



4-H Online Family Guide

Looking to enroll in Michigan 4-H? Your [county Michigan State University \(MSU\) Extension](#) office staff can help you find a club or program and begin the enrollment process.

How to Create and Use a Family Profile in 4-H

The first step to becoming a 4-H member is creating a profile in the 4-H Online data management system. Michigan 4-H uses the 4-H Online system to manage 4-H membership, clubs, projects, activities, and communications. All youth who participate in Michigan 4-H must have an approved 4-H Online member file. Gold-level MSU Extension volunteers will need to follow the directions of their county 4-H Program Coordinator for enrollment in 4-H Online as it is not required of all 4-H volunteers, and the process is a county-based decision.

4-H Online profiles are family-based, which means every family/household creates a “master” family profile with its own login ID and password. A member file is then created within the family profile for each participating youth member involved in Michigan 4-H and any gold-level approved MSU Extension volunteers as instructed. A family profile may contain both youth and adults.

Types of members:

- **Cloverbuds** are youth ages 5-7 years of age.
- **Club Members** are youth ages 8-19 years of age.
- **Volunteers** are adults who have been approved as gold-level MSU Extension volunteers.

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 Michigan 4-H from 2015 to 2022, 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.

To access your existing family profile or
To create a NEW family profile, click on this link:

<https://v2.4honline.com>

Then, follow the instructions in this guide.

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Opening an Existing Family Profile

If you already have a 4-H Online family profile, you can access it by following these steps:

1. If you have an account in 4-H Online, go to <http://v2.4honline.com>.
2. Enter your email address and password.
3. Click “Sign-In”

Note: If you do not remember the password associated with your family profile, you can use the “Reset password” function at the bottom of the screen. A temporary password and instructions will be sent to the email address associated with your family account.

Do **NOT** create a new family profile if one already exists.

If you do not remember the email associated with your family profile or no longer use that email account, contact your local [4-H Office](#). The 4-H Online Manager can confirm or change the email address in your family profile. If the email is changed on your family account, you will need to reset your password before logging in.

Remember: Your family profile must be associated with a valid email address. This will be your login, and you will receive 4-H Online communications at this address. It is also the email address where a password reset will be sent.

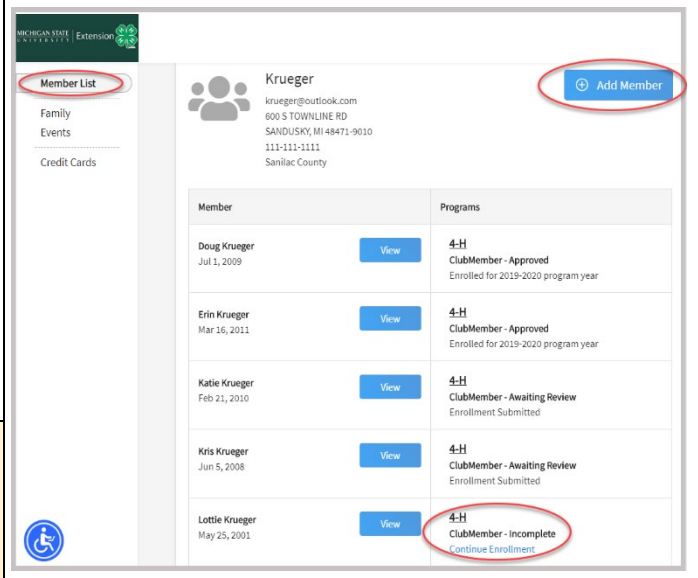
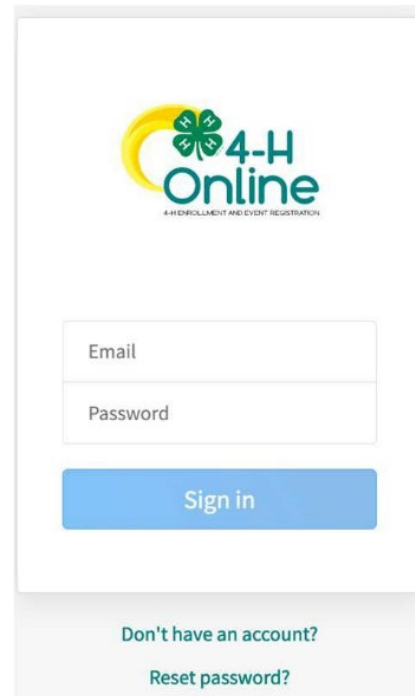
Once you have logged in to your family profile, you may review the member list, add new family members, and complete 4-H enrollment actions.

