



Using 4-H Online – Returning Families

Ohio 4-H uses the 4-H online system to manage all aspects of the 4-H program, including membership, events, projects, activities and communications. All youth and adults who participate in Ohio 4-H have a 4-H online profile. In the past, Pickaway advisors and members completed a paper enrollment form and the extension office entered your data into the enrollment system. Starting in the fall of 2020 and going forward, advisors and members will complete their own enrollment online.

Completing your 4-H online enrollment is easy and only takes a few minutes. 4-H online profiles are family-based, which means every family has a “master” profile for each family involved in Ohio 4-H. A family profile may contain both youth and adults:

Youth family members (ages 5-18 as of January 1)

- Eligibility for Cloverbud participation begins when a child is age 5 **and** enrolled in kindergarten.
- Eligibility for Club Member participation begins when a child is age 8 **and** in third grade. Any youth age 9 or above is eligible for project membership, regardless of grade level.

Adult family members (ages 18 and older)

- Adults who have been screened and certified as Ohio 4-H Volunteers can re-enroll
- Adults who want to become certified Ohio 4-H Volunteers complete a paper volunteer application, then create a 4-H online profile as part of their first time enrollment.

Not every Family profile will contain all the above listed types of members. Some profiles may contain only youth members, while others will have only adults. Some profiles will have both. Once a family profile is created, it will exist for as long as members of that profile are involved in the 4-H program. New members may be added to the family profile at any time and members who are no longer involved in 4-H may be archived.

If someone in your family was involved in Ohio 4-H from 2015-Sept 2021, you already have a family profile in 4-H online.

To Access your EXISTING family profile

OR

to create a NEW family profile, visit:

oh.4honline.com



Returning 4-H Family Enrollment Guide

This guide is for families who have previously been enrolled in Pickaway 4-H.

Step 1: Visit: oh.4honline.com

- **Do not set up a new profile.**
You must log into your existing profile.
- Your username is the email address where you receive messages from Pickaway 4-H
- Not sure of the email address used in previous years? Contact the Extension office at 740-474-7534
- Have you forgotten the password you created last year? If so, select the **“Reset Password?”** option. Then check your email for a password reset link.

Each time you log in to your family profile in 4-H Online, your member list will open as the home page. The member list displays all family members for whom a Member record has been created.

Family Information

Your family name, family email, address and phone.

Member List

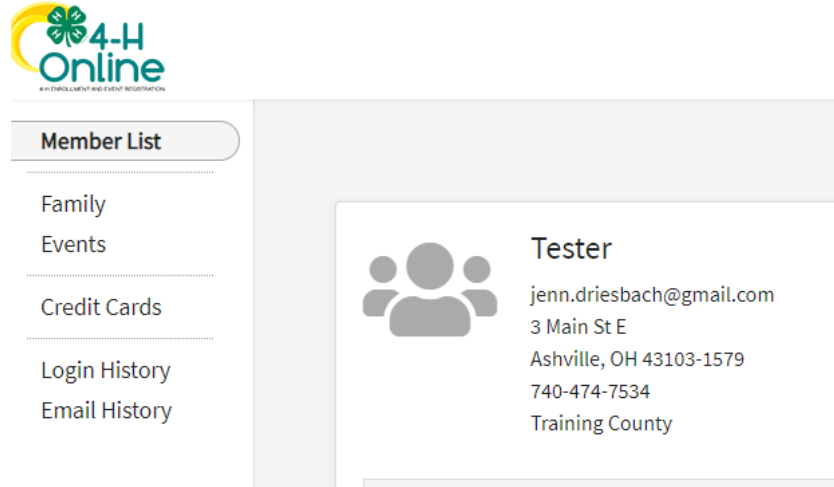
Your member list shows each member that has been added to your family profile. You can see:

- Member's name and DOB
- 4-H Member Type
 - Club Member
 - Cloverbud
 - Volunteer (Adult 18+)
 - Participant
- Status of Enrollment
 - Enrolled
 - Volunteering
 - Submitted
 - Incomplete (Continue Enrollment)
 - Not Enrolled (Enroll Now)



