4HOnline is an online management system for keeping member, volunteer, and club records. What's new about this system is that the members and adults manage their own records and new members and volunteers create their own records. It minimizes the need for data entry (eliminating some data entry errors) and paper registration.

To enroll and re-enroll each year, families need a computer, internet access, a valid email address, and a web browser (we will work with families that do not have access to these items).

The system is set up to create a "Family" profile that has information applicable to all 4-H youth and/or volunteers in the family. Individual family members are then added to the "Family."

How to Re-Enroll for the Current 4-H Year.

To access 4HOnline, you must:
- Know the email address used by *your family* to enroll in 4HOnline.
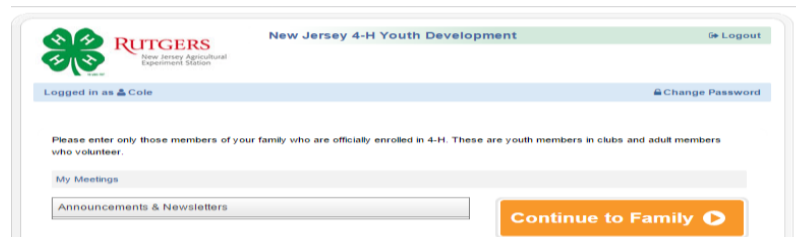- Know *Your Family* login password.

If you have:
- changed your email over the past year
- your own email and don't know your "family" email
- problems with 4HOnline recognizing your email

DO NOT create a new profile – CALL the Office & we will provide you with the email addressed used for the past project year. You can make changes to either the email or password once you successfully log in. If you create a new profile, we cannot get the past record to merge with the new and valuable information will be lost.

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1. Go to http://nj.4honline.com (notice that there is no "www" in that address).
2. Select, "I have a password."
3. Enter your family email address.
4. Enter your password.
5. Choose "Family" form the "Role" drop-down box.
6. Click "Log In."

This will take you to an entry screen for your Family. Click "Continue to Family" This will take you to the Member List for your *Family* which includes all family members enrolled in 4-H – youth and adult volunteers.

NOTE: All members are automatically set to "Inactive" enrollment status on August 31st to close out the project year. Members and volunteers need to reset the status by re-enrolling following these steps:

- Check that all of the information for your FAMILY in the upper left area of the screen is correct – address, email, phone.
  - You can update or change information by clicking on the "Edit Family" button.
- Click "Edit" to the right of the "Inactive" member listed.
- On the Personal Information screen, scroll to the **bottom of the page and click "Enroll for _project year_".** The actual project years (i.e., 2017-2018) span will actually be listed.
- Now you will have the *Personal Information* screen that you can edit. Please complete all of the information not pre-filled in and/or make address, phone, or email changes. A few notes:
  - Fields with * are required, you will not be able to go to other screens until these are completed
  - **Emergency Contact** – be sure to enter the name and at least one phone number for contact
    - For youth members – this should be someone OTHER than a parent. Parents are always contacted first – who should be called if parents are unavailable?
- Hit "continue." This takes you to "*Additional Information*" screen.
 - You can click the titles on the top bar to go directly to a particular screen

Additional Information

This section contains authorization statements and forms that require "signatures" of youth, parent/guardian, and/or volunteer. It requires that all fields be completed – re-enrollment forms submitted without the "signatures" will be returned to the member. The member will not be approved for re-enrollment until all authorization forms are complete.

The forms include:
- Code of Conduct
- Media Release

1. Select an option if there is a choice
2. Check the "I agree…" box
3. Digital signatures
   a. Enter both the name of the parent/guardian and the youth member. Both fields must be filled in before you can click the "continue" button.
4. When you have completed this screen, hit "Continue" – this will take you to the Participation screen.
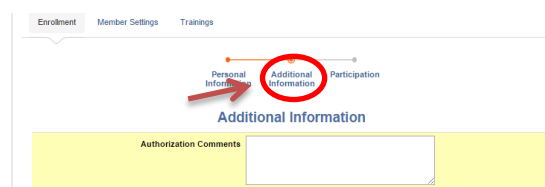
Participation

The Participation section includes:
- Clubs
- Projects
- Activities (currently under construction)
- Awards
- Groups (we are NOT using Groups currently)

When you first enter this section, the Clubs screen will automatically appear. You can select the Projects or any other tab to get to that screen. Clicking the "Continue" button will get you to the next screen/tab.
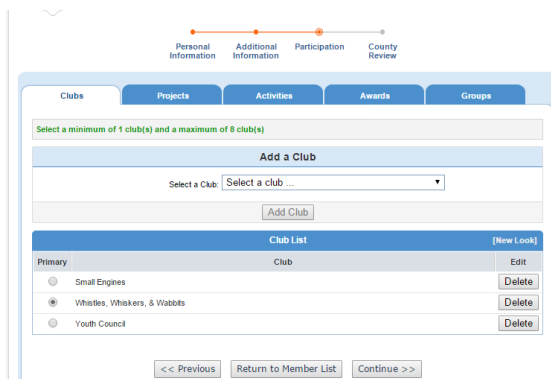
Clubs
- All clubs you are enrolled in should be listed on this screen.
- Your primary club should be marked. If you want to change your primary club, click to remove and be sure to designate another club as the primary.
- To delete a club you will not be re-enrolling in for the next year, click "Delete" to the right of the club name.
- To add a club you will be enrolling in for the next year, use the drop down menu to select.
  - Be sure to click the "Add Club"

Projects
- Clubs will be listed with the major project area and the number of years the member has been enrolled in that project as of the 2015-2016 project year
  - The number reflects only the 2015-2016 projects and the years in the project(s).
  - it does not include Cloverbud/Prep years - your Years in 4-H from on the Personal Information screen is your total years in 4-H
  - Cloverbud is a "project" and will be listed with years for members that are still in or just graded out
- If you are staying in the club and project, click the "Update" button and add a year
  - This should reflect the number of years you will be in for the CURRENT year

- If you add a new club, you need to link the project with the club
  - Select the club from the drop down menu (only the clubs you selected from the previous screen will be on the list)
  - Select the project area(s) – for most clubs there will be only one project area to select from based on the major subject/area of the club
    - Leadership, citizenship, communication, etc. projects will (at some point) be reflected under Activities)
  - You should select 1 for Years in Project in you are just adding this club/project
  - Be sure to click "Add Project"

- When you have selected and/or edited all of your projects, click "Submit Enrollment".
- Click "Log out" in the upper right-hand corner.

You may return to your Family or Personal profile at any time by logging in with your *Family* email and password. You can view or edit your information – especially if you have address, email, or phone number changes.

If you want to add a new club during the current project year, you can by:
1. Click on Participation – Clubs
2. Add club from the drop down menu
3. Click "continue"
4. Add project to the club
5. Click "submit"

This does not mean you are automatically a member of the added club – it will first go to the club's leader to approve your membership and then to the 4-H Office to approve. You will receive a notification when the approval is finalized or your form back with comments.