On “**How to add a NEW member to the family profile,**” see page 6.

For “**Youth Member Enrollment,**” see page 7.

For “**Adult Volunteer Enrollment,**” see page 13.

To create a **NEW Family Profile,** see the instructions on page 3.

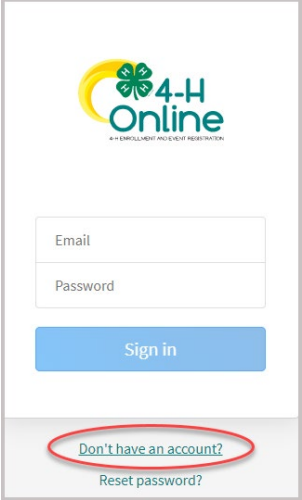
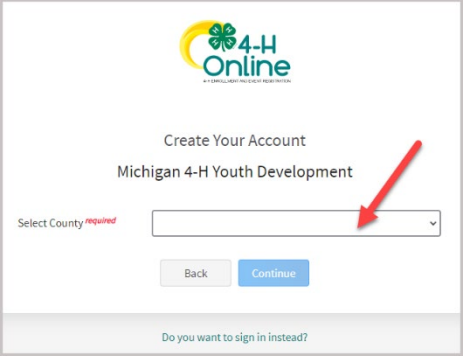




Creating a NEW Family Profile

Only families participating in Michigan 4-H for the **first** time should create a NEW family profile. Once created, family profiles are permanent. If you already have a 4-H Online family profile, see page 2 for login instructions and skip to page 5. **Do NOT create a new one.** Contact your local [4-H Office](#) for assistance, if you are not sure whether you have a family profile, or if you don't know how to access it.

To create a **NEW** family profile in 4-H Online, follow these steps:

<ol style="list-style-type: none"> Go to http://v2.4honline.com. Click “Don’t have an account?” if you have never enrolled in 4-H before using 4-H Online. <p>Note: Your family profile must be associated with a valid email address. Your email address will be your login, and you will receive 4-H Online communications at this address. Your email address will be where a password reset will be sent if needed.</p>	
<p>The email address you provide can only be associated with one family profile. If 4-H Online does not accept your email address, you may already have a 4-H Online family account. Contact your local 4-H Office for assistance.</p>	
<ol style="list-style-type: none"> Choose your county from the drop-down menu. <p>Note: When selecting your county, you are choosing the 4-H county in which your family will participate. Most families participate in 4-H in the county where they live, but it is not a requirement that they do so. You may choose to participate in 4-H in a county other than where you live. However, you may select only ONE county for 4-H membership purposes.</p> <ol style="list-style-type: none"> Click “Continue” 	



7. Complete your family’s information.

(Required fields are marked in red and must be completed to move to the next screen.)

Remember: Your family profile must be associated with a valid email address. Your email address will be your login, and you will receive 4-H Online communications at this address. Your email address will be where a password reset will be sent if needed.

8. Click on the “Create Account” button.

Note: An email account can only be associated with one family profile. If you enter an email address that is already associated with a 4-H Online profile, you will receive an error message.

Click the “Confirm” button and continue to log in to the existing account. See instructions for logging into an existing 4-H Online account on page 2 of this guide.

9. Enter your family’s address information.

10. Click the “Verify” button.

Note: The verification process may require you to select an appropriate United States Postal Service format.

Note: If another record exists in 4-H Online with a matching address, you may see this Duplicate Address: Account Recovery screen.

