Hispanic or Latino ethnicity, hit “Yes.”
- If you selected “No” for Hispanic or Latino Ethnicity, you must select at least one option under “Race.”

### Residence

- Choose the residence that best fits where you live.
- If you aren’t sure, search the internet for your town’s population, or ask your county office for help.

### Military Service

- Indicate whether any family members are serving in the military.
- If yes, choose the branch and duty status.

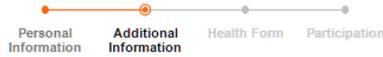
### School Information

- Choose the correct school information here. Adult profiles do not require this information.
- Homeschooled? Select the second radio button, type the school name, and indicate the type of school.

Press Continue >>

 **Why do we ask for this information?** The federal government mandates we report on the type of communities our programs reach, so we can better serve the diverse populations in our area!

## Additional Information



The additional information page consists of 5 sections:

- 4-H Youth Code of Conduct;
- Assumption of Risk;
- Photo, Image, & Voice Recording Consent;
- Release of Claims & Liability;
- Surveys and Evaluations Permissions.

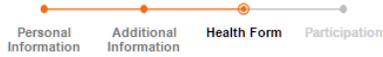
 **Note:** Please read these thoroughly and carefully. If you have questions about what is being asked, please reach out to your county extension office.

Once you understand each document, click the checkbox to indicate your agreement, and “sign” by typing the member’s name in the “Member Signature” box, and the parent or guardian’s name in the “Parent/Guardian Signature.”

Yes, we agree <input type="checkbox"/>	REQUIRED
Member Signature <input style="width: 80%;" type="text"/>	REQUIRED
Parent/Guardian Signature <input style="width: 80%;" type="text"/>	REQUIRED

Press

## Health Form



We require that this form be filled out. Any information listed here may be shared with Washington State University faculty and staff, and/or certified 4-H Volunteer Leaders at your County Extension office's discretion. If you do not wish to share information here, please choose “Prefer not to state” from the radio buttons available.

- Allergies/Reactions List non-food or environmental allergies/reactions here. Be specific about type, symptoms, and severity.
- Dietary Needs List dietary allergies/restrictions or preferences here. Be specific about symptoms and severity of any allergies.
- General Health Does the member have a health diagnosis that may need an accommodation?
- Additional Information Is there anything else we need to know?

 The Health Form gives valuable information to staff regarding any health or dietary needs. Please be accurate, but concise. Notate any relevant information that may be needed by a health professional in case of an emergency.

### Health-Care Provider, Insurance Information, and Emergency Medical Release

- Please provide the information for your primary care physician (if you have one), and medical insurance information.
- Read the Emergency Medical Release statement, giving WSU permission to obtain emergency medical care for your child.
- Sign by typing your name in the “Parent/Guardian Name” box, and provide the date you have signed the agreement.
- Press

 **Note:** If your child needs a reasonable accommodation to participate in 4-H activities, please work with your local county extension office to fill out the required paperwork.

## Participation



On this screen you will sign up for clubs and projects you want to participate in. You can sign up for multiple clubs and projects. There are three tabs: **Clubs**, **Projects**, and **Groups**. For now, you will only worry about **Clubs** and **Projects**.

### Clubs

- Click the dropdown list “**Select a Club**” and choose the club you want to enroll in.
- Click the **Add Club** button.
- Repeat for each club you want to enroll in.
- If you desired club is not listed, check with your county extension office.
- Verify that your primary club is notated with the radio button.
- Repeat for each club you want to enroll in.
- You will only be able to enroll in clubs in your primary county at this point.
- Click **Continue >>**

### Projects

- Click “**Select a Club**” and choose your club. Clubs chosen on the club tab will show here.
- Click “**Select a Project**” and choose the project. If a project isn’t visible, it is either not offered or full.
- Indicate how many years you have participated in this project with the “**Years in Project**” dropdown. If you are new, select “1.”
- Click the **Add Project** button.
- Repeat for each project you wish to participate in.
- Click **Continue >>**

### Submit Enrollment

- Once you are sure that all your information is accurate click **Submit Enrollment**
- **DO NOT** click “**Submit Enrollment**” unless you are 100% sure the information is complete. Once it is submitted, you won’t be able to adjust it unless there is an issue.
- Once submitted, the enrollment goes to your county for approval.
- You will be notified of any issues with your enrollment via email. Once your enrollment has been accepted, and enrollment fees (if applicable) are paid, you will receive an email stating that you have been accepted and will have access online to your enrollment.
- When you go to re-enroll next year, you’ll use the same information to login to the system, so keep it safe!

 **Note:** If you do not click “**Continue>>**” after adding your club, it will not show as available on the projects screen. If you do not hit “**Continue>>**” after selecting your project, your enrollment in that project will not be saved.

## Frequently Asked Questions

### Login Trouble

**Q:** I forgot my login credentials. Can I just set up a new profile?

**A: NO!** If you create a second profile you will duplicate your information and we can’t track your information properly. [Contact your County Extension office and they will look it up!](#)

**Q:** I forgot what email address I used. How can I get it?

**A:** Contact your county extension office. They will look it up!

**Q:** I forgot my password, how do I get it?

**A:** On the login page, click “**I forgot my password,**” type your email in the box, and click “**Send My Password.**”

**Q:** I requested my password be reset, but never got it. Now what?

**A:** Contact your county extension office for help.

**Q:** I had my password reset, but it isn’t working. Help!

**A:** Passwords are sensitive, and we recommend you “copy and paste” the provided password the first time. You will have the option to reset your password once you get in the system.

### Profile Questions

**Q:** When a new 4-H year starts, will I need to do this all over again?

**A:** Nope! When you go to re-enroll, you will only need to verify your information is correct. Log into your profile, click on each member enrolling (youth and adult) and review the information for correctness. Once complete, submit your enrollment and you’re done!

**Q:** I completed my profile a while ago, and it’s still pending. What do I do now?

**A:** Contact your county extension office to see if there were any issues with your enrollment. During peak enrollment times we can get very busy, so your patience is appreciated!

 Do not be afraid to contact your local extension office for help! We are here to help make your enrollment in 4-H smooth and successful

**Thanks for your interest in joining 4-H!**



4-H 

WASHINGTON STATE UNIVERSITY  
EXTENSION