

4-H Online Family Guide

Looking to enroll in Michigan 4-H? Your <u>county in Michigan State University</u> (MSU) Extension office staff can help you find a club, get the forms you need and begin the enrollment process.



ENROLLING/RE-ENROLLING IN 4-H ONLINE AS A FAMILY

To enroll or re-enroll in Michigan 4HOnline, you need a computer, tablet, or phone with internet access, a valid e-mail address and a web browser. Although 4HOnline will work in Internet Explorer, Chrome or a Macintosh browser, some aspects work better with Mozilla FireFox or Google Chrome. If you need assistance accessing the internet, please contact your county MSU Extension office.

	Welcome to 4-H Online
0	1 have a profile
۲	I need to setup a profile
0	I forgot my password
Are you in a Military 4-H Club:	E
County:	Select your county
Email:	
Confirm Email:	
Last Name:	
Password:	Min. of 8 characters, at least 1 number and 1 capital or non-alpha
Confirm Password:	
Role:	Family
	Create Login
	4H@nline Registration powered by
	4HOnline
To move betwee	en boxes, you need to use
	· •
	he TAB key. Don't press

To begin, go to <u>https://mi.4honline.com/</u> (notice there is no "www" in the address).

 Click "I need to set up a profile." Select the county in which you want to enroll in and then type in your valid family email address.

NOTE: Email addresses must be valid in order for you to have access to your enrollment information. The email address will serve as your account login as well as how you will receive information.

- 2. Confirm your e-mail address.
- 3. Type in the **last name** of the household/parent/guardian. This will be the name that appears on mailing labels, i.e. "The Johnson Family."
- 4. Create your **password.** It must be a minimum of eight characters and include at least one letter and one number/symbol.
- 5. Select **Family** as your role.
- 6. Click on "Create Login."

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FAMILY INFORMATION PAGE

The next screen that will appear is the **Family Information** page. Information entered on this page is applicable to all 4-H youth and/or adults in your family. Information for individual family members will be added in the next steps. **If re-enrolling, please verify the information and update if necessary.**

4H®nline Michigan 4-H	Youth Development	91
Logged in as & Nichols		# Home My Membe
Ernel Hotory Family Family Settings Login	History	
Eam	ily Information	
	ofile Information	.Required Fiel
≪Last Name: •Maiting Address: •Citys: •State: •Zip Code: •Drans/y Bhoos: •Correspondence Preference: •4H County:	Michigan Michigan Mail Hillsdale	joi@ymail.com 12345 656-656-1234
Update member records with the same address		
Current Pessavort Current Pessavort Confern New Pessavort	Update Password	

 Fill in all the blank fields in the Profile Information section: mailing address, phone and correspondence preference. Do not check the "Update Member Records" box at this time.

NOTE: You do not need to enter or change your password at this time (unless you want to).

2. Click on the "**Continue**" button at the bottom of the page.

ADDING YOUTH FAMILY MEMBERS (4-H MEMBERS)

You are now at the **Member List** page. This is where you can add any and all youth in your household that need to enroll in 4-H. You can add new members when enrolling or re-enrolling. Please add each member only once.

- In the drop down box under Add a New Family Member, select Youth and click on "Add Member" to access the Youth Personal Information screen.
- 2. On the **Youth Personal Information** screen, complete empty fields.

NOTE: Only fields with **bold text** or a red * are required fields, all others are optional.

3. Some fields will be pre-filled with corresponding family data, however if any of the member's data is different from the family data (i.e. email address, last name, etc.), simply enter the correct information in that field.

