

**4HONLINE IS . . .**

The **OFFICIAL** Ohio 4-H Youth Development Program database for **enrolled** 4-H members and volunteers. This system works as a partnership between the 4-H family and the county Extension Office to manage the 4-H enrollment process and distribute important information to you.

By allowing you access to can update your club and project information as well as personal information (email, home address and phone). This will ensure that you are properly enrolled in the county program and receive important news and updates such as newsletters, deadline information and leadership opportunities.

Returning families to the County 4-H Program may use this guide beginning on page 1. If you are new to the 4-H program this year, please turn to page 8 titled "NEW OHIO 4-H FAMILIES" to begin the enrollment process.

If your child(ren) belongs to a shared parenting household, you will need to decide a primary address for all materials that are to be mailed. However, multiple email addresses may be added to the member profiles. Emails pertaining to the countywide 4-H program sent from the Extension office are generally sent to all email addresses provided.

The ability to change or update your information may be limited in certain fields of 4HOnline. If you see information that is incorrect and you are not able to make changes, please call the County Extension office for these changes to be made.

**A note about security...**

4-HOnline is a secured database that is in compliance with the PCI Security Standards Council. The Ohio 4-H Youth Development Program and the 4HOnline program developers work closely to monitor and ensure that highest level of protection for information stored on the system.

Ohio 4-H and 4HOnline does not share or sell any personal information to third party vendors without your knowledge or permission.

Thank you for your continued patience as we transition to this new system.



Tracy Nider  
nider.3@osu.edu  
Program Coordinator, Ohio 4-H Youth Development



## Let's Get Started!

The 4HOnline website is: <https://oh.4honline.com>

**Use Google Chrome, Firefox, or Safari. DO NOT USE Internet Explorer**

**Because we have already created a family profile for you**, the 4HOnline program will view you as a "Returning User". This means that you need to respond as if you have "forgotten your password" in order to retrieve your information. Do not click on the "I have a profile" radio button; it will assume you know your password.

**OHIO 4-H** Ohio 4-H Youth Development

**Welcome to 4-H Online**

**New Users to This Website:**  
If you were an adult volunteer and/or your child(ren) belonged to 4-H last year, you have a profile!  
**DO NOT use the "I need to set up a profile" link.**

1. Select "I forgot my password"
2. Enter the email address you gave your county
3. Select "Family" for Role
4. Click "Send my Password". A new password will be sent to the email account you listed for your family. **Please be sure that your email client is set to accept messages from "4honline.com"** If you do not remember what email address you furnished the county, please contact your county Extension office.

**Returning Users:**  
After your first login your profile information is stored in the database.

1. Select "I have a profile"
2. Enter your family email address
3. Select "Family" for Role
4. Click "Login"

☐ I have a profile  
☐ I need to setup a profile  
☒ I forgot my password

Email:

Role:

- Click "I forgot my password."
- Enter the email that you have provided to the Extension office on your enrollment form.
- Make sure Role: is Family
- Click "Send My Password"

Check your email, you have 2 options:

**4hOnline Password Reset Request**

**You may set a new password by going to the following link:** [Login and set a new password](#)

If you are unable to use the link above, you may login by following these steps:

- 1.) Go to [oh.4honline.com](http://oh.4honline.com)
- 2.) Select "I have a profile"
- 3.) Enter the email address to which this email was sent: cmickley@frontier.com
- 4.) Enter the following password: **uSqOIJh9** (you must use capital letters as they appear)
- 5.) Select the "Family" role
- 6.) Click the "Login" button

You will be required to set a new password once you log in.

Thank You

**OPTION 1:**

- Click on the link. This will bring you back to 4HOnline and the Password Management Page.
- This will take you directly to [Please update your password](#)

**Returning Users:**  
After your first login your profile information is stored in the database.

1. Select "I have a profile"
2. Enter your family email address
3. Select "Family for Role"
4. Click "Login"

☒ I have a profile  
☐ I need to setup a profile  
☐ I forgot my password

Email:

Password:

Role:

Login

**OPTION 2:**

- Highlight, Right click and Copy the temporary password from your email.
- Go back to [oh.4honline.com](http://oh.4honline.com)
- Click "I have a profile"
- Enter your email address
- Paste in the temporary password
- Make sure Role: is Family
- Click "Login"
- Once you login you will be prompted to reset your password.

