4-H Online Enrollment

We are glad you are joining the Washington State 4-H Youth Development Program! Welcome!

This guide will walk you through the process of signing up for or reenrolling in 4-H using 4-H Online, our online enrollment system. If at any point you need assistance with this process, please contact your local Extension Office. You can find your local Extension Office by visiting https://extension.wsu.edu/locations

Table of Contents

Before You Start

If you are a new to 4-H and have not found a local 4-H club yet, please contact your Extension Office before enrolling in 4-H. Your local 4-H staff can help you find a club and guide you during the enrollment process. You can find your local Extension Office by visiting https://extension.wsu.edu/locations

Volunteers do not need to create a profile in 4-H Online until all other volunteer screening requirements have been met. If you are unsure of the status of your volunteer screening requirements, your local Extension Office can help.

Enrollment is open between October 1 and July 31 of each 4-H year. Some counties may have earlier enrollment requirements; check with your local 4-H program for local guidelines.

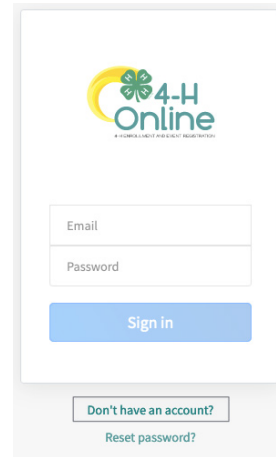Words highlighted in green throughout this guide are defined in the Glossary of Terms.

Creating a Family Profile

All Member Records are held within a Family Profile. **If you enrolled in 4-H previously, you probably already have a Family Profile. Before creating a duplicate, check with your local Extension Office.**
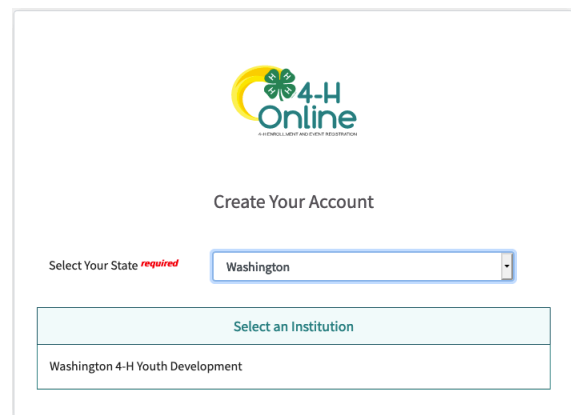
1. Go to https://v2.4honline.com

2. Click "Don't have an account?"

NOTE: If you have a profile already but don't remember the password, use the "Reset Password?" option to begin the password recovery process.

3. Select Washington on the "Select Your State" Dropdown

4. Select Washington 4-H Youth Development under "Select an Institution"

5. Once you select an institution, the rest of the form opens. Fill out the remaning required information.
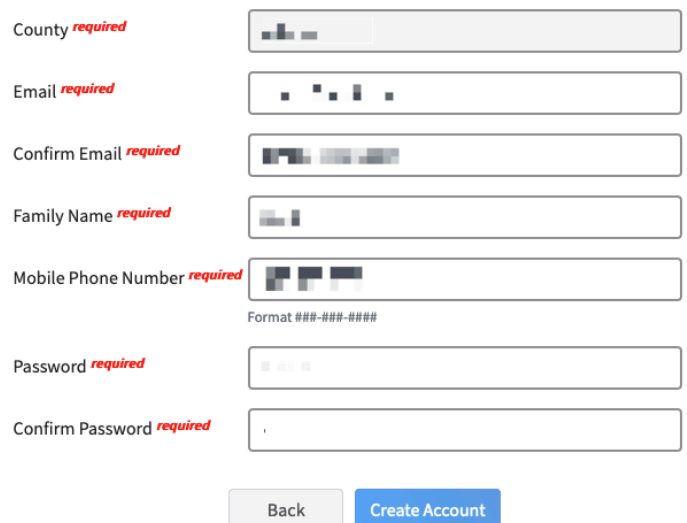
6. Passwords must contain
• A minimum of 10 characters
• A capital letter (A-Z)
• A number (1-9)
• A symbol (such as @, !, #)

NOTE: A mobile phone number is preferred, but you can use a landline if necessary.