Nichols Family Edit Family	Member List
20 Care Dr Hillsdale, MI 49242-5052 nicho115@anr.msu.edu	Add A New Family Member select a member type
Name Role Membership	Member/Volunteer List

ADDING YOUTH FAMILY MEMBERS (4-H MEMBERS) CONTINUED

H®nline Michigan 4-H	Youth Development	9
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Enrollment		
Personal Information	Additional Participation	
Youth Pe	ersonal Information	
Pri	ofile Information	•Required F
Email	nicho115@anr.msu.edu	joe@gmail.com
•First Name:		
«Last Name:		
Preferred Name:		
•Mailing Address:		
Mailing Address 2		
	Hilsdale Michigan	
	49242-5052	12345
-Right Date:	And the second	mmiththeory
Primary Phone:		555-555-1234
Correspondence Preference: Cell Phone:		555-555-1234
You wish to receive notices via text message:		
Work Phone:		555-555-1234
Work Extension:		
Fax		555-555-1234
•Years in 4-H:	1	×
Parent 1 Cell Phone:		555-555-1234
Parent 1 Work Phone		555-555-1234
Parent 1 Work Extension		
Parent 2 First Name:		
Parent 2 Last Name		
Parent 2 Cell Phone		555-555-1234
Parent 2 Work Phone:		555-555-1234
Parent 2 Work Extension		
Parent 2 Address		
Parent 2 Address 2: Parent 2 City		
Parent 2 State		
Parent 2 Zip Code		12345
Parent 2 Home Phone		555-555-1234
Parent 2 Email:		joe@gmail.com
Second Household Send Correspondence:		
Second Household Correspondence Preference: Second Household Family Name	- Percel	
Second Household First Name		
Second Household Primary Phone:		555-555-1234
Second Household Mailing Title:		Contraction of
Second Household Address		
Second Household Address 2		
Second Household City		
Second Household State	And the Andrew of States o	
Second Household Zip Code		12345
Second Household Email		joe@gmail.com
Emergency Contact Name		555-555-1234
Emergency Contact Phone:		p05-555-1234

NOTE: These snapshots are a complete picture of the **Youth Personal Information** screen you will see once you click on **"Add Member**."

- If there are parents/guardians that do not live in the same household as the youth, you may enter their mailing information under Secondary Household.
- Emergency Contact information should be someone OTHER than a parent, if possible. Parents are always contacted first but in case the parent(s) are not available, it is useful to have another contact listed.
- 6. Click on the **'Continue**" button at the bottom.

NOTE: If you are re-enrolling please only update changes.

Emergency Contact Relationship:		
+4-H County:	Hillsdale	
	Volunteer	
Select "Yes" if you serve in a leadership capacity in 4-H. Examples for youth: Junior Leader, Club Officer, etc. Examples for adult: Chaperone, Community Club Leader		
Are you a Volunteer?:	No: O Yes: O	
	Ethnicity	
Are you of Hispanic or Latino ethnicity?:	No: O Yes: O	Need help?
	Race	
Check all the races that apply to you. If you selected "No	ot Hispanic", you must select at least one option.	8 Need help?
White:		
Black or African American:		
American Indian or Alaskan Native:		
Native Hawaiian or Pacific Islander:		
Asian:		
Prefer Not to State:		
	Residence	
Farm:	0	
Town under 10,000 and rural non-farm:	O	
Town/City 10,000 - 50,000 and its suburbs:		
Suburb of city more than 50,000:		
Central city more than 50,000:		
Militar	ry Service of Family	
Family Member Military Service:	Select a military status	
Branch of Service:	L	
Branch Component:		
Sc	hool Information	
Grade:	Select grade	
[Continue >>	
6		
4H@	Inline Registration powered by 4HOnline	

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ADDITIONAL INFORMATION

You are now on the Additional Information screen that includes Youth/Adult Code of Conduct, Youth Consent/Acknowledgement of Risk/Waiver and Release Form, Youth Evaluation Acknowledgment, Youth Media Release and Medical Authorization Form. Please fill out all authorizations and information on this screen, as well as the Health Form page. Required fields must be completed before you can go on to the next page or submit your enrollment.

- 1. Review each authorization statement and check the **agreement check box** under each one. The only authorization that is not required is the media release; all others are required.
- 2. **Digital Signatures** require both parent/guardian and youth names. Both fields must be filled in before you can click **'Continue**."
- 3. By logging on with your user ID and password, you are indicating that you are the correct person to agree to the terms.
- 4. When the statements have been read, signed and agreed to click "Continue."

