

## 4-H Online Enrollment

To enroll online you will need a computer, internet access, a valid e-mail address, and a web browser. While 4hOnline will work in Internet Explorer or a Macintosh browser, the program seems to work better with Mozilla Firefox. Firefox has consistently been a more stable and secure browser than Internet Explorer. Open your Mozilla internet browser, available for free download at [www.mozilla.com](http://www.mozilla.com)

### Already Enrolled

If you were in Elmore County 4-H last year, you already have a profile.

→ Enter the email and password used last year -If the email address used last year is unknown OR if you need to update it as it is no longer accessible, do not continue—please contact The Elmore Extension Office.

→ Enter your password OR Click “Send My Password” **If you request a password**, your next step is to open the email that is immediately generated & sent to you from 4-H Online, which contains a temporary password of numbers and letters. COPY this password (no extra spaces) from your email and PASTE it in to the login page.

→ Select “Family” for your Role, and Click “Login”

→ Click “Continue to Family” You will see a “Family” profile at the top, and individual profiles for each participating youth and Certified 4-H Volunteer family member near the center. Review your family profile first and make any updates.

→ Click “Edit” to the right of a member’s name to re-enroll that member. **Follow the steps** to enter (or update) all information on the subsequent screens, by selecting “continue”. Be sure to check the box and sign in the box for any waivers, media permission, privacy, and code of conduct. **Once you select your club and your project(s)...**

→ Click “Submit Enrollment” *Do not add groups-*

**Repeat this process for each participating youth and certified Volunteer.**

1. **If a new youth is being added to your family profile**, Add a new family member- select youth from drop down menu, **adult is for leaders not parents**
2. Click on add member
3. Create Youth Profile

Part of the enrollment process includes submitting the required enrollment fee to your leader for each youth member, and online ‘acceptance’ by the club and county for each member is also required. **Youth and Volunteer Leaders will stay pending until enrollment fees have been paid.**

**See below for setting up a New Family enrollment**

### New Enrollment Youth Enrollment

4. Go to <https://idaho.4honline.com>
5. Click I need to set up a profile
6. **Do not click** on in a military club
7. Select Elmore for the county drop down menu
8. Type your e-mail in the Email field

9. Confirm e-mail
10. Type Last Name
11. Create a password
12. Confirm password
13. Select Family on the drop down menu
14. Click "login" at the bottom of the screen to access the system
15. Create Family Profile which will be for members and leaders in same family
16. Continue
17. Add a new family member- select youth from drop down menu, **adult is for leaders not parents**
18. Click on add member
19. Create Youth Profile
20. Click yes on volunteer if youth in any kind of leadership position-officer of club, chairman etc.
21. Check all boxes that apply for ethnicity
22. Check box for residence
23. From drop down box for military service select one that is appropriate
24. Select your school information
25. Select your grade in school
26. Continue
27. Waivers, Media release must be checked yes or no and type members and parents name in boxes
28. Read Code of Conduct
29. Check Enrollment Agreement and Type Members and Parents Name
30. Continue
31. Add a Club, Select clubs from drop down menu
32. Click on add club
33. Continue
34. Add Projects , Select Club from drop down menu, Select projects from drop down menu, select year in project from drop down menu
35. Click on add projects
36. Click on Submit enrollment

### **Adult Leader in same family**

1. Select adult from drop down menu
2. Click on add member
3. Create adult leader profile **this is for leaders not parents**
4. Check yes on volunteer
5. Check all boxes that apply for ethnicity
6. Check residence
7. Select from drop down menu for military service
8. Click continue
9. Check yes or no on photograph release
10. Read Code of Conduct
11. Check Enrollment agreement box and type name
12. Check Job Description agreement box
13. Click on continue
14. Add a club, select club from drop down menu, select volunteer type
15. Click on add a club
16. Click on continue
17. Add a project, select club from drop down menu, select project from drop down menu
18. Click on add project

19. Click on submit enrollment

### **Adult Leader**

1. Go to <https://idaho.4honline.com>
2. Click I need to set up a profile
3. **Do not click** on in a military club
4. Select Elmore for the county drop down menu
5. Type your e-mail in the Email field
6. Confirm e-mail
7. Type Last Name
8. Create a password
9. Confirm password
10. Select Family on the drop down menu
11. Click "login" at the bottom of the screen to access the system
12. Create Family Profile
13. Continue
14. Add a new family member- select adult from drop down menu
15. Select adult from drop down menu
16. Click on add member
17. Create adult leader profile this is not parents
18. Check yes on volunteer
19. Check all boxes that apply for ethnicity
20. Check residence
21. Select from drop down menu for military service
22. Click continue
23. Check yes or no on photograph release
24. Read Code of Conduct
25. Check Enrollment agreement box and type name
26. Check Job Description agreement box
27. Click on continue
28. Add a club, select club from drop down menu, select volunteer type
29. Click on add a club
30. Click on continue
31. Add a project, select club from drop down menu, select project from drop down menu
32. Click on add project
- 33.** Click on submit enrollment