Use the browser “back” button to return to the previous screen. Double-check the address you entered and try again. Be sure you have included the full street address and a unit/apartment number if that is part of your address.

If you receive the Duplicate Address message again, choose an account recovery method and contact your local [4-H Office](#) for assistance.

After the address is verified, your family profile has been created. You will receive an email confirming your family profile.



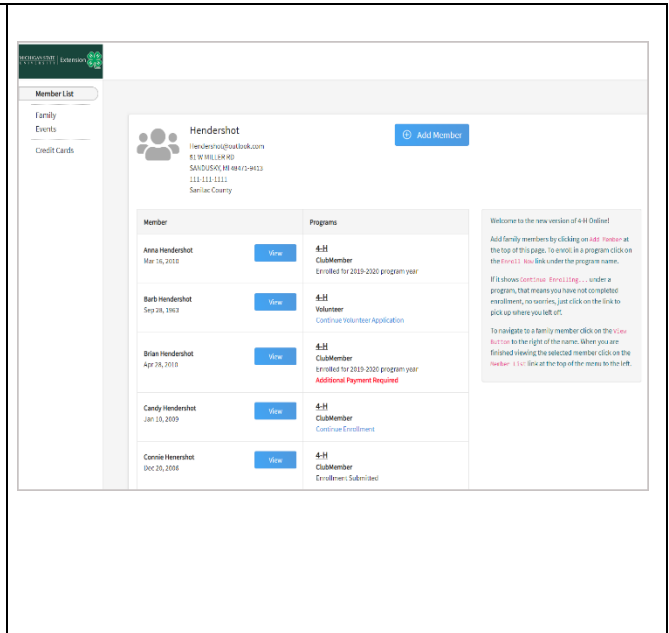
About Your Family Profile

Each time you log in to your family profile in 4-H Online, your member list will open as the home page. The member list displays all family members for whom a member record has been created. In addition to the member list, your family profile contains family details and secured payment information.

Member List

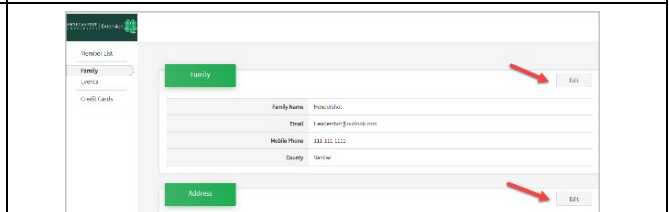
Your member list shows each member record that has been added to your family profile. You can see:

- Member’s name and date of birth
- 4-H member type
 - Cloverbud (Youth 5-7)
 - Club Member (Youth 8-18)
 - Volunteer (Adult 18+)
- Status of enrollment
 - Enrolled for ____ program year
 - Enrollment Submitted
 - Volunteering for ____ program year
 - Volunteer Application Submitted
 - Continue Enrollment (incomplete enrollment)
 - Enroll Now (not enrolled for program year)



Family Information

You can view the information contained in your family profile by clicking on the Family tab under Member List. You can change or update your email, phone, and address by clicking the **“Edit”** button.



The county associated with your family’s profile can only be changed by a 4-H Online Manager. If you want to change your county affiliation, contact your local [4-H Office](#).

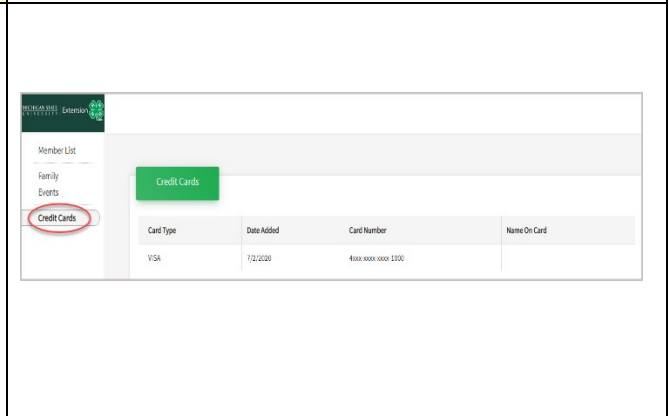
Credit Cards
(Optional for event registration fees)

The credit/debit card(s) used to pay for 4-H Online transactions are listed in the family profile.

