

Enrolling in 4 = Online as a NEW family

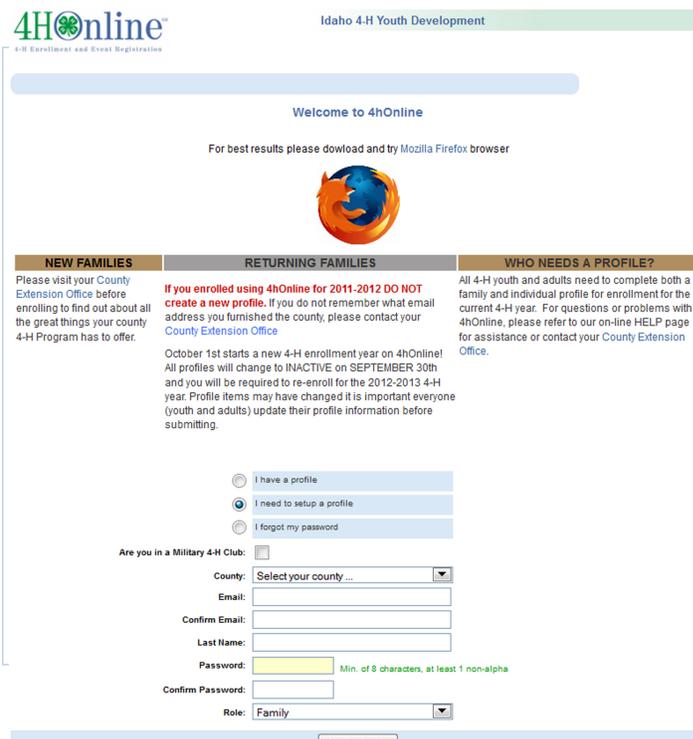
Your county Extension office staff can help you find a club, get the forms you need, and begin the enrollment process, whether you do that with a paper form, or online in 4-H Online.

To enroll in Idaho 4-H Online, you need a computer, internet access, a valid e-mail address and a web browser. *Although 4 = Online will work in Internet Explorer or O browser, it seems to work BETTER with Firefox. To download and install Firefox, go to <http://www.mozilla.com> Firefox has consistently been a more stable and secure browser than Internet Explorer, so you don't need to worry that you're jeopardizing your computer security by using it.*

1. Go to <http://idaho.4honline.com> (notice there's no "www" in that address).
2. Click "I need to set up a profile" a drop down menu will appear. Select the county you want to join, then type in your **valid** family e-mail address.

E-mail addresses must be valid in order for you to have access to your enrollment information—it's your account login as well as how you receive information.

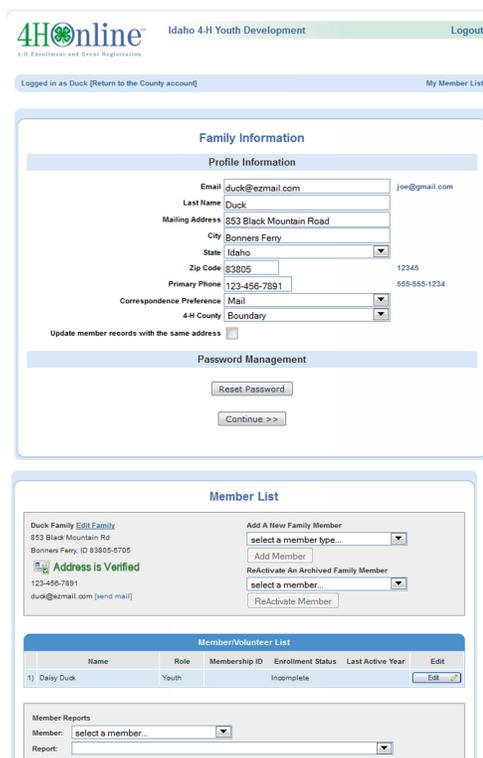
3. Confirm your e-mail address
4. Type in your parent/guardian/household's last name. (This will be the name that appears on mailing labels e.g., "The Johnson Family.")
5. Create your password – must include letters and numbers/symbols with a minimum of 8 characters.
6. Click on "Create Login"



The screenshot shows the 4Honline website interface. At the top, there is a navigation bar with the 4Honline logo and the text "Idaho 4-H Youth Development". Below this is a "Welcome to 4hOnline" message with a recommendation to use Mozilla Firefox browser. The main content area is divided into three sections: "NEW FAMILIES", "RETURNING FAMILIES", and "WHO NEEDS A PROFILE?". The "NEW FAMILIES" section contains instructions for new users, including a warning not to create a new profile if already enrolled. The "RETURNING FAMILIES" section contains information about the 2012-2013 enrollment year. The "WHO NEEDS A PROFILE?" section explains that all 4-H youth and adults need to complete a profile. Below these sections is a registration form with the following fields: "I have a profile", "I need to setup a profile" (selected), "I forgot my password", "Are you in a Military 4-H Club:", "County:" (dropdown menu), "Email:", "Confirm Email:", "Last Name:", "Password:" (with a strength indicator), "Confirm Password:", and "Role:" (dropdown menu). A "Create Login" button is located at the bottom right of the form.

