

### 4-H Advisor Guide for 4-H Enrollment

**4-H Enrollment Deadline:** Youth wishing to exhibit for the current 4-H year will need to be enrolled in the 4-H online system. The Ohio 4-H Program is currently using 4-H online 2.0. The website for the online database is <https://v2.4honline.com/#/user/sign-in>  
The updated version allows for all members to enroll online.

Responsibilities of 4-H Advisors:

1. Give how to enroll in 4-H online information to all 4-H families.
  - If 4-H families have difficulties with the online enrollment process, they can contact you as the advisor for guidance or if you are unsure have them contact the OSU Extension office at 330-264-8722.
2. Check with 4-H Families to make sure they have enrolled and have enrolled correctly.
3. All 4-H Organizational Advisors have been given their 4-H Clubs Leader Login Code
  - If you did not keep this information, contact the OSU Extension office at 330-264-8722. We will be able to provide the Leader Login Code for your specific club to you.
4. It is the 4-H Advisors responsibility to make sure that all 4-H Members are enrolled with the correct projects by the April 1<sup>st</sup> deadline.



### How to Log In to VIEW MEMBERS AND PROJECTS

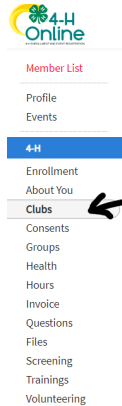
STEP 1- Log into 4-H online with your family log in

STEP 2- When your family appears, click next to your name on the “VIEW” button



This will take you into your profile. This is your information.

STEP 3- Click on the left hand side CLUBS



STEP 4- Click on the Manage button.

Primary	Club Name	County	Volunteer Type	Management
Primary	[REDACTED]	Wayne	Organizational Club Leader	<a href="#">Manage</a>

STEP 5 – A Pop up box will appear. This box is for you to enter the Club Leader Login Code This is the code that was provided to you. It is unique to your 4-H Club. (NOTE: If you do not remember the code, please contact the OSU Extension office at 330-264-8722 or email [johnson.9505@osu.edu](mailto:johnson.9505@osu.edu) or [tedrow.28@osu.edu](mailto:tedrow.28@osu.edu) )



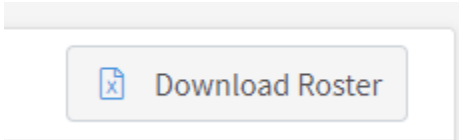


Unit Login ×

Club Leader Login Code

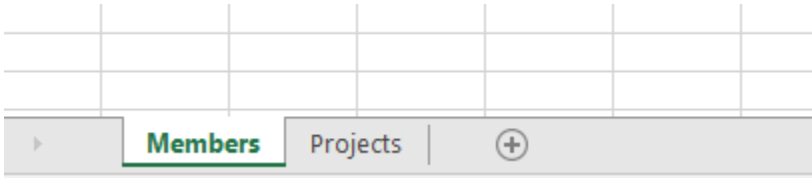
A black arrow points to the Login button.

STEP 6- The page will open it up to a screen for you to see all of your 4-H youth members, 4-H adult members. Click on Download Roster



STEP 7- Once you click on Download Roster, an excel spreadsheet will be downloaded. Open the excel spreadsheet.

The top sheet of the excel spread sheet will be your members. The second sheet is the youth with the projects. If you are unfamiliar with switching between sheets in an excel document. Look at the bottom of your screen. You will see two tabs. MEMBERS and PROJECTS



As always if you have any questions or concerns, you should contact the OSU Extension office for any clarifications.