Ohio 4-H Youth Development

Logout

Logged in as Flintstone

Home | My Member List

Credit Cards | Email History | **Family** | Family Settings | Login History

**Please update your password**

**Password Management**

New Password:

Confirm New Password:

Continue >>

- Passwords must be:
  - At least 8 characters
  - Contain at least 1 number
- Make sure your password is something you will remember.
- Write it down in a safe place.

OHIO 4-H Ohio 4-H Youth Development Logout

Logged in as Flintstone Home | My Member List

### Member List

**Flintstone Family** [Edit Family](#)  
 252 3rd St Ne  
 Carrollton, OH 44615-1236  
 123-456-7890  
 flintstonefamily3@gmail.com  
 Sedlak.19@Osu.Edu Carroll County Manager County [contact info]

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

- Review basic demographic information here.
- Check your email address! (This is your "FAMILY" email)
- If anything is incorrect, click on [Edit Family](#) -make changes and click on [Continue >>](#) -this will bring you back to the home screen

- **DO NOT ReActivate an Archived Family Member!**

This must be completed by the Extension office.  
**NOTE:** This includes parents, grandparents, siblings, etc. If you add someone to the system, the office will receive notification that you have

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Pebbles Flintstone	Youth	663589	Inactive	2013-2014	<a href="#">Edit</a>

**Member Reports**

Member: select a member...  
 Report:

**Register A Member In An Event**

Member: select a member...  
 Event:

- In the **Member/Volunteer List** you should see each **Youth** in your family listed. If you are an Advisor, you should be listed as an **Adult**.
- If someone is who participated previously is not listed contact the County Extension Office.
- Each person listed will have an **Enrollment Status** of "**Inactive**" or "**Incomplete**"
- Click on the [Edit](#) button.

Second Household Send Correspondence: No  
 Second Household Correspondence Preference: Mail  
 Second Household Family Name:  
 Second Household First Name:  
 Second Household Primary Phone:  
 Second Household Address:  
 Second Household City:  
 Second Household State: Ohio  
 Second Household Zip Code:  
 Second Household Email:  
 Emergency Contact Name: Wilma Flintstone  
 Emergency Contact Phone: 123-456-7890  
 Emergency Contact Cell Phone:  
 Emergency Contact Email:  
 Emergency Contact Relationship: Mother  
 4-H County: Carroll

**SCROLL DOWN**

• Click on the Enroll Button

Enroll for 2015-2016

Personal Information   Additional Information   Health Form   Participation

### Youth Personal Information

**Profile Information** \* Required Fields

Email: flintstonefamily@gmail.com joe@4honline.com

Prefix:

\* First Name: Pebbles

Middle Name:

\* Last Name: Flintstone

Suffix:

Preferred Name:

\* Mailing Address: 123 Bedrock Lane

Mailing Address 2:

\* City: Carrollton

\* State: Ohio

\* Zip Code: 44615 12345

\* Birth Date: 02/14/2000 mm/dd/yyyy

\* Gender: Female 555-555-1234

\* Primary Phone: 123-456-7890 555-555-1234

Correspondence Preference: Mail

Cell Phone: 555-555-1234

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

\* Years in 4-H: 2 #

\* Parent 1 First Name: Fred

\* Parent 1 Last Name: Flintstone

Parent 1 Cell Phone: 123-456-0897 555-555-1234

Parent 1 Work Phone: 555-555-1234

- Review and update the 4-H Record.
- Note that all fields that have an \* are required.

TIP: An email that differs from the FAMILY email may be entered here. This is an excellent option if you have an active teen that is responsible for their own schedule!

Second Household Send Correspondence: ☐

Second Household Correspondence Preference:

Second Household Family Name:

Second Household First Names:

Second Household Primary Phone:

Second Household Address:

Second Household City:

Second Household State:

Second Household Zip Code:

Second Household Email:

This is the area that can be filled in for those who have blended/shared households. Be sure to enter the email address!

**School Information**

☒ Please select your school from the list below, by selecting your school's county, then district and then your school.

School County:

School District:

School Name:

☐ If you are unable to locate your school in the list above, please enter the school name and type, in the fields below.

School Name:

School Type:

Select school grade

Grade:

Be sure that the school listed is correct.  
Tips:

- If your child attends school in a neighboring county, select that county for **School County** to find the appropriate **School District**.
- If your child attends a homeschool program select the radio button that begins with "If you are unable to locate your school" and select **Homeschool/Alternative** in the drop down.