The card number is not saved in 4-H Online; only identifying information is retained.

You can delete card records by clicking on the card type.

Only a family member can view or edit card information; it cannot be accessed by 4-H Online Managers.


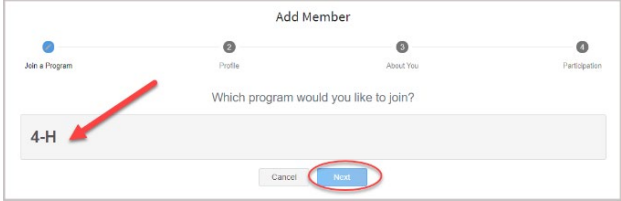
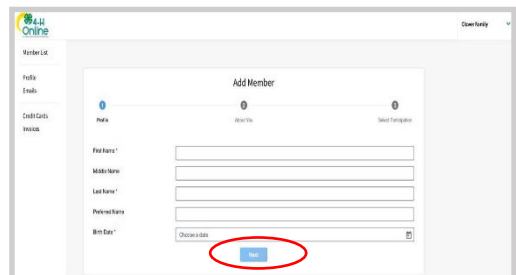
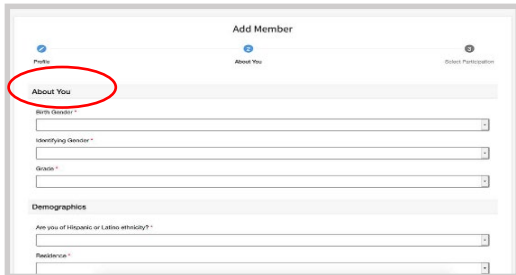
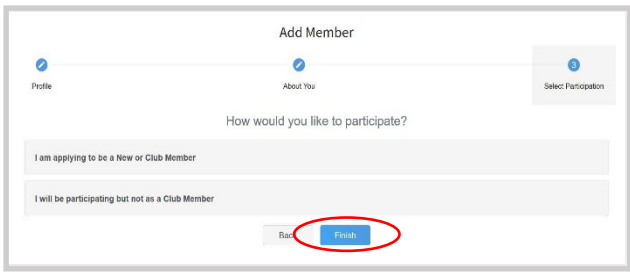




Adding a NEW Member to the Family Profile

Family profiles contain individual records for each youth or adult volunteer family member who participates in 4-H. These are called member profiles. When creating a NEW family profile, you will automatically be asked to add the first family member.

To create a member profile, follow these steps. Do not create more than one member profile for an individual.

<p>1. Click the “Add Member” button on the Member List page.</p>	
<p>2. Click on “Michigan 4-H” for the program you are joining. 3. Then click the “Next” button.</p>	
<p>4. Enter the member’s name and birthdate. <i>(Required fields are marked in red and must be completed to move to the next screen.)</i> 5. Click “Next” at the bottom of the page.</p>	
<p>4-H Online will determine whether the member is eligible to enroll as a Cloverbud, Youth, or Adult Volunteer based on birthdate.</p>	
<p>6. Complete the “About You” form with the requested information. <i>(Be sure to complete the required fields.)</i> 7. Click the “Next” button.</p>	
<p>8. Select your method of participation. 9. Click the “Finish” button.</p> <p>If you have selected that you will be participating as <i>New or Returning Club Member</i>, continue to page 8.</p> <p>If you wish to participate as an <i>Adult Volunteer</i>, continue to page 14.</p>	



