

Re-Enrolling in 4-H Online

4-H Family Re-Enrollment Guide



This guide is for: families who have previously utilized 4-H Online to enroll youth and adult volunteers.

Youth Enrollment

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

- Use the same email and password used in previous years to log in.
- Don't remember the email address used in previous years? Contact the Extension Office. Call 740-454-0144 or e-mail muskingum4h@osu.edu for assistance.
- 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.**
- **Important:** The e-mail you use will be used for all 4-H correspondence, so it should be an email that is used and checked regularly. You can update this e-mail if needed once you are logged into your family profile.

Step 2: Begin Re-Enrollment

- To re-enroll a member 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 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)

- 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 "Add" button next to the project name. Cloverbuds should enroll in 710GPM Cloverbud Activities.
- Select all the projects for this year before submitting 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 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. 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 or assistance.
- You will be contacted if there are any issues with the enrollment.

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.
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.



Volunteer Enrollment – APPROVED ADULT VOLUNTEERS ONLY

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

- Use the same email and password used in previous years to log in.
- Don't remember the email address used in previous years? Contact the Extension Office. Call 740-454-0144 or e-mail muskingum4h@osu.edu for assistance.
- 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.**
- **Important:** The e-mail you use will be used for all 4-H correspondence, so it should be an email that is used and checked regularly. You can update this e-mail if needed once you are logged into your family profile.

Step 2: Begin Re-Enrollment

- To re-enroll a member from a previous year, click “Enroll Now” next to the profile of the appropriate volunteer. Confirm that you want to enroll in 4-H. Select “Enroll”.

Step 3: Select Your Volunteer Type

- Choose the “Select Volunteer Type” button.
- Be aware of what volunteer type(s) you should select when completing your enrollment:
 - Camp Volunteer – if your only volunteer role is as a part our adult volunteer Junior Camp staff.
 - Club Volunteer – if you are a volunteer for a 4-H Club.
 - Program Volunteer – if you only serve on a Committee, or are a volunteer for Junior Leaders.
 - **DO NOT SELECT PROJECT VOLUNTEER** – this will require you to select a project.
- **Volunteer Role Notes for Club Volunteers:** Each club only has one organizational club leader. If you are not in that role, you will select “Club Project Leader” if you primarily work with our members ages 8/3rd grade and up and “Cloverbud Leader” if you primarily work with Cloverbuds.



Step 4: Select Your Club

- Choose the “Select Units” 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. Click “Next” to continue.

Step 5: Continue Enrollment Questions

- Select the “Show Questions” button and complete the additional member information questions. Complete 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. The volunteer name should be typed into the boxes and click on the agreement buttons. Complete the required fields as indicated and click “Next”.

Step 7: Review Enrollment

- Review your enrollment and select submit.
 - **A confirmation box will appear. Click “Confirm” to continue with the enrollment process.**

The screenshot displays the 'Finny Fake' 2020-2021 Adult Volunteer Enrollment interface. A modal dialog box titled 'Confirm Submission' is centered on the screen. The dialog contains the text: 'Are you sure you want to continue? Once you complete this step your application will be submitted and you will no longer be able to go back. You may need to complete additional steps in order to be an Active Volunteer'. At the bottom of the dialog are 'Confirm' and 'Cancel' buttons. The background interface shows a progress bar with 'Registration' as the first step. Below it, 'Finny's Enrollment' is displayed with sections for 'Selected Units' (listing 'Fantastic Futures, Franklin - Primary') and 'Selected Projects'. At the bottom of the main form are 'Back' and 'Submit' buttons. On the right side, there is a 'Confirm' button with a blue circle containing the number 5, and a shopping cart icon showing '\$0.00'.

******If you are a returning volunteer who requires an updated background check you will be prompted to continue to Step 8.******



Step 8: Complete Volunteer Screenings

- Select the “Show Screenings” button and complete the additional volunteer information questions. Complete the **required** fields as indicated and click “*Submit*”. Clicking submit allows 4-H professionals to begin processing your enrollment.

The screenshot shows a web form titled "2020-2021 Adult Volunteer Enrollment". At the top, there are two tabs: "Registration" and "Screening", with "Screening" being the active tab. Below the tabs, the heading "Screening" is centered. A text box contains the instruction: "Please answer the following questions to continue becoming an Adult Volunteer." Below this text box is a blue button labeled "Show Screening". At the bottom of the form, there are two buttons: "Save" and "Submit".

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.

