



## How to Enroll a New Youth in 4-H Online 2.0

### Creating a Family Profile

The first step to becoming a 4-H member is creating a profile in the 4-H Online data management system. Creating your 4-H Online profile is easy and only takes a few minutes. 4-H Online profiles are family-based, which means every family creates a “master” profile with its own login ID and password. A family profile may contain both youth and adults. A member file is then created within the family profile for each family member involved in Virginia 4-H.

Once a family profile is created, it will exist for as long as members of that profile are involved in the 4-H program. New members may be added to the family profile at any time, and members who are no longer involved in 4-H may be archived. If someone in your family was involved in Virginia 4-H from 2015 on, you likely already have a family profile in 4-H Online. Use your existing login and password to access your family profile in the new 4-H Online platform. If you need assistance accessing your existing family profile, review the steps in this guide. If necessary, contact your local 4-H Office for assistance.

Before beginning enrollment, please read the following notes:

- 1) Throughout the enrollment process, you will see a “Fees” box located on the right side of your screen. Please disregard this feature as it does not apply to the task of re-enrolling 4-H members.
- 2) As you use the 4-H Online system, you may have a need to navigate “back” to a previous page. Do NOT use your browser’s back button as this will cause you to lose the information you just entered. Instead, please USE THE BACK BUTTON at the BOTTOM of the system page.

To get started: Log in to 4-H Online 2.0 at <https://v2.4honline.com>

1. Select “Don’t Have an Account”
2. Select Create Your Account
3. Select Virginia, then Virginia 4-H Youth Development
4. Select Your County (Remember use the county where your club takes place not necessarily where you live)

### Create Your Account

1. Complete the information on the screen
2. Click Create Account
3. Complete Next Screen (address information)

### Add a Member

1. Select 4-H
2. Click Next
3. Complete all blocks with member information
  - a. Name
  - b. Birthdate
    - If a youth does not meet 4-H age requirements system will not let them enroll
    - Youth who are 18 will be asked if they wish to enroll as youth or volunteer- **Select Youth**. Youth volunteers should only be selected if directed to by your local Extension Agent and have specific instructions.
  - d. Gender

- e. Grade
- f. Demographics
- g. Emergency Contact – ***This should NOT be a parent it should be someone to contact in case a parent is not available. Parents/Guardians will be contacted first but this if information incase the they are not reachable. Parent/Guardian information is added on another screen***

#### Participation

1. Click “I want to join as a New or Returning 4-H Youth”
2. Click Finish

#### Clubs

The member name will not be at the top of the screen and the enrollment year

1. Click Select Units
2. A list of Clubs in your county will appear.
3. Select Club you wish to enroll in and click Add.
4. If you need to enroll in another club, click select units again
5. Then click Next

#### Projects

1. Click Select Projects
2. A list of projects will appear.
3. Select the project you wish to enroll in.
  - a. Your club leader should share information on what projects are available to members of each club.
4. In you need to enroll in another project, click select projects again
  - b. If you are enrolled in more than one club you will need to select projects for each club- use the drop down at the top to match clubs with projects
5. Then click Next

#### Questions

This is where additional emergency contacts, parent information, school information, etc. is entered

1. Complete all sections- you do not need to upload any documents unless your Extension office has asked specifically for some of them.
2. Click Next

#### Health

This is where all the health form information is collected. Youth and parent/guardian will be asked to sign Emergency Authorization

1. Complete all sections
2. Click Next

#### Consents

All Consents must be read and digitally ***signed by youth and parent/guardian***

1. Read and sign Consents
2. Click Next

#### Enrollment Review Page

Look over information, if it is correct

1. Click Submit

Your enrollment has been submitted to the Extension Office for Review. Next to the youth’s name you will see “Awaiting Review” & “Enrollment Submitted” The Extension Office will review your enrollment/

1. If enrollment is correct/complete the Extension Office will accept the member and status will change to “Approved” & Enrolled for the current program year.
2. If enrollment is incorrect or incomplete Extension Office will send your enrollment back with a note for changes/corrections.