7. Click "Create Account"

NOTE: The email address provided here will be used for most 4-H communication. It's important to use a valid email address that you can access. You can also include "4honline.com" to your list of preferred senders.

8. Fill in your address information and click "Verify."

9. If options for address verification appear, choose the correct one.

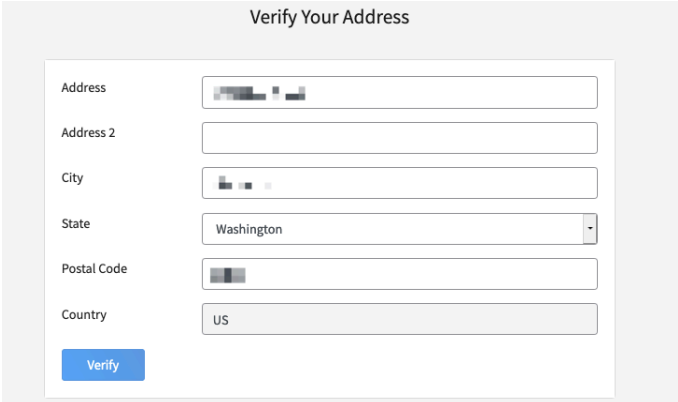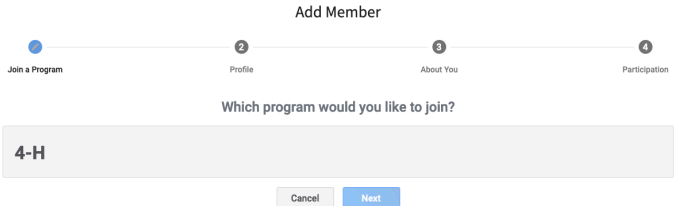**NOTE**: If you are unable to verify your address, reach out to your local Extension Office. 4-H managers can override address verification issues.

Verify Your Address

Address	
Address 2	
City	
State	Washington
Postal Code	
Country	US

Verify

10. Once you have verified your address, you will be automatically prompted to add your first Member Record.

11. Move on to the "Member Records" section on page 4 to continue.

NOTE: If you create a new Family Profile and are met with a message stating "An account with this email address has already been found, please sign in or recover password" click the "Confirm" button and log in with your exisiting 4-H Online account. If you do not know what your account information is, contact your local Extension Office for assistance.

Add Member

①Join a Program ② Profile ③ About You ④ Participation

Which program would you like to join?

4-H

Cancel   Next

Existing Account   ✕

An account with this email has already been found, please sign in or recover password

Confirm   Cancel

Member Records

A Member Record is a collection of personal information for youth and adults. You will only need to create a Member Record for each individual once.

1a. If you just created your Family Profile, you will automatically be prompted to add a member.

1b. If you are adding a Member Record to an already established Family Profile, click the blue "Add Member" button in the top right corner of the Home Page.

2. Select "4-H" under "Which program would you like to join?" and click "Next."

3. Fill in your personal information. Fields marked with "required" must be completed to continue.

4. Once you fill in the member's Birth Date an additional field will appear at the bottom called "Number of Previous Years in Program." If this is the member's first year, put 0. If the member has participated in 4-H previously, fill in the appropriate number.

5. Once all the information is complete, click "Next" to continue.

6. The "About You" section asks questions about the member including:
- Gender
- Grade (if a youth member)
- Residence
- Ethnicity
- Race
- Emergency Contact Information

Fields marked with "required" must be completed to continue.