Youth Member Enrollment

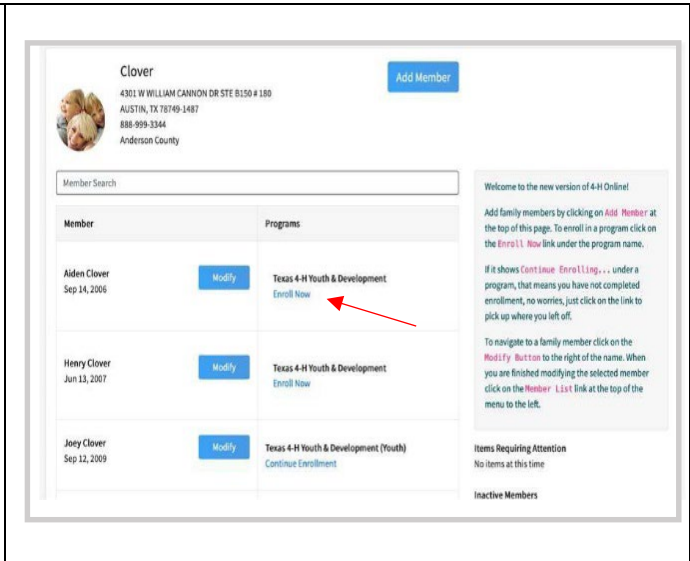
Each year on September 1, the 4-H Online membership system resets all youth and volunteer membership records for the new year. Shortly after the system resets, 4-H Online will be open to accept enrollment for the new program year. To enroll in Michigan 4-H, each 4-H family must create or login to their family profile, and individually enroll each family member who wants to participate in 4-H.

To enroll a youth member in 4-H, follow these steps:

Locate or create the youth member record

If you are returning to 4-H, your member record will be listed on the Member List. Click **“Enroll Now”** next to the member you would like to enroll and continue to step 1 on page 8.

If you are a new member and your name is not yet listed, click **“Add Member”** and follow the steps for **“Adding a New Member to the Family Profile,”** on page 6.

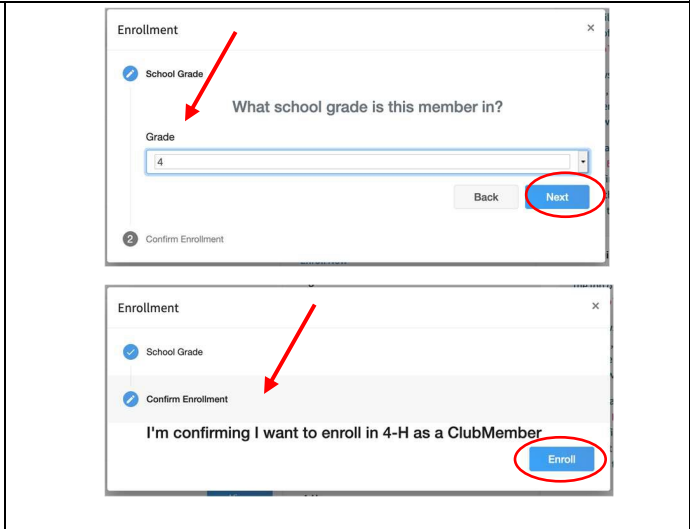


DO NOT create a new member record if one already exists!

Once the youth member profile is accessed, you will be asked to enter the member’s school grade, then to confirm you want to enroll the member in 4-H.

After clicking enroll, you will see the instructions for the first enrollment screen.

- Select the member’s grade and click **“Next.”**
If you are completing this enrollment between school years, please use the grade level just completed.
- Click **“Enroll”** to confirm enrollment as a club member.



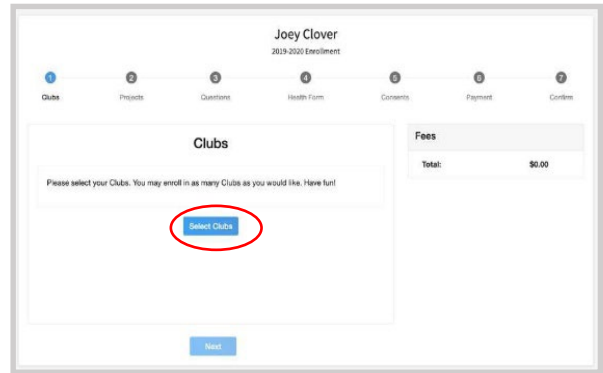


Clubs/Unit

Note: 4-H clubs/units are how youth participate in 4-H.