PARTICIPATION INFORMATION

This is the final portion of the youth enrollment process. Enter the youth's **Participation Information** as it relates to their clubs, projects and groups.

- 1. Select the correct club from the drop down menu and click on it.
- Be sure to click "Add Club." This is important, as the member is not enrolled in the club until "Add Club" is clicked. To ensure you have completed this step, verify that the club appears in the Club List section.
- If you are re-enrolling and the club you will participate in is already listed, you do not need to do anything. If a club is listed and you are not going to participate, click **Delete.**
- If your child is a member of more than one club, add the next club in the same way. Make sure the primary club has the green checkmark after the club name.
- 5. Click the "Continue" button.

This will automatically advance you to the Projects tab.

Henn:	The second second	
ged in as 🚢 Nichols:	Gene	# Home My Member List
Enrollment Mem	nber Settings	
	•	
	Personal Additional Participation Information Information	
Clubs	Projects Groups	
elect a minimum of	1 club(s) and a maximum of 8 club(s)	
	Add a Club	
	Select a Club: Select a club	
	Add Club	
	Club List	
Primary	Club	Edit
	<< Previous Continue >> Submit Enrollment	



PARTICIPATION INFORMATION CONTINUED

Logged in as a Jackson:	Michael [#County]			My Mem
Enrollment Memb	per Settings			
		<u> </u>		
		rsonal Additional Information	Participation	
Clubs	Projects	Activities	Awards	Groups
		Contraction of the		(and the start)
Select a minimum of 1	project(s)			
Select a minimum of 1	project(s)			
Select a minimum of 1		Add a Proje	ect	
Select a minimum of 1	Select a Club:	Select a club	ect	
Select a minimum of 1	Select a Club: Select a Project:	Select a club	tet	×
Select a minimum of 1	Select a Club:	Select a club	ict	
Select a minimum of 1	Select a Club: Select a Project:	Select a club		
Select a minimum of 1	Select a Club: Select a Project:	Select a club	t	

On the Projects tab:

1. Under **Select a Project**, click on the drop down menu and select the first project for this youth member.

NOTE: First year 4-H members should select "1" for **Years in Project**. For returning members, verify the years are updated correctly. If not, please change the number to reflect the correct year.

- Click on "Add Project." Like in the Clubs section, it is critical to click the "Add Project" button and look for it to appear in the Project List section.
- 3. Repeat the steps above for each additional project that you want to add.

COMPLETING YOUTH ENROLLMENT

Once you have entered all your project(s), <u>you must</u> click on "**Submit Enrollment**." This will submit this member's enrollment for staff review and confirmation. Repeat the process for each additional youth member in the family. For each enrollment submitted, an email confirmation will be sent to the family email address.

If you're re-enrolling, confirm projects already listed or delete projects you will not participate in for the current year.

ADDING NEW ADULT FAMILY MEMBERS

Unless parents/guardians are enrolling as a **4-H volunteer**, they should <u>**not**</u> create a profile for themselves in the 4-H Online system. However, their information will be kept in the **Parent Info** section of the member profile.

If you are interested in becoming a 4-H volunteer, the first step is to complete the volunteer screening process. Please call your <u>local MSU Extension office</u> for more information.

ADDING NEW 4-H VOLUNTEERS

Michigan 4-H depends on the caring adult volunteers who are willing to offer their time and talents to make a difference. If you have already completed the Volunteer Selection Process (VSP) and are serving as a screened adult 4-H volunteer - thank you! You may enroll yourself in the 4-H Online system by starting at the beginning of this document. Once you arrive at the **Member List** page, select **"Add a new family member – adult"** from the list of options. Continue throughout the remaining enrollment process, including forms and participation. *If re-enrolling please review and update your previous year's information.*

NOTE: If you are a 4-H volunteer who is also the parent of youth 4-H members, you should enroll yourself as an adult member under the same Family account.