7. Once all the information is complete, click "Next" to continue.

8. Finally, you will be asked how the member is participating in 4-H.
- If the member is enrolling as an Enrolled 4-H Youth Member or Certified 4-H Volunteer, select "I want to join Washington State 4-H as a New or Returning Washington State 4-H Youth Member" or "I want to join Washington State 4-H as a New or Returning Washington State 4-H Volunteer."
- If the **youth member** is registering as a Participant in order to attend a 4-H activity where a Participant record is required, choose "I want to participate in a Washington State 4-H activity but do NOT want to join Washington State 4-H at this time."
- **NOTE: Adults who are not enrolling as a Certified 4-H volunteer do not create Member Records in 4-H Online.**

9. Click "Finish" to complete the Member Record.

Enrollment Records

An Enrollment Record is the process where a member indicates the ways in which they will be participating within 4-H as an Enrolled 4-H Youth Member or Certified 4-H Volunteer. Youth Participants do not create an enrollment record.

Starting the Enrollment Process - New or Returning Members

1. There are three ways to begin the enrollment process depending on if you have enrolled before:

- *If you are enrolling for the first time and have just created your family,* you will be taken to the Enrollment Record automatically after creating the Member Record.
- If you are enrolling for the first time in a previously established family, use the "Add Member" button to begin adding your Member Record.
- I*f you have been enrolled before,* you'll click the "Enroll Now" link next to the member in the Member List on the Home Page.
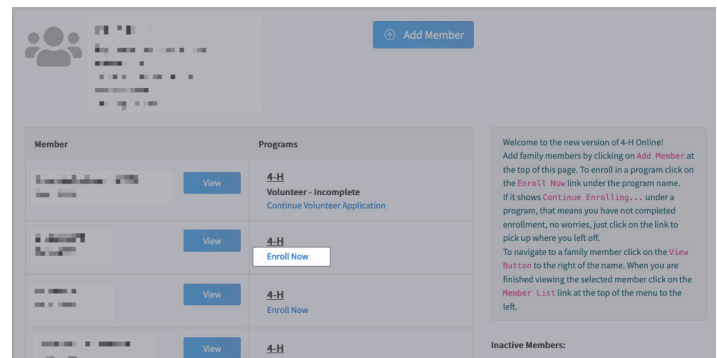
2. Youth members may be prompted to include their grade. Select the grade from the dropdown and click "Next."

3a. Confirm your enrollment as a Youth Member or Volunteer and click "Enroll."

3b. Volunteers are asked to confirm their enrollment as a Volunteer. Click "Enroll" to continue.

When you view each section of the enrollment process, you'll be first presented with a Page Message. These messages include information relevant to the section of the enrollment process you are viewing. Please read these page messages fully as the information presented can help answer common questions! To dismiss the page message and access that section of the enrollment process, click the blue button at the bottom of the page.

Select Your Volunteer Types and Roles

Youth Members: Skip to "Select Your Clubs" on page 8 to continue.

Volunteers will first select their Volunteer Role(s). Volunteer Roles help the Washington State 4-H Program understand the ways our volunteers support 4-H. The roles available are defined in the Glossary of Terms and can also be found in the 4-H Policies and Procedures handbook.

1. Read the Page Message completely so you can understand the different Volunteer Types and Volunteer Roles available. If you are unsure what kind of Volunteer you are, contact your local Extension Office.

2. Click "Select Volunteer Types" to begin selecting your Volunteer Types and Roles.

NOTE: All volunteers, regardless of Type or Role, will have the option to add clubs and projects. If you do not serve in a Club or Project Volunteer role, you may skip over the club and project selections.

4-H Volunteers assist the 4-H program in a variety of ways. Use this section to indicate the way(s) in which you volunteer with the 4-H program. Volunteer Types allow the program to get a clear understanding of how our volunteers support our youth members. There are 4 **Volunteer Types**. Selecting a **Volunteer Type** will present you with **Volunteer Roles** to choose from.