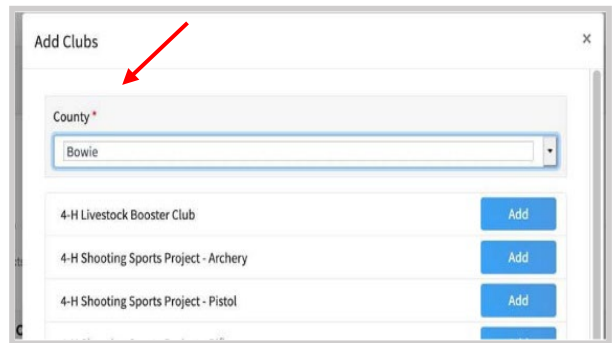
Youth members must choose at least one club to join 4-H. You can learn more about the clubs available in your county 4-H program by contacting your local [4-H office](#).

3. Click the “**Select Clubs**”.

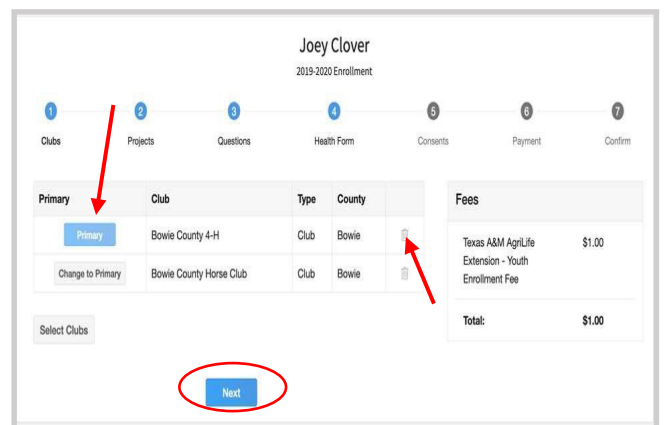


A pop-up window will open.

- 4. **Select the county** in which your desired club is located.
- 5. Most members will leave the “Youth Volunteer Role” field blank unless they have been specifically told they are a youth club officer or youth club volunteer.
- 6. Click “**Add**” next to the club you would like to join. If there is not a specific club of interest currently, please select “_____ County – General 4-H Experience”.
- 7. **Repeat steps 3-5** to add each club in which the member would like to participate.



- 7. If you have enrolled in more than one club, be sure the **Primary Club** is marked correctly. If not, click the “**Change to Primary**” button to mark a different club as your primary club.
- 8. To remove a club from your enrollment, click the trash can icon to remove the club.
- 9. Once all your clubs are added, click “**Next**” at the bottom of the screen.

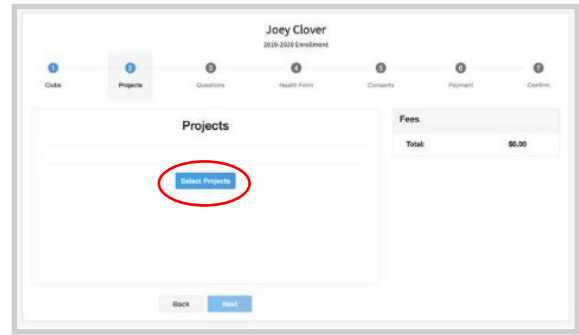




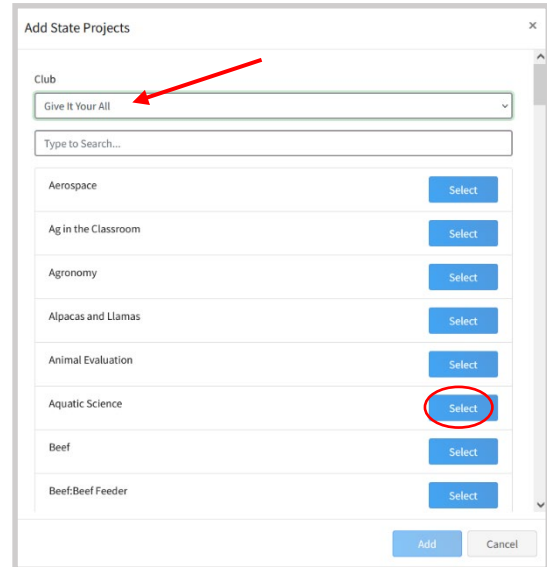
Projects

Youth **must select at least one** 4-H project for EACH club they enroll in.