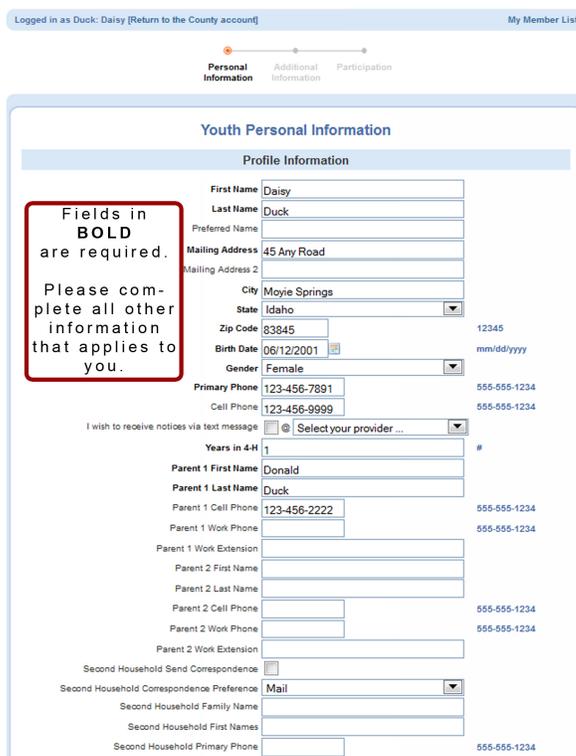
To move between boxes, you need to use your mouse or the TAB key. Don't press the ENTER key or click on the BACK ARROW – you will lose any information that you have entered.

- This is the Family Information page. Fill in all your personal information correctly and completely. Make sure that you choose your correspondence preference to either “Mail” or “Email.”
- Do not check the “update member records” box at this time.
- Click on the “Continue” button at the bottom of the page.
- You are now at the “Member List” page. In the drop down box under “Add a New Family Member” select “Youth” and click on “Add Member.”



This is the “Youth Personal Information” screen. Fill in all information for this member correctly and completely.

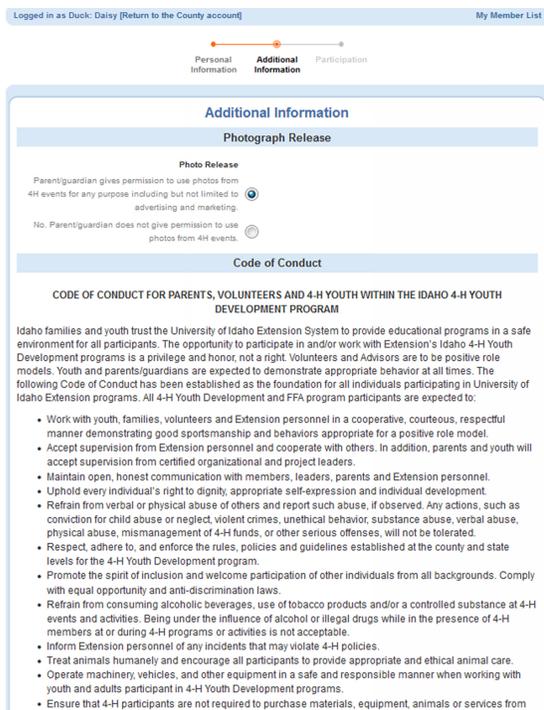
- If he/she has a DIFFERENT e-mail address than the family one entered at login, enter it in the top box.
- If his/her last name is different than the parent/guardian/household name, make that change on this page.
- For the “Years in 4-H,” enter “1” if this is the first year.
- If there are parents/guardians who do not live in the same residence as you, you may enter their mailing information under Secondary Household.
- Are you a volunteer? Mark “no”, if a Youth volunteer mark “yes”.
- Ethnicity – if you/child are of Hispanic ethnicity, mark “yes.”
- You may choose any of the other options listed below or mark “prefer not to state”. The choice is yours.
- Choose your residence.
- Complete the Military Service of Family only if it applies.



- School Information – choose your county from the drop down menu first, then select your child’s school. If your school or home school is not listed, click on “If you are unable to locate your school...” and enter the school name and type.
- Select your child’s current grade in school.
- Click on the “continue” button at the bottom.

This is the Additional Information page.

