



# 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

1. Go to <https://wa.4honline.com> (please note there is no “www” in the web address).
2. Choose “I have a profile”
3. Enter your email address and password.
4. Role should automatically be on “Family”
5. Click “Login”

 **Note:** If you are unsure of your login information for 4HOnline, contact your county office. **DO NOT** set up a second profile.

## Reactivating Previously Enrolled Members


Once you have logged in, you'll be taken to your **home screen**. This is a place for your county extension office to share important information. **Check back often!**

To re-enroll your members, click the orange “Continue to Family” 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.

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Chase Caruso	Youth	1112307	Inactive	2014-2015	<input type="button" value="Edit"/>

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.”

 **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.

**Congratulations! You have now submitted your enrollment for review!**