10. Click **“Select Projects.”**

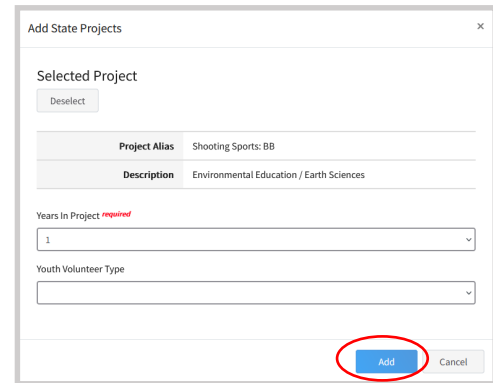


- 11. Select a club from your list to attach a project area. Only clubs you added to your enrollment in the previous step will be displayed.
- 12. Click the **“Select”** button next to the project you want to add to the member’s enrollment.
- 13. On the pop-up screen, check the information and click **“Add.”**
- 14. **Repeat steps 11-13** for each PROJECT area in which you would like to participate for the selected club.
- 15. **Repeat steps 10-14** for each CLUB in which you have selected for enrollment.

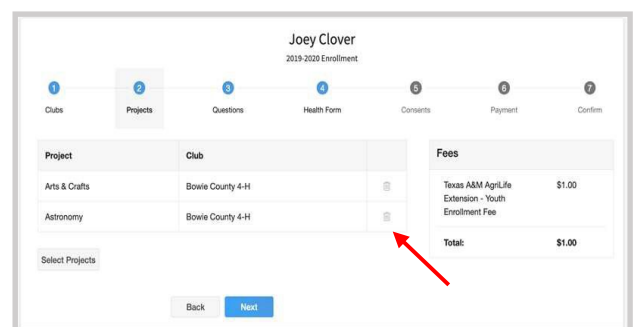


Note: Youth members *must choose at least one project area per club selected* and may choose as many projects as they wish or were instructed.

Note: Some projects may have consents required for participation. You will be prompted to enter the required signatures and accept the consents after you click **“Add.”**



- 16. Click the trash can icon to remove any projects.
- 17. Click the **“Next”** button once all the member’s projects have been added.





Questions

- 18. Click **“Show Questions”**
- 19. Complete the questions presented. Some of the questions will be completed based on what was entered when the record was created.

Note: If you were previously enrolled in 4-H, some of the question fields may already be pre-filled with your information. Please carefully review any pre-filled fields and update them as needed.

(Required fields are marked in red and must be completed to move to the next screen.)

- 20. Click the **“Next”** button at the bottom of the screen when you are finished.

Questions

This is the Demographics/Questions Section. Fill in all your personal information correctly and completely.

Required fields are noted in red.

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Show Questions

About You

Identifying Gender *required*

Female

Grade *required*

3

Demographics

Residence *required*

Town Under 10,000 or Rural - Non Farm

Are you of Hispanic or Latino ethnicity? *required*

Hispanic

Back Next

Health Form

Note: Parents are asked to provide information related to the youth member’s health as it may affect their participation in 4-H programs, activities, and events. A yes or no answer is required for all questions. Details are encouraged for all “yes” answers.

- 21. Click **“Show Health Forms”**
- 22. Complete the Health Form questions and required Medical Release.
- 23. Click the **“Next”** button at the bottom of the screen when you are done.

(Required fields are marked in red and must be completed to move to the next screen.)

Health

This is the Health Form Section. Fill in all your personal information correctly and completely.

You must answer “yes” or “no” to all Health Questions. Please provide details as appropriate.