1. **Club Volunteers**
   - *Main Club Leaders* are responsible for the overall management of a 4-H club. This is the main point of contact for the club. A club may have more than one *Main Club Leader*.
   - *Assistant Club Leaders* are responsible for helping with the management of a 4-H club under the direction of the *Main Club Leader*.
2. **Project Volunteers**
   - *Project Leaders* are responsible for leading various projects within a 4-H club or county.
3. **Activity Volunteers**
   - *Activity Leaders* are responsible for various activities including fundraising, record keeping, community service, etc. This can be done for a club or program. These individuals will be working with youth in the completion of duties.
4. **Program Volunteers**
   - *Resource Volunteers* are responsible for assisting with various 4-H events and activities but have no direct supervision of, or unsupervised access to, 4-H youth.
   - *Administrative Volunteers* are responsible for the overall organization and leadership of general program areas, organization of county-wide events, etc.

To ensure you are enrolled correctly, first select one of the four **Volunteer Types** that describes how you support 4-H (**Club Volunteer, Project Volunteer, Activity Volunteer,** or **Program Volunteer**) using the "Select Volunteer Types" button, then select the appropriate *Role* (*Main Club Leader, Project Leader,* etc.) within that **Volunteer Type**.

Example: You are the club leader for the Mountain View 4-H Club and also lead the sewing project within your club. You would select the **Club Volunteer** Type and then select the appropriate *Main Club Leader role*. You would also select the "**Project Volunteer**" Type and select the *Project Leader role*.

NOTE: Regardless of what **Volunteer Type(s)** you choose, you will have the option to select a club and project. *If you do not support a club or project, you can skip over the club and project selections.* **Club Volunteers** and **Project Volunteers** are required to choose a club or project dependent on the **Volunteer Type** selected.

Click "Select Volunteer Types" below to begin adding your Volunteer Types and *Roles*.

[Select Volunteer Types]

3. Select the correct "Volunteer Type" from the dropdown menu, then select the correct "Volunteer Role" by clicking the blue "Add" button next to the Role.
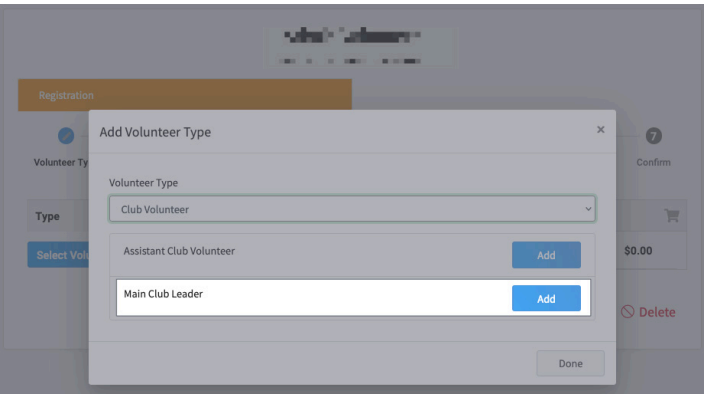
4. To add additional Volunteer Types and Roles, click the "Select Volunteer Types" button and repeat step 3 above for each additional Type and Role.

5. You may select more than one type of Volunteer Type and more than one Role within each Type.

6. Once all Volunteer Types and Roles have been added, click "Next" to move on to the next section.
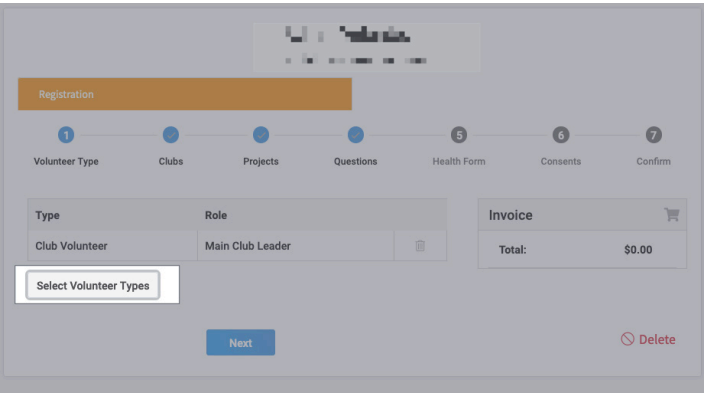
Select Your Clubs

Youth Members and Club Volunteers are required to choose at least one club. Project volunteers may also choose clubs. It is recommended that you contact a club's Main Club Leader or local Extension Staff before enrolling in a new club.

