Enrolling in 4-H Online
NEW 4-H Family Enrollment Guide

This guide will help you enroll in 4-H Online for the first time. **This guide is only for families who have NOT previously utilized 4-H Online to enroll youth.**

Step 1: Visit https://oh.4honline.com/.
- Select the option "Don't have an account?" and provide the requested information.
- Select Ohio as your state and then "Ohio 4-H Youth Development".
- Select your county from the drop-down menu.
- Enter an email address, phone number, and create a password.
  - Note: The email address that you use will be used by all members of your family to log into 4-HOnline in the future.

Step 2: Build Your Member Profile
- Begin building the first member's profile by entering all the required information including name and birth date. Select "Next" and continue through the rest of the questions. Select the option to join 4-H as a new member. Then select *"Finish".*

Step 3: Select Your Club(s)
- Choose the "Select Clubs" button.
- Verify that your county is correct at the top of the pop-up window and select your club(s) by clicking *"Add"* next to the club name.
  - **You should only add a club if you have contacted the club's organizational volunteer and they have given permission to enroll in the club. You cannot enroll in a club without the volunteer(s) knowing of your desire to do so.**

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. **Cloverbuds should enroll in 710 Cloverbud Activities ONLY, no other projects.**
- Select all projects for this year before continuing with your enrollment. If you need to make changes to projects later, you can do so after the enrollment is submitted and approved by the Extension Office, as long as it is before the enrollment deadline. Call 740-454-0144 or e-mail **muskingum4h@osu.edu** for assistance.
- 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, shooting sports or 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.

Step 5: Continue Enrollment Questions
- Select the "Show Questions" button and complete the additional member information questions. Complete all 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. Both the member and a parent/guardian names should be typed into the boxes before clicking on the agreement buttons.

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 approved by county Extension staff, you will need to contact the Extension Office to request the enrollment be sent back. Call 740-454-0144 or e-mail **muskingum4h@osu.edu** for assistance.
- You will be contacted if there are any issues with the enrollment.

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. **If the member has previously been enrolled in 4-H and you are not able to locate their record, contact the Extension Office for assistance.** If you create a duplicate record, it will be deleted, and you will be required to redo the enrollment under the correct record.

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