**OHIO 4-H** Ohio 4-H Youth Development [Logout](#)

Logged in as Flintstone: Pebbles [Home](#)

Enrollment Member Settings Trainings

Personal Information **Additional Information** Health Form Participation

**Additional Information**

The **Additional Information** page asks for signatures in areas such as:

- ✓ Responsibility and Release
- ✓ 4-H Code of Conduct
- ✓ General Permission
- ✓ Photo Release

Signatures are accepted by checking boxes and typing in member/adult names

OHIO 4-H

Ohio 4-H Youth Development

Logout

Logged in as Flintstone: Pebbles

Home | My Member List

Enrollment Member Settings Trainings

Personal Information Additional Information **Health Form** Participation

**Health Form**

List Any Health Considerations:

<< Previous Continue >>

The **Health Form** page allows you to enter Health considerations such as allergies, medical conditions or dietary restrictions.

Personal Information Additional Information Health Form **Participation**

**Clubs** Projects Groups

**CLUB MEMBERSHIP**

Please list all the Clubs of which you are a member this year. Club(s) you participate in below. If there are no changes, please click continue. If you are unsure, please contact your Club Advisor.

Select a minimum of 1 club(s) and a maximum of 8 club(s)

Add a Club

Select a Club: Select a club ...

Add Club

**Club List**

Primary	Club
<input type="radio"/>	A-Z
<input type="radio"/>	Snoopy's Friends

<< Previous Continue >>

Submit Enrollment

When you reach the Participation page it is important to note that there are 3 tabs!

Clubs - Projects - Groups

Click on the dropdown arrow and choose your club.

Click **Add Club**

- Add ALL of your club memberships here.
- Be sure to select the appropriate radio button to designate which club will to be listed as the member's **Primary Club**.
- Click on the **Continue >>** Button to enter your projects

Personal Information — Additional Information — Health Form — Participation

Clubs
Projects
Groups

### PROJECTS

Please list all projects you are taking this year. Projects you participated in LA make any necessary changes and then click **Submit**

Select up to 50 project(s)

**Add a Project**

Select a Club: A-Z  
 Select a Project: Select a project ...  
 Years in Project: 1 ▼  
 Select Project Materials: Please select a project from above... ▼

Add Project

Project List <span style="float: right;">[New Look]</span>			
Club	Project	Years in Project	Edit
Project Materials			
A-Z	150CE Chicken Exhibition (Fancy)	3	<span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #AEC6E0;">Edit</span>
A-Z	617 Exploring Ponds	1	<span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #AEC6E0;">Edit</span>
Snoopy's Friends	2010 Dog Obedience	1	<span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #AEC6E0;">Edit</span>

<< Previous
Continue >>  
Submit Enrollment

To add a project:

- Make sure the correct club is selected
- Hit the dropdown arrow on **Select a Project**
- Choose your project from the list
- Click on "More about this Project" to read project reviews on **Project Central**
- Click Add Project

Projects taken last year will be listed.

- If you are **NOT** taking the project again this year – or – the **Years in Project** is wrong:  
Click on the Edit button
- If you are not taking a project listed please Delete the project for this year.

After all clubs and projects are entered and you do not anticipate any changes, click on **"Submit Enrollment."** If you would like to make any changes at a later date, do not click "Submit Enrollment." An enrollment status of "Incomplete," allows a Youth or an Adult to make changes prior to the County enrollment deadline. Remember to log back in to 4HOnline prior to the enrollment deadline and submit your enrollment if you have an "Incomplete" status.

You will receive notification via the email address you provided when your enrollment is approved by the County Extension Office.

\*\*\*NOTE: Once your enrollment information has been **submitted**, you will need to contact the County Extension Office for any club or project changes before the enrollment deadline. Information such as address, email, phone number, or emergency contact can be updated anytime by logging into your family profile.



## NEW OHIO 4-H FAMILIES

Using Google Chrome, Firefox, or Safari navigate to the 4HOnline website: <https://oh.4honline.com>

### DO NOT USE Internet Explorer

To get started you will need to create a family profile.

\*\*\*NOTE: If you are a NEW Volunteer, a profile has already been created for you! Do not create a family profile. You can access your profile by using the "I forgot my password" feature and the email address you provided to the County Extension office.