1. Read and dismiss the Page Message.

2. Select your club's county from the dropdown, then click the "Add" button next to your club to add it to your list. **NOTE**: The County dropdown will default to your Family's county.

3. Volunteers and youth acting in an officer position can use the "Vounteer Role" dropdown to link your Role to the club.

4. Use "Select Units" to add additional clubs to your enrollment record.

5. Your primary club is notated by a blue "Primary" flag. If you need to change your primary club, use the "Change to Primary" button and confirm your choice.

6. If you need to remove a club, click the "trashcan" icon on the right to delete it.

7. Once you have added all your clubs, click "Next" to move onto Project Selection.
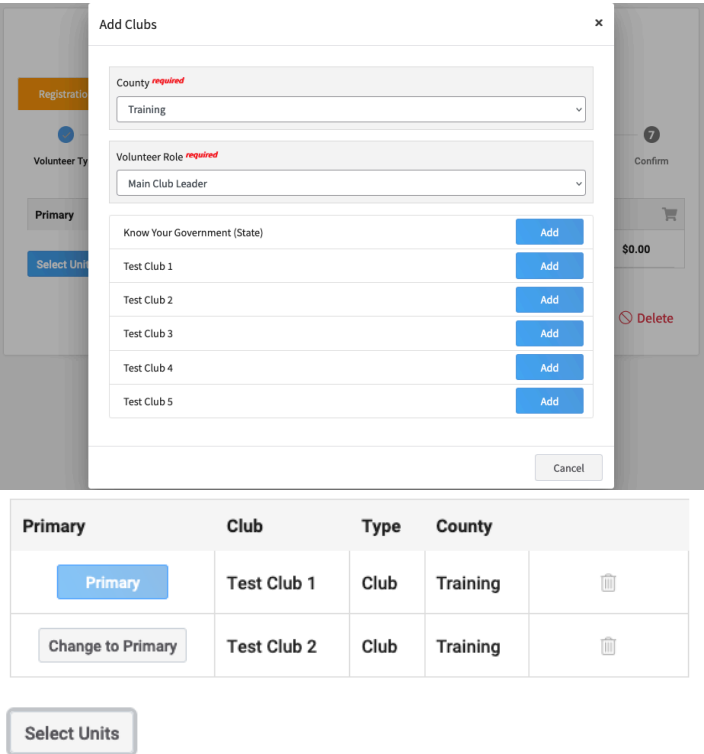
Select Your Projects

Youth Members and Project Volunteers are required to choose at least one club. Some Projects have additional requirements (such as training or age limitations) that must be met to participate. Not all clubs offer all projects.

1. Read and dismiss the Page Message.

2. Select your club from the dropdown, then click the "Add" button next to your project to add it to your list. **NOTE**: The Club dropdown will sort alphabetically.

3. When you select a project for the first time, you'll be able to adjust your years in project before adding it.

Club

4-H Healthy Habits	Select
Adventures in Family Living	Select
Aerospace	Select
Alpaca - Breeding	Select
Alpaca - Pack	Select
Amphibians	Select
And My World	Select
Aquaponics & Hydroponics	Select

Add   Cancel

4. Volunteers have the ability to indicate whether they are supporting the project at the Club or County level. If you are unsure what type of Project Volunteer you are, contact your local Extension Office.

Club project volunteer or County wide project volunteer

◉ **Club**
○ **County**

5. Use "Select Projects" to add additional projects to your enrollment record.

6. If you need to remove a project, click the "trashcan" icon on the right to delete it.

7. Once you have added all your projects, click "Next" to move onto the next section.

Project Name	Years In Project	Parent Project	Club	Volunteer Type	
4-H Healthy Habits	1				🗑

Select Projects

Most of the information in the "Questions" section were answered during the creation of your Member Record.

1. Read and dismiss the Page Message.

2. Review the information presented for accuracy. Correct or update any necessary fields.

3. Youth members will be asked to provide their school information. Use the dropdowns to select your school's county, district and name. If your school is not listed in the dropdown menus, use the second section to list your school name and type.

