Returning Families Help Sheet

4-H
WASHINGTON STATE UNIVERSITY
EXTENSION

We are glad you are enrolling with Washington 4-H for another year. Welcome back! To re-enroll in Washington 4-H, you will continue using 4HOnline and will need:

- A computer or tablet
- An internet connection
- A valid e-mail address
- A web browser (Firefox or Chrome work best; Safari will work in most instances. Internet Explorer is not supported.)

Logging into 4HOnline

1. Go to https://wa.4honline.com (please note there is no "www" in the web address).
2. Choose "I have a profile"
3. Enter your email address and password.
4. Role should automatically be on "Family"
5. Click "Login"

○ I have a profile
○ I need to setup a profile
○ I forgot my password

Email: [   ]
Password: [••••••••••••••]
Role: Family ▼

🍀 **Note**: If you are unsure of your login information for 4HOnline, conta[ct] your county office. **DO NOT** set up a second profile.

Reactivating Previously Enrolled Members

Logged in as 👤 Caruso [County]   🔒Change Password

My Meetings

Announcements & Newsletters
📋 Testing
Apr 01, 2015 Training County
📋 Beef Weigh In Day and Time
Mar 11, 2015 Training County

[Continue to Family ▶]

Once you have logged in, you'll be taken to your **home screen**. This is a place for your county extension office to share important information. Check back often!

To re-enroll your members, click the orange "Continue to Family" button.

Members who enrolled in the prior 4-H year are marked "Inactive" in the system. To re-enroll, click the "Edit" button next to the member's name.

	Member/Volunteer List				
Name	**Role**	**Membership ID**	**Enrollment Status**	**Last Active Year**	**Edit**
1) Chase Caruso	Youth	1112307	Inactive	2014-2015	Edit ✏️

Scroll down past all of the personal information and click the "Enroll for 20XX-20XX" button. This will reactivate the member and change the enrollment status from "inactive" to "incomplete." [Enroll for 2015-2016]

🍀 **Note**: If you have been inactive in 4HOnline for longer than one 4-H year, there is a chance your profile was archived automatically. If you don't see your member profile on the Member/Volunteer list, click the "ReActivate An Archived Family Member" dropdown list located above the active/inactive list. Your name should appear there! If it doesn't, contact your county office for assistance. Select the profile, and click "ReActivate Member.

ReActivate An Archived Family Member
[select a member... ▼]
[ReActivate Member]

Completing the Enrollment Process

Once you have clicked "Enroll for 20XX-20XX" you will walk through a process very similar to when you originally enrolled. *The information you provided during your original enrollment will automatically populate in each section.* You'll be asked to verify/update your Personal Information, read and sign the waivers under Additional Information, verify/update the health information on the Health Form, and verify your project and club enrollment under Participation.

Once your information is updated and accurate, click the "Submit Enrollment" button. [Submit Enrollment]

Congratulations! You have now submitted your enrollment for review!