Ohio 4-H Youth Development

### Welcome to 4-H Online

#### New Users to This Website:

If you were an adult volunteer and/or your child(ren) belonged to 4-H last year, you have a profile!

**DO NOT** use the "I need to set up a profile" link.

1. Select "I forgot my password"
2. Enter the email address you gave your county
3. Select "Family" for Role
4. Click "Send my Password". A new password will be sent to the email account you listed for your family. **Please be sure that your email client is set to accept messages from "4honline.com"** If you do not remember what email address you furnished the county, please contact your county Extension office.

#### Returning Users:

After your first login your profile information is stored in the database.

1. Select "I have a profile"
2. Enter your family email address
3. Select "Family" for Role
4. Click "Login"

- ☐ I have a profile
- ☒ I need to setup a profile
- ☐ I forgot my password

Are you in a Military 4-H Club: ☐

County:

Email:

Confirm Email:

Last Name:


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

Confirm Password:

Role:

Create Login

- Click on "I need to setup a profile"
- Complete the form selecting your county, entering your email and last name, and creating a secure password
- Make sure Role is set to Family
- Click **Create Login**



Ohio 4-H Youth Development

Logout

Logged in as Redenbacher
 

Home | My Member List

Credit Cards
 Email History
 Family
 Family Settings
 Login History

### Family Information

Profile Information

Email: tracygrody@gmail.com

Last Name: Redenbacher

Mailing Address: 123 Main Street

City: Dayton

State: Ohio

Zip Code: 45405

Primary Phone: 614-123-4444

Correspondence Preference: Mail

4-H County: Training

12345

555-555-1234

Please double-check your County selection

Update member records with the same address

Password Management


Current Password:

New Password:

Confirm New Password:

Update Password

- Complete the Family Profile Information
- Click Continue



Ohio 4-H Youth Development

Logout

Logged in as Redenbacher
 

Home | My Member List

### Member List

Redenbacher Family

Edit Family

123 Main Street  
 Dayton, OH 45405  
 614-123-4444  
 tracygrody@gmail.com  
 Tracygrody@gmail.Com Training County Manager County  
 [contact info]

Add A New Family Member

select a member type...

Add Member

ReActivate An Archived Family Member

select a member...

ReActivate Member

Member/Volunteer List

Name	Role	Membership ID	Enrollment Status	Last A
<div>Register A Member In An Event</div> <div>Member: select a member...</div> <div>Event:</div>				

- Use the “Add a New Family Member” feature to create Youth Profiles
- NEW Volunteer profiles are created by the County Extension office
- Volunteers of Ohio 4-H are listed as **Adults** in the 4HOnline database

**OHIO 4-H** Ohio 4-H Youth Development Logout

Logged in as Redenbacher Home My Member List

Enrollment

Personal Information Additional Information Participation

### Youth Personal Information

**Profile Information**

Email:

Prefix:

• **First Name:**

Middle Name:

• **Last Name:**

Suffix:

Preferred Name:

• **Mailing Address:**

Mailing Address 2:

• **City:**

• **State:**

• **Zip Code:**

• **Birth Date:**

12345 mm/dd/yyyy

- Complete the **Youth Profile Information** to create the 4-H Record
- ALL fields that have an \* are required.

**TIP:** An email that differs from the Family email may be entered here. This is an excellent option if you have an active teen that is responsible for their own schedule!

**OHIO 4-H** Ohio 4-H Youth Development Logout

Logged in as Redenbacher: Orville Home My Member List

Enrollment Member Settings Trainings

Personal Information Additional Information Health Form Participation

### Additional Information

**Acknowledgement of Responsibility and Release**

I understand and acknowledge that there are certain hazards and risks associated with my child's participation in 4-H. I understand and accept such risks, and thus waive all claims, demands and causes of action against the State of Ohio, the County and their members, officers, employees, agents and volunteers acting on their behalf. I understand and agree to be responsible for any costs arising out of any injury or property damage sustained through my child's participation in 4-H programs.

I have had sufficient time to review and seek explanation of the provisions contained above, have carefully read them fully, and agree to be bound by them. After careful deliberation, I voluntarily give my consent to my child's participation in 4-H programs contained in this Acknowledgement of Responsibility and Release.