NOTE: The list includes the official name of the school. For example, "Rogers High School" may be listed under the official name of "John R. Rogers High School." If your school is not listed, let your local Extension Office know.

School

○ Please select your school from the list below, by selecting your school's county, then district and then your school

School County

[⌄]

School District

[⌄]

School Name

[⌄]

● If you are unable to locate your school in the list above, please enter the school name and type, in the fields below

School Name *required*

[   ]

School Type *required*

[⌄]

4. If you or a family member have served in the military, use the Military section dropdowns to select the appropriate choices. Required fields will depend on what you select under the "Family Member Military Service" question.

Military

Family Member Military Service *required*

[I Am Serving In The Military   ⌄]

Branch of Service *required*

[Army   ⌄]

Branch Component *required*

[National Guard   ⌄]

5. Answer the two questions in the "Other" section. You may select more than one Preferred Method of Contact."

6. Click "Next" to move on to the Health Form.

Select Your Preferred Method(s) of Contact: *required*

☐ Email
☐ Text
☐ Phone Call
☐ Mail
☑ Other

Health Form

The Health Form collects the member's basic health information. Please answer the questions accurately, but keep it concise. You will be asked to provide more information for any fields marked "Yes." If you do not wish to share details, please put "Prefer not to state" in the required text field.

NOTE: The information collected on the Health Form is only viewable by Washington State University 4-H faculty and staff. **If your Club Leader needs to be made aware of a health condition or allergy, it is your responsibility to inform them.**

1. Read and dismiss the Page Message.

2. Read each question and answer "Yes" or "No." An additional box will appear whenever "Yes" is selected.

NOTE: The information collected here is kept secure and is only accessible by WSU 4-H staff and faculty. The information may be shared with Certified 4-H Volunteers at the discretion of local 4-H staff or faculty and only when deemed necessary.

Do you have any allergies that are life threatening? *required*

⦿ Yes
◯ No

required
Bees

3. Provide the information for your Primary Care Doctor or Preferred Health Provider and your Health Insurance.

Primary Care Doctor or Preferred Health Provider *required*

Dr. Who

Primary Care Doctor or Preferred Health Provider Phone *required*

555-555-5555

4. Read the "Medical Release" and indicate your agreement with the radio button then type your name to sign it.

5. Click "Next" to move on to the Consents section.

Medical Release

In an emergency requiring medical attention or a situation reasonably believed to be an emergency by Washington State University (WSU) authorized agents including Certified 4-H Volunteers or event staff, I authorize WSU and its authorized agents to obtain emergency medical care for me and/or my minor child. I will be responsible for any expenses incurred in so doing including, but not limited to, care by health care professionals, hospital care, and ambulance or other services. In addition, the health care provider has permission to obtain a copy of my health record from providers who treat me and/or my minor child and these providers may talk with the program's staff about my/my child's health status. If I am signing this on behalf of my minor child, I certify that I am a legal my child's legal guardian.

⦿ I hold harmless and agree to indemnify Washington State University, its authorized agents, and employees from decisions to seek emergency treatment.

Member Name *required*

First Last

Consents

The Consents includes all of the releases and consents that must be agreed to in order to participate in 4-H. These must be signed each year that you enroll.

1. Read and dismiss the Page Message.

2. Read each consent fully and carefully. The consents will be different for Youth Members and Volunteers.

3. Select the radio button to agree to consents or to indicate your choice (where applicable).

4. Sign your agreement by typing your full name (first and last) in the appropriate field.

NOTE: If a youth member is 18 on or before the date the consents are signed, they may sign in both the "Member Name" and "Parent/Guardian Name" fields.

5. Once all the consents have been agreed to and signed, click "Next" to move on to the next section.

Photo, Image, & Voice Recordings Consent

I understand that, unless noted below, WSU Extension and Washington State 4-H may use photos, video, or audio recordings made of me or my enrolled child at 4-H events to promote the 4-H Youth Development Program without compensation. I understand that WSU Extension or Washington State 4-H may reveal my or my child's name in descriptive text or commentary.

