



2019 4-H Enrollment Information

4-H Club:

Family Name:

Family Email:

(use this email to login per instructions below)

Again for 2019, 4-H volunteers and members will enroll themselves into the 4-H online system through a paper-less system. This system is the same system the county has been using for the last few years to enter your enrollment, but the State 4-H Office now is transitioning to the use of a completely online enrollment system done by each family. Through the online process you will add projects, “sign” your standards of behavior, and all other required enrollment documentation previously turned into the office. (The only form that must be turned into the Extension Office is the Family Activity Fee Form.)

Enrollment must be completed and reviewed by your advisor by April 1, 2019. With this in mind your club may have an earlier date to complete enrollment because advisors must go in and confirm your membership before the April 1st deadline. Each club will have their own deadline for you to enter your enrollment online. Also know that you will be able to enter the system at anytime to check and see documents.

We understand that not all families have internet access at home. We recommend these families go to the library or call the office and schedule a time to come in and use our computers to get online. Also some clubs may even have a meeting where members and volunteers could get online and complete their enrollment together. Please let us know if you have any questions after walking through the steps!

General Steps To Complete Your Online Enrollment

1. Go online to: <http://oh.4honline.com>

- Your login email is located at the top of the page

The enrollment website is optimized for any phone, tablet, laptop, or desktop.

2. Log into the 4HOnline System using one of the three options below:

Option 1 - I have logged into the system before

- Click “I have a Profile” > type your email and password > make sure your role is Family > Click Login

Option 2 - I never have logged in myself -or- I forgot my password

- Click “I forgot my password” > Type in your email > Go to your email and find the temporary password. > Click “I have a Profile” > type your email and password > make sure your role is Family > Click Login > Create a new password

Option 3 – I am completely new to the 4-H program. (No one in the last 4 years in my immediate family has been involved with 4-H as a member or volunteer)

- Complete the login form to create a login in and click “Create Login”

- Complete family information on the next screen and click “Continue”
- Then on the family screen select add a new family member - Youth

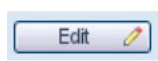
- Skip to step six to complete the process

3. Click the “Continue to Family”

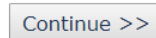


4. Please click the “Edit Family” button and follow through screens to make sure all the data is correct.

5. Enroll each member by clicking on the “Edit” button on the right hand side of your name.



6. You will then double check all the information within the system. At the bottom of each page you will find the “Continue” button which will send you to the next page.



Things to keep in mind:

- *When you get to the Health form, please leave the box blank if you do not have any health problems, DO NOT input “NA” or “None”.*
 - *When you get to the clubs tab, make sure all the clubs you are involved in are listed.*
 - *Make sure if you add a club, that you also click and add a volunteer type if you are a volunteer.*
 - *If you are changing 4-H clubs or are in multiple clubs you must pay attention that the correct club corresponds with your projects.*
 - *By default all information including projects are copied from last year. MAKE SURE when you hit submit only your current year projects are listed. You must delete the previous years projects you do not wish to enroll in this year.*
 - *Cloverbuds must enroll in the project 710.*
 - *If you are in multiple clubs, only your primary club will approve your membership as a member.*
7. When you are complete and have updated all your information click “Submit enrollment”



8. This will take you to back to the family page and you should receive a confirmation email within an hour. To re-enroll another member start back at # 5. To enroll a new family member start at #2, option 3, and step 3.

Check out our how to videos on YouTube at:

New Family login: <http://go.osu.edu/wcnewmem>

Re-enrollment for past members: <http://go.osu.edu/wc4hreturn>