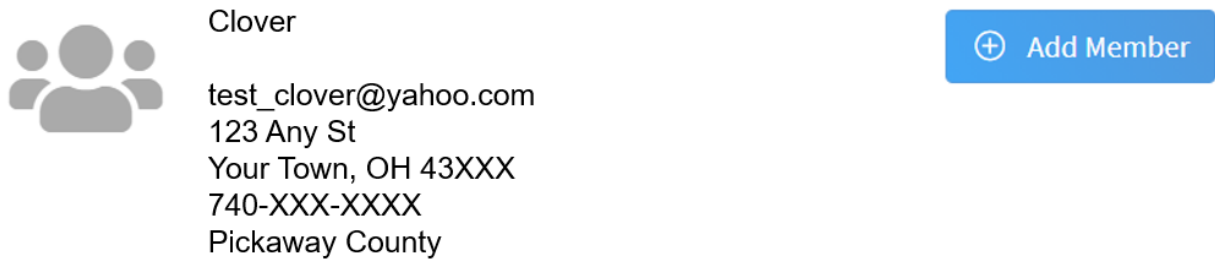
Step 2: Verify Your Family Information

- Please review the email, address and phone number that is associated with your family.
- If any of these details have changed, please click the “Family” button on the left-hand side of the screen. You will then be able to choose “edit” and make necessary changes.



Step 3: Begin Re-Enrollment

- To re-enroll a member from a previous year, click “Enroll Now” next to the profile of the appropriate member. You will be asked to choose the member’s grade in school and confirm that you want to enroll in 4-H. Select “Enroll”.



| Member | Programs |
|--|--|
| <p>Anthony Clover Feb 14, 2007</p> <p style="text-align: right;">View</p> | <p>4-H Enroll Now</p> <hr/> <p>Join a Program</p> |



Step 4: Select Your Club(s)

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

Anthony Clover

2020-2021 Enrollment



| Primary | Club | Type | County | |
|---------|------|------|--------|--|
|---------|------|------|--------|--|

Select Units

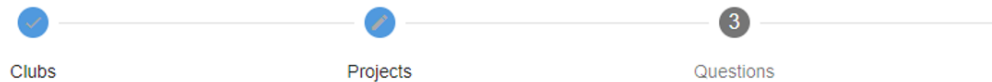
Next

Step 5: Select Your Project(s)

- Select your 4-H projects(s) for this year by choosing the “*Select Projects*” button. Then select the projects from the list by clicking the “*Select*” button next to the project name.

Anthony Clover

2020-2021 Enrollment



Projects

PROJECTS

Please list all projects you are taking this year.

Select Projects



- Select **all** projects for this year before submitting your enrollment. If you need to make changes to your projects after submitting your enrollment, you will have to contact the Extension office to request a change.
- 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 livestock project, a horse project, a shooting sports project, or a dog project, you will be prompted to electronically review and sign the appropriate project consents. Type your name in the boxes to affirm your agreement.
- Cloverbud members in kindergarten through second grade should select project number **710GPM Cloverbud Activities: 1**.

Step 6: Enrollment Questions

- Complete the additional member information questions. Complete all of the required fields as indicated and click *Next*.

Step 7: Review and Sign Consent Forms

- Affirm that you agree to the Information Sharing Acknowledgement, the Ohio 4-H Code of Conduct, the General Permission statement, and the Photo Release. Both the member and a parent/guardian names should be typed into the boxes and click on the agreement buttons.

Step 8: Review Enrollment

- Review your enrollment and select submit.
 - Remember, do not hit submit until you are sure that you have selected all of 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 by county staff, you will need to contact the Extension Office to request a change.

Need to Re-Enroll Another Member?

- Continue re-enrolling other family members by selecting “*Enroll Now*” by their profiles and following the same process.

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.

Any questions or if you are experiencing problems using 4HOnline:

- Call the Pickaway County Extension Office at 740-474-7534 or email Jennifer Driesbach driesbach.2@osu.edu or Jamie Lemaster at lemaster.158@osu.edu