Member Name *required*

Volunteer Example

⦿ We agree.

◯ No, we do not agree to use of digital images or voice recordings as set forth above.

Payment

The Payment section gives you an overview of the fees charged and gives you an opportunity to pay those fees within 4-H Online. Not all counties allow both Electronic and Non Electronic payments. You will be presented with the payment methods allowed by the county where your Primary Club resides. Most adults are not charged fees, so if you are a volunteer and see no Payment screen, do not worry!

1. Read and dismiss the Page Message.

2. Fees charged can be viewed on the right side under "Invoice."

3. If you can use an Electronic Payment, you will see an "Add a New Card" option. If you have previously added a card to 4-H Online, you can select it here.

4. If you can use a Non Electronic Payment, you will see an option to Pay by Check. Click the button to select this payment method.

5. If you need to change your payment method, click the "Change Payment Method" button.

6. Once you have indicated your payment method and provided the information required, click "Next" to continue.

Add New Card

Cardholder Name

Card Number

Expiration Month   Year   Validation (CVV)

01 - January   2020

Add Credit Card

Payment for this invoice will be collected by State Office CountyArea.   **Apply**

Non-Electronic Payment
Please mail checks to 1234 Main Street, Extension WA, 12345

Change Payment Method

Review and Submit Your Enrollment

The final step is to review and submit your enrollment. Your enrollment is not complete until you have submitted your enrollment **and** your enrollment has been reviewed and approved by 4-H staff or faculty.

1. Review your enrollment, paying special attention that the following are accurate:
• Selected Volunteer Types and Roles
• Selected Clubs
• Selected Projects

2. Your invoice and payment method selected can be viewed on the right side "Invoice" section.

3. If the information is correct, click "Submit." The Extension Office will review your enrollment for approval.

4. If something needs to be corrected, use the "Back" button to move back through the enrollment record. Once corrections have been made, move forward through the enrollment record again until you reach this section, then click "Submit."

5. You can review the status of your enrollment any time by viewing the Home Page. The status of your enrollment can be found under the "Programs" section next to each Member's name.

View Your Enrollment Record

After your enrollment has been approved, you can view the details of it anytime from the Home Page. Some information can be edited throughout the year. If you need to make a change to a locked field, contact your local Extension Office.

1. From the member Home Page, click "View" next to the member's name to access their profile.

2. The Left Navigation Panel has a number of sections. Click on each one to access that part of your Enrollment Record.

Glossary of Terms

Certified 4-H Volunteer: An adult volunteer for the 4-H Youth Development Program who has completed all required screening and training and has a Completed Enrollment in 4-H Online.

Cloverbud: An enrolled youth member between the ages of 5 and 7. Cloverbuds may participate in age-appropriate activities and projects.

Club: An organized group which meets the Club Definition as outlined in section 5.2 in the 4-H Youth Development Policies and Procedures. Clubs may be chartered or non-chartered.

Completed Enrollment: A Completed Enrollment is an Enrollment Record that has been submitted and Approved by the local Extension Office. Your enrollment is not considered completed until all local requirements and fees have been paid, and the local Extension Office has marked your enrollment as "Approved."

Consent: Formerly called "Authorizations." These are the agreements that must be signed in order to submit a 4-H Enrollment.

Delivery Mode: A classification of the ways in which members (both enrolled and not) participate in the 4-H Program. See section 5.2 in the 4-H Youth Development Policy and Procedures.

Electronic Payment: A digital payment made, usually using a debit or credit card.

Enrolled 4-H Youth Member: Any 4-H youth member who is aware of their ongoing involvment with 4-H and has a Completed Enrollment in 4-H Online.

Enrollment Fee: The fee charged statewide for participating in 4-H as an Enrolled 4-H Youth Member. The Enrollment fee is $25 per youth.

Enrollment Record: The part of the enrollment process where an Enrolled 4-H Youth Member or Certified 4-H Volunteer selects clubs and projects, signs the consent forms, completes the health form, and submits payment.