I am the 4-H participant or parent/legal guardian of the 4-H participant. I have read and I understand the provisions of the 4-H Code of Conduct, and I fully enter into and agree to the above Acknowledgement of Responsibility and Release.

By typing your name in the appropriate boxes below, you electronically sign and affirm that you have read and understood the above statement.

By checking this box, I agree to the above conditions and wish to proceed enrolling ☐ **REQUIRED**

Member Signature  **REQUIRED**

Parent/Guardian Signature  **REQUIRED**

**Code of Conduct**

The **Additional Information** page asks for signatures in areas such as:

- ✓ Responsibility and Release
- ✓ 4-H Code of Conduct
- ✓ General Permission
- ✓ Photo Release

Signatures are accepted by checking the boxes and typing in youth/adult names

OHIO 4-H

Ohio 4-H Youth Development

Logout

Logged in as Redenbacher, Orville

Home | My Member List

Enrollment Member Settings Trainings

Personal Information Additional Information **Health Form** Participation

### Health Form

List Any Health Considerations:

<< Previous Continue >>

The **Health Form** page allows you to enter any Health Considerations such as allergies, medical conditions or dietary restrictions.

Personal Information Additional Information Health Form Participation

**Clubs** Projects Groups

### CLUB MEMBERSHIP

Please list all the Clubs of which you are a member this year. Club(s) you participated in L below. If there are no changes, please click continue. If you are unsure, please contact your Club Advisor.

Select a minimum of 1 club(s) and a maximum of 8 club(s)

#### Add a Club

Select a Club: Select a club ...

Add Club

Primary	Club	Edit
<input checked="" type="radio"/>	Snoopy's Friends	

<< Previous Continue >>

Submit Enrollment

When you reach the Participation page it is important to note that there are 3 tabs!

Clubs - Projects - Groups

Click on the dropdown arrow and choose your club.

Click **Add Club**

- Add ALL of your club memberships here.
- Be sure to select the appropriate radio button to designate which club will to be listed as the member's **Primary Club**.
- Click on the **Continue >>** Button to enter your projects

Clubs

Projects

Groups

### PROJECTS

Please list all projects you are taking this year. Projects you participated in last year may be repeated. If you make any necessary changes and then click **Submit Enrollment**.

Select up to 50 project(s)

Add a Project

Select a Club: A-Z

Select a Project: Select a project ...

Years in Project: 1

Select Project Materials: Please select a project from above...

Add Project

Project List [New Look]			
Club	Project	Years in Project	Edit
Project Materials			
A-Z	150CE Chicken Exhibition (Fancy)	3	Edit
A-Z	617 Exploring Ponds	1	Edit
Snoopy's Friends	2010 Dog Obedience	1	Edit

<< Previous

Continue >>

Submit Enrollment

#### To add a project:

- Make sure the correct club is selected
- Hit the dropdown arrow on **Select a Project**
- Choose your project from the list
- Click on "More about this Project" to read project reviews on **Project Central**
- Click **Add Project**

After all clubs and projects are entered and you do not anticipate any changes, click on "**Submit Enrollment**." If you would like to make any changes at a later date, do not click "Submit Enrollment." An enrollment status of "Incomplete," allows a Youth or an Adult to make changes prior to the County enrollment deadline. Remember to log back in to 4HOnline prior to the enrollment deadline and submit your enrollment if you have an "Incomplete" status.

You will receive notification via the email address you provided when your enrollment is approved by the County Extension Office.

\*\*\*NOTE: Once your enrollment information has been **submitted**, you will need to contact the County Extension Office for any club or project changes before the enrollment deadline. Information such as address, email, phone number, or emergency contact can be updated anytime by logging into your family profile.

## **FAQ – Frequently asked Questions**

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

A: On the login page, click on “I forgot my password” and then click “Send My Password”

**Q: I forgot the e-mail address that I used, how can I get it?**

A: Contact your County Extension office

**Q: I requested my password to be sent, but it never came, what should I do?**

A: Contact the Extension office and ask for your password to be reset.

**Q: I was given/e-mailed a password but when I typed it in, it did not work?**

A: Because of the sensitivity of the passwords it is recommended that you “cut and paste” the password into the password field. Then once you are logged into the system, you can reset it to something that you will remember as long as it has a minimum of 8 characters and includes letters, plus numbers and/or symbols.

**Q: I completed my profile over a week ago and it is still pending, what do I do?**

A: Contact your County Extension office