- Read and click Yes to approve or No to not approve the photo release
- Read the Code of Conduct. Once you and your child have read that, mark “yes” and type the youth’s first and last name in the Member box and the parent/guardian first and last name in the Parent/Guardian box.
- Click the “Continue” button.



Logged in as Duck: Daisy [Return to the County account] My Member List

Personal Information Additional Information Participation

Additional Information

Photograph Release

Photo Release
Parent/guardian gives permission to use photos from 4H events for any purpose including but not limited to advertising and marketing.

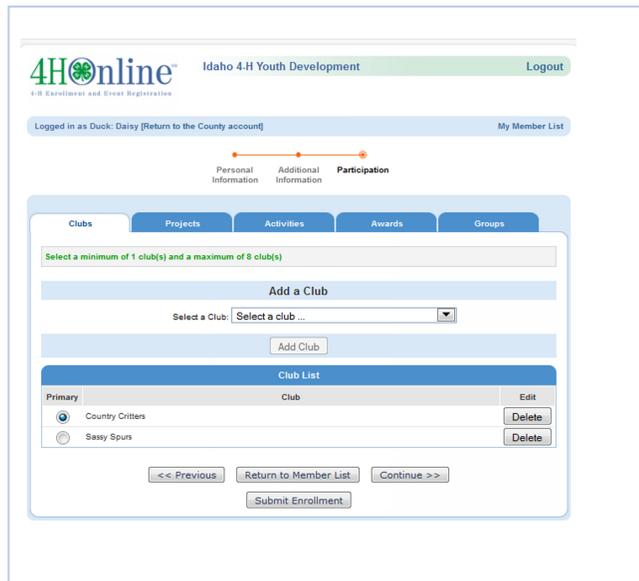
No. Parent/guardian does not give permission to use photos from 4H events.

Code of Conduct

CODE OF CONDUCT FOR PARENTS, VOLUNTEERS AND 4-H YOUTH WITHIN THE IDAHO 4-H YOUTH DEVELOPMENT PROGRAM

Idaho families and youth trust the University of Idaho Extension System to provide educational programs in a safe environment for all participants. The opportunity to participate in and/or work with Extension's Idaho 4-H Youth Development programs is a privilege and honor, not a right. Volunteers and Advisors are to be positive role models. Youth and parents/guardians are expected to demonstrate appropriate behavior at all times. The following Code of Conduct has been established as the foundation for all individuals participating in University of Idaho Extension programs. All 4-H Youth Development and FFA program participants are expected to:

- Work with youth, families, volunteers and Extension personnel in a cooperative, courteous, respectful manner demonstrating good sportsmanship and behaviors appropriate for a positive role model.
- Accept supervision from Extension personnel and cooperate with others. In addition, parents and youth will accept supervision from certified organizational and project leaders.
- Maintain open, honest communication with members, leaders, parents and Extension personnel.
- Uphold every individual's right to dignity, appropriate self-expression and individual development.
- Refrain from verbal or physical abuse of others and report such abuse, if observed. Any actions, such as conviction for child abuse or neglect, violent crimes, unethical behavior, substance abuse, verbal abuse, physical abuse, mismanagement of 4-H funds, or other serious offenses, will not be tolerated.
- Respect, adhere to, and enforce the rules, policies and guidelines established at the county and state levels for the 4-H Youth Development program.
- Promote the spirit of inclusion and welcome participation of other individuals from all backgrounds. Comply with equal opportunity and anti-discrimination laws.
- Refrain from consuming alcoholic beverages, use of tobacco products and/or a controlled substance at 4-H events and activities. Being under the influence of alcohol or illegal drugs while in the presence of 4-H members at or during 4-H programs or activities is not acceptable.
- Inform Extension personnel of any incidents that may violate 4-H policies.
- Treat animals humanely and encourage all participants to provide appropriate and ethical animal care.
- Operate machinery, vehicles, and other equipment in a safe and responsible manner when working with youth and adults participant in 4-H Youth Development programs.
- Ensure that 4-H participants are not required to purchase materials, equipment, animals or services from



4Honline™ Idaho 4-H Youth Development Logout

Logged in as Duck: Daisy [Return to the County account] My Member List

Personal Information Additional Information Participation

Clubs Projects Activities Awards Groups

Select a minimum of 1 club(s) and a maximum of 8 club(s)

Add a Club

Select a Club:

Add Club

Club List

Primary	Club	Edit
<input checked="" type="radio"/>	Country Critters	Delete
<input type="radio"/>	Sassy Spurs	Delete

<< Previous Return to Member List Continue >>

Submit Enrollment

This is the Clubs/Projects page, where you will select a 4-H club and projects for the current 4-H year.

