

# Enrolling in 4-H Online

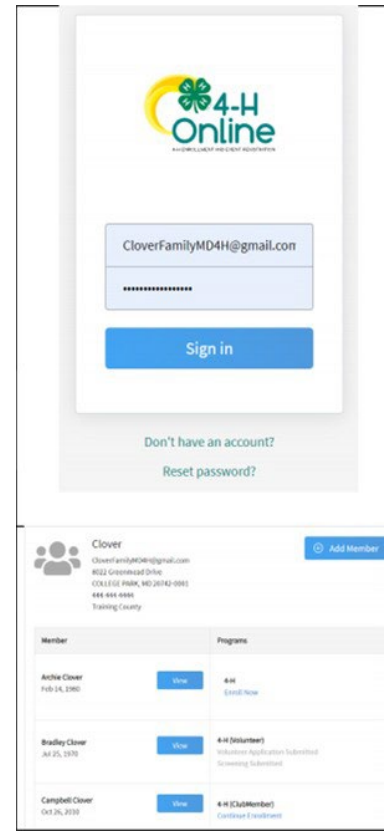
## RETURNING 4-H Family Enrollment Guide

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
- **E-Mail:** [patterson.1332@osu.edu](mailto:patterson.1332@osu.edu), [newman.221@osu.edu](mailto:newman.221@osu.edu)  
[house.18@osu.edu](mailto:house.18@osu.edu), [dillion.26@osu.edu](mailto:dillion.26@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](mailto:patterson.1332@osu.edu)** or **[newman.221@osu.edu](mailto:newman.221@osu.edu)** or **call Jaycie: 937-398-7616** 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](mailto:patterson.1332@osu.edu)** or **[newman.221@osu.edu](mailto: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.

