



Polk County Center



4-H Online Family Guide

ENROLLING/RE-ENROLLING IN 4-H ONLINE AS A FAMILY

To enroll or re-enroll in 4HOnline, you need a computer, tablet, or phone with internet access, a valid e-mail address and a web browser. If you need assistance accessing the internet, please contact your county Extension office.

To begin, go to <https://nc.4honline.com/>. Scroll to the bottom of the page to create your enrollment.

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:

1. Click "I need to set up a profile." Select the county in which you want to enroll in and then type in your valid family email address.
2. Confirm your email address
3. Type in the last name of the household/parent/guardian. This will be the name that appears on mailing labels, i.e. "The Johnson Family."
4. Create your password. It must be a minimum of eight characters and include at least one letter and one number/symbol.
5. Select Family as your role.
6. Click on "Create Login."

FAMILY INFORMATION PAGE

The next screen that will appear is the Family Information page. Information entered on this page is applicable to all 4-H youth and/or adults in your family. Information for individual family members will be added in the next steps. If re-enrolling, please verify the information and update if necessary.

The screenshot shows the 'Family Information' page with a navigation bar at the top containing 'Credit Cards', 'Email History', 'Family', 'Family Settings', and 'Login History'. The 'Family' tab is selected. Below the navigation bar is the 'Family Information' section, which is divided into two main parts: 'Profile Information' and 'Password Management'. The 'Profile Information' section has a 'Required Fields' indicator. It contains several input fields: 'Email' (with 'joe@4honline.com' pre-filled), 'Last Name', 'Mailing Address', 'City', 'State' (a dropdown menu set to 'North Carolina'), 'Zip Code' (with '12345' pre-filled), 'Primary Phone' (with '555-555-1234' pre-filled), 'Correspondence Preference' (a dropdown menu set to 'Mail'), and '4-H County' (a dropdown menu set to 'Polk'). A red asterisk is next to the '4-H County' field, and a note below it says 'Please double-check your County selection'. Below these fields is a checkbox labeled 'Update member records with the same address'. The 'Password Management' section has three input fields: 'Current Password', 'New Password', and 'Confirm New Password', followed by an 'Update Password' button and a 'Continue >>' button.

1. Fill in all the blank fields in the Profile Information section: mailing address, phone and correspondence preference.
2. Do not check the "Update Member Records" box at this time.
3. Click on the "Continue" button at the bottom of the page.

NOTE: *You do not need to enter or change your password at this time (unless you want to).*

ADDING YOUTH FAMILY MEMBERS

You are now at the Member List page. This is where you can add any and all youth in your household that need to enroll in 4-H. You can add new members when enrolling or re-enrolling. Please add each member only once.

The screenshot shows a portion of the Member List page. On the right side, there is a section titled 'Add A New Family Member'. It contains a dropdown menu with 'Youth' selected and an 'Add Member' button. Below this is another section titled 'ReActivate An Archived Family Member' with a dropdown menu showing 'select a member...' and a 'ReActivate Member' button.

1. In the drop down box under Add a New Family Member, select Youth and click on "Add Member" to access the Youth Personal Information screen.
2. On the Youth Personal Information screen, complete empty fields.

NOTE: *Only fields with bold text or a red * are required fields, all others are optional.*

Youth Personal Information

Profile information * Required Fields

Email: *

* First Name:

Middle Name:

* Last Name:

Suffix:

Preferred Name:

* Mailing Address:

Mailing Address 2:

* City:

* State:

* Zip Code: *

* Birth Date: *

* Gender:

* Primary Phone: *

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 1 Work Phone:

Parent 2 First Name:

Parent 2 Last Name:

Parent 2 Cell Phone: *

Parent 2 Work Phone:

Second Household Send Correspondence:

Second Household Family Name:

Second Household First Name:

Second Household Primary Phone: *

Second Household Address:

Second Household City:

Second Household State:

Second Household Zip Code:

Second Household Email:

* Emergency Contact Name:

* Emergency Contact Phone: *

* Emergency Contact Cell Phone:

* Emergency Contact Relationship:

* 4-H County:

Volunteer

Select "Yes" if you serve in a leadership capacity in 4-H.
Examples for youth: Junior Leader, Club Officer, etc.
Examples for adult: Chaperone, Community Club Leader, Project Leader, etc.

Are you a Volunteer?: No Yes

Ethnicity

Are you of Hispanic or Latino ethnicity? No Yes ? Need help?

Race

Check all the races that apply to you. If you selected "Not Hispanic", you must select at least one option. ? Need help?