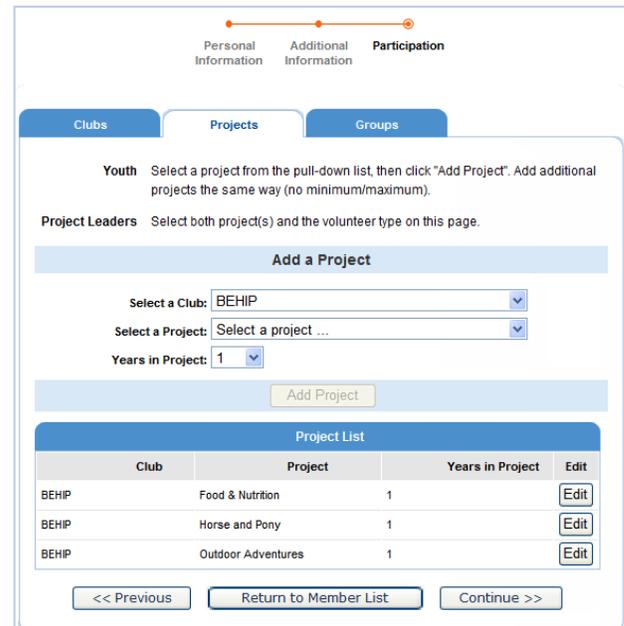
- Select the correct club from the drop down menu and click on it.
- Be sure to click “Add Club.”
- If your child is a member of more than one club, add the next one the same way. Make sure that the main club has the green dot next to it.
- Click the “Continue” button.

This is the “Projects” tab.

- Under “Select a Project” click on the drop down menu and select the first project for this youth.
- “Years in Project” – must have 1 for 1st year members. For returning members, the years are automatically updated.
- Click on “Add Project.”
- For each additional project that you want to add, repeat the steps above.

Once you have entered all your project(s), you need to click on **“Submit Enrollment”** and you are done!

If there is another youth (or an adult leader) in your family enrolling in 4-H, you will need to repeat this process for them. There is an option to “copy parent information from another youth record” drop box that will shorten the process some for the second and subsequent youth.



Personal Information Additional Information Participation

Clubs Projects Groups

Youth Select a project from the pull-down list, then click "Add Project". Add additional projects the same way (no minimum/maximum).

Project Leaders Select both project(s) and the volunteer type on this page.

Add a Project

Select a Club: BEHIP

Select a Project: Select a project ...

Years in Project: 1

Add Project

Club	Project	Years in Project	Edit
BEHIP	Food & Nutrition	1	Edit
BEHIP	Horse and Pony	1	Edit
BEHIP	Outdoor Adventures	1	Edit

<< Previous Return to Member List Continue >>

When your enrollment has been submitted, it is sent to your County to be approved. If there are any problems with your enrollment – incorrect or missing information, etc. – you will get an e-mail. Once corrections have been made AND 4-H enrollment fees (and additional paperwork has been signed - if needed) you will receive an e-mail stating that you have been accepted and will have access online to your enrollment to make any updates throughout the 4-H year.

Keep your login (family email address) and password handy so you can log in to the program and update your records whenever you need to.

Next year, when it’s re-enrollment time, you’ll log in to the records you created this year, and simply “reactivate” any members or adult volunteers in your family—the family information only needs to be entered once—when your family begins your 4-H adventure!

FAQ – Frequently asked Questions

Passwords and E-mail Addresses

Q: I forgot my password, how can I get it?

A: On the login page, click on "I forgot my password" and then click "Send My Password"

Q: I forgot the e-mail address that I used, how can I get it?

A: You will need to contact your county Extension office and ask them to look at your profile for the correct e-mail address.

Q: I requested my password to be sent, but it never came, what can I do?

A: Contact your county Extension office and ask for your password to be reset.

Q: If I forgot my e-mail and/or password, can I just set up another profile?

A: NO! If you do that it duplicate the enrollment numbers in the system and creates multiple profiles for families and 4-H members and does not allow you to create a "transcript" of all your 4-H events.

Q: I was given/e-mailed a password but when I typed it in, but it did not work?

A: Because of the sensitivity of the passwords it is recommended that you "cut and paste" the password into the password field. Then once you are logged into the system, you can reset it to something more memorable, as long as it has a minimum of 8 characters & includes letters, plus numbers and/or symbols.

Family and Individual Profile

Q: Now that the new 4-H year has started, do I create a new family profile, or a new member profile?

A: No, to re-enroll all you have to do is access your CURRENT family profile, click on each name of the person re-enrolling (youth and adult) and review the information for correctness. Once complete, make sure you submit your enrollment.

Q: I completed my profile over a week ago and it is still pending, what do I do?

A: Contact your county Extension office and ask them to approve your enrollment, or ask if there are any problems with it.