

Enrolling in 4-H Online

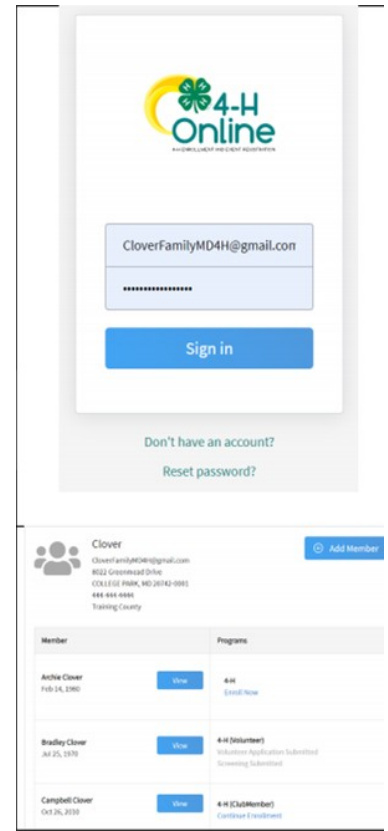
RETURNING 4-H Family Enrollment Guide

This guide will help you when **RE-ENROLLING** in 4-H with 4H Online.

- For addition help view a short **YouTube** at <https://www.youtube.com/watch?v=Q6tEKXvnFRY&feature=youtu.be>
- **Call:** Jaycie: 937-398-7596 Linda: 937-398-7604
Patty: 937-398-7599 Jeremy: 937-398-7606
- **E-Mail:** patterson.1332@osu.edu, newman.221@osu.edu
house.18@osu.edu, elleman.30@osu.edu

**Your Family Email Used for
Your 4H Online Profile**

**REMEMBER:
Returning 4-H
Volunteers MUST
Re-Enroll in
4-H Online too!**



Step 1: Visit <https://oh.4honline.com/>

- Use the same email and password used in previous years to log in. For your convenience we have included **your family e-mail** used for your 4H Online profile on the **label above**.
- Don't remember your password? Select the **"Reset Password?"** option. Then check your email for a password reset link.
Do not set up a new profile. You must log into last year's profile.
- If you have any problems or need to change your e-mail, please **call, or e-mail us**.

Step 2: Begin Re-Enrollment

- To re-enroll a member or cloverbud from a previous year, click **"Enroll Now"** next to the profile of the appropriate member. **UPDATE** the **GRADE** in school and confirm that you want to enroll in 4-H. Select **"Enroll"**.

Step 3: Select Your Club(s)

- Select your 4-H Club(s) for this year by choosing the **"Select Clubs"** button.
- Verify that the county is correct (**Should be Clark County**) at the top of the pop-up window and select the club(s) by selecting **"Add"** next to the club name.



Step 4: Select Your Project(s)

- Choose the **“Select Projects”** button. Select your project(s) from the list by clicking the **“Add”** button next to the project name.
- Select all the projects for this year before submitting with your enrollment. If you need to make changes to your projects after submitting your enrollment you will need to **e-mail patterson.1332@osu.edu** or **newman.221@osu.edu** or **call Jaycie: 937-398-7596** or **Linda: 937-398-7604**.
- If you are enrolling in projects for more than one club, you will want to verify that you have selected the correct club at the top of the project pop-up window.
- If you select a horse project, a shooting sports project, or a dog project, you will be automatically prompted to electronically sign the appropriate project consents for those projects. Type your names in the boxes to affirm your agreement.
- If you are a **Cloverbud** member in kindergarten through second grade, select **project number 710**.

Step 5: Continue Enrollment Questions

- Select the **“Show Questions”** button and complete the additional member information questions. Complete all the required fields as indicated and click **“Next”**.

Step 6: Review and Sign Consent Forms

- Affirm that you agree to the Code of Conduct, the General Permission statement, and the Photo Release. Type the member and a parent/guardian name into the boxes and click the **agreement** buttons. **You will not be able to continue with enrollment until you do.**

Step 7: Review Enrollment

- Review your enrollment and select submit.
Remember, do not hit submit until you are sure that you have selected all your projects for this year.

You have now successfully submitted your enrollment. **Need to make changes?**

- If you need to make changes before your enrollment is reviewed and accepted, please contact **patterson.1332@osu.edu** or **newman.221@osu.edu** to request a change.

Need to Enroll a **New Member** to an Existing Family?

- Select the blue **“Add member”** button at the top and create a new member profile.