White:

Black or African American:

American Indian or Alaskan Native:

Native Hawaiian or Pacific Islander:

Asian:

Balance (other combinations):

Residence

Farm:

Town under 10,000 and rural non-farm:

Town/City 10,000 - 50,000 and its suburbs:

Suburb of city more than 50,000:

Central city more than 50,000:

Military Service of Family

Family Member Military Service:

Branch of Service:

Branch Component:

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:

3. Some fields will be pre-filled with corresponding family data, however if any of the member's data is different from the family data (i.e. email address, last name, etc.), simply enter the correct information in that field.
4. If there are parents /guardians that do not live in the same household as the youth, you may enter their mailing information under Secondary Household
5. Emergency Contact information should be someone OTHER than a parent, if possible. Parents are always contacted first but in case the parent(s) are not available, it is useful to have another contact listed.
6. Click on the "Continue" button at the bottom.

NOTE: If you are re-enrolling please only update changes.

ADDITIONAL INFORMATION

You are now on the Additional Information screen that includes Youth/Adult Code of Conduct, Youth Consent/Acknowledgement of Risk/Waiver and Release Form, Youth Evaluation Acknowledgment, Youth Media Release and Medical Authorization Form. Please fill out all authorizations and information on this screen, as well as the Health Form page. Required fields must be completed before you can go on to the next page or submit your enrollment.

1. Review each authorization statement and check the agreement check box under each one. The only authorization that is not required is the media release; all others are required.
2. Digital Signatures require both parent/guardian and youth names. Both fields must be filled in before you can click "Continue."
3. By logging on with your user ID and password, you are indicating that you are the correct person to agree to the terms.
4. When the statements have been read, signed and agreed to click "Continue."

PARTICIPATION INFORMATION

This is the final portion of the youth enrollment process. Enter the youth's Participation Information as it relates to their clubs, projects and groups.

Personal Information Additional Information Health Form Participation

Clubs Projects Activities Awards Groups

If you are a 4-H member who does **not** belong to a 4-H club, please select the "Member at Large" club option from the drop down menu.
If you are a 4-H Volunteer who is **not** a Club Leader, you may skip this page and click "Continue."

Select a minimum of 1 club(s)

Add a Club

Select a Club: Select a club ...

Add Club

Primary	Club	Edit
<input type="radio"/>	2019 Spring Cloverbud Club	Delete
<input checked="" type="radio"/>	Member at Large	Delete

<< Previous Return to Member List Continue >>

1. Select the correct club from the drop down menu and click on it.
2. Be sure to click "Add Club." The member is not enrolled in the club until "Add Club" is clicked. To ensure you have completed this step, verify that the club appears in the Club List
3. If you are doing a general enrollment in 4Honline and your child is not currently a member of a club, choose the "Member at Large" option from the dropdown menu
4. If you are re-enrolling and the club you will participate in is already listed, you do not need to do anything. If a club is listed and you are not going to participate, click Delete.
5. If your child is a member of more than one club, add the next club in the same way. Make sure the primary club has the green checkmark after the

	club name.
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COMPLETING ENROLLMENT

Once you have entered all your clubs, you must click on "Submit Enrollment." This will submit this member's enrollment for staff review and confirmation. Repeat the process for each additional youth member in the family. For each enrollment submitted, an email confirmation will be sent to the family email address.

Frequently Asked Questions

1. I have a profile but can't remember my password, what do I do?

To reset your password you will need to select the option, "I forgot my password". It will then ask for the email address that is associated with your 4hOnline profile. Click Send My Password and a temporary password will be sent to your email. At that point you will be able to go and logon to 4hOnline using the new password. NOTE: the password is case sensitive so it is recommended that you copy and paste from your email. After logging on with the new password the system will ask you to create your own password.

2. Can 2 families use the same email address when creating a family profile?

No, each family must use a unique/separate email address. If a family does not have an email address, they can get a free one from gmail.com, yahoo.com, or hotmail.com.

3. Do I have to enter a grade level if my child(ren) is homeschooled?

Yes, grade levels need to be entered for each youth even if they are homeschooled or are educated in a non-traditional school setting.

4. My children do not attend school in Polk County. How do I enter their school information?

Under "School Information", select the county that your child attends school. Next, select the "School District" and "School Name" from the drop-down boxes. If you are unable to locate your school in the list above, please enter the school name and type, in the fields indicated.

Have other questions not answered here? Give us a call (828-894-8218) or shoot us an email (kerry_jones@ncsu.edu)