Family Profile: The profile under which all Member Profiles and Enrollment Records are housed for a single family group.

Health Form: Basic health information required on all Enrollment Records.

Home Page: The main page of the Family Profile. Here you can view and edit your Member Profile, complete the Enrollement/Reenrollment process, view your Enrollment Records (past and present), register for event, manage payments, and more.

Inactive Members: Previously Enrolled youth and/or adults who have had a gap in their Enrollment Record. These are visible on the Home Page, but must be reactivated by your local Extension Office.

Member Record: The first step when adding a new member to 4-H Online. You'll be asked to provide your name, birthdate, gender, grade (if youth), demographic data, and emergency contact information. You will not be considered an Enrolled 4-H Youth Member or Certified 4-H Volunteer until your Enrollment Record is also completed.

Non-Electronic Payment A payment made physically, typically with a check, cash, or money order.

Payment: The section of 4-H Online where you will select your payment method for Enrollment and/or Programming Fees. You can pay vwith an Electronic Payment or Non-Electronic Payment method.

Primary Club:	The club you consider your Primary Club is the one you do most of your 4-H programming with. Your Programming Fees are determined by the location of your Primary Club.
Programming Fee:	Fees charged for local 4-H programming as determined by the local Extension Office. Not all counties/locations charge a Programming Fee. Programming Fees are determined by the location of the primary club listed on your Enrollment Record.
Project:	The way in which an Enrolled 4-H Youth Member or Certified 4-H Volunteer notates their project participation in 4-H Online. Not all clubs offer every project. Cloverbuds may participate in age-appropriate projects. Some projects require additional training and/or certification in order to participate as a Certified 4-H Volunteer.

Status:

Your enrollment status in the 4-H program as notated in 4-H Online. These include:

- *Approved*: all requirements have been met, reviewed, and approved. Formally called "Active."
- *Awaiting Review*: all requirements have been submitted and are ready to be reviewed.
- *Incomplete*: members have started the enrollment but have not yet submitted it.
- *Not Enrolled*: members have not begun the enrollment process for the current year. Formally called "Inactive."
- *Participant*: members who have created a Member Profile but have chosen not to enroll in the program by completing an enrollment record.
- *Payment Due*: an enrollment has been submitted, but payment has not been completed. This status occurs when we are either waiting on a physical payment to arrive or an electronic payment has been declined and needs to be resubmitted.
- *Resubmit*: an enrollment record that was previously sent back and then resubmitted. Before submitting again, enrollments are listed as "incomplete."
- *Screening Pending Approval*: a volunteer Enrollment Record and Screening have been submitted but the Screening has not been reviewed yet.
- *Submitted*: members of this status have submitted their Enrollment Record but have not completed all requirements for approval (i.e. a volunteer has submitted the Enrollment Record but has not yet submitted their Screening).
- *Trainings Not Complete*: members need to complete additional required trainings prior to being Approved.

Youth Member:

An Enrolled 4-H Youth Member between the ages of 8 and 18.

Volunteer Types and Roles:

The Volunteer Type and Role indicates what kind of volunteer you are. There are 4 Types of Volunteers. Selecting a Volunteer Type gives you the option to select the appropriate Role:

- **Club Volunteers**
  Main Club Leader: responsible for the overall management of a 4-H club. This is the main point of contact for the club. A club may have more than one Main Club Leader.
  Assistant Club Leader: responsible for helping with the management of a 4-H club under the direction of the Main Club Leader.
- **Project Volunteers**
  Project Leader: responsible for leading various projects within a 4-H club or county.
- **Activity Volunteers**
  Activity Leader: responsible for various activities including fundraising, record keeping, community service, etc. This can be done for a club or program. These individuals will be working with youth in the completion of duties.
- **Program Volunteers**
  Resource Volunteer: responsible for assisting with various 4-H events and activities but have no direct supervision of, or unsupervised access to, 4-H youth.
  Administrative Volunteer: responsible for the overall organization and leadership of general program areas, organization of county-wide events, etc.