Show Health Form

Allergies

Does the participant have any allergies? If yes, what are the allergies? *required*

Yes

No

Does the participant have any allergies to medication or local anesthetics? If yes, please list allergies. *required*

Yes

No

Conditions

Has the participant been treated recently for a medical problem? If yes, what medical problem? *required*

Yes

No

Is the participant taking any medications for treatment of a medical problem? *required*

Yes

No

Back Next



Consents

1. Click **“Show Consents”**

There are five consent forms that require completion for youth enrollment in the Michigan 4-H Program.

- Acknowledgment of Risk, Waiver & Release Form
- Michigan 4-H Youth Code of Conduct
- Youth Evaluation Acknowledgment
- Youth Medical Authorization Release
- Youth Media Release (*agreement not required*)

Please review each authorization statement and toggle the dot for agreement for each, or disagreement if applicable.

1. Complete all consents with member and parent/guardian signatures.
2. Click **“Next”** when you are finished.

Consents

Please review each authorization statement and check the agreement box under each one.

The only authorization that is not required is the media release; all others are required.

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Show Consents

I Agree, Signature Required (First and Last Name) Participant must sign if over 18.

I Disagree, Signature Required (First and Last Name) Participant must sign if over 18.

Member Name (Full Legal) *required*

Parent / Guardian Name (Full Legal) *required*

Back Next

Review Enrollment and Submit

Review Enrollment and Submit

1. Review the enrollment information.
2. If you need to make changes, use the **“Back”** button at the bottom of the screen to return to the page you wish to update.
3. Make the necessary changes, then proceed again to the Confirm screen.
4. Once you have verified that the clubs and projects are listed correctly, click the **“Submit”** button.
5. **Congratulations, your enrollment is complete!**

Lottie Krueger
2019-2020 Enrollment

Clubs Projects Questions Health Fairs Consents Payment Confirm

Lottie's Enrollment

Selected Clubs

- 4-Seasons Pasture Pals 4-H Club, Sanilac - Primary
- All American Crafty Kids, Sanilac

Selected Projects

- Ag in the Classroom - 4-Seasons Pasture Pals 4-H Club

Fees

Michigan 4-H Youth Development - Club Member Enrollment Fee	\$20.00
County credit applied to (Michigan 4-H Youth Development - Club Member Enrollment Fee)	-\$20.00
Total:	\$0.00

Back Submit

Note: Once you submit the enrollment, you will no longer be able to edit or change the record. The record will be reviewed by your local 4-H Online Manager for approval.

After you submit the enrollment, you will be returned to the **Member List** of your family profile. You will see that the enrollment status has changed to “Submitted.”

You will receive an email informing you that your enrollment has been submitted. The email will be sent to the email address listed in your family profile.

The local 4-H Online Manager will review the enrollment record. If it is complete, they will approve the record and the youth is officially enrolled in Michigan 4-H for the current program year. You will receive another email when your [County 4-H Office](#) has approved your enrollment.



Adult Volunteer Enrollment

NOTE: Only adults who are approved gold-level volunteers with MSU Extension should register in 4-H Online.

This means they have completed the MSU Extension Volunteer Selection Process, received their approval communication and have an active profile in the MSU Extension volunteer management system, [Volunteer Central \(msu.samaritan.com\)](https://msu.samaritan.com).

Adults who are **not** approved gold-level volunteers should **NOT** create an adult enrollment in 4-H Online.

If you have not applied to be a volunteer, please visit MSU Extension's [Volunteer Central](https://msu.samaritan.com) and apply to become a gold volunteer with 4-H Youth Development in your county.

If you have any questions regarding your volunteer status, please contact your [County 4-H Office](#) or visit [Volunteer Central](https://msu.samaritan.com).

Volunteer Types & Roles

When you re-enroll for the current 4-H year as an adult volunteer, you will be asked to select your volunteer type and the specific way you will serve. Please read the definitions of these specific volunteer roles so you may make the appropriate selection(s) when asked. Adult volunteers may be serving in these roles for a specific club or as an “at large” volunteer in a specific county.

Adult Club Volunteer Type – provides support to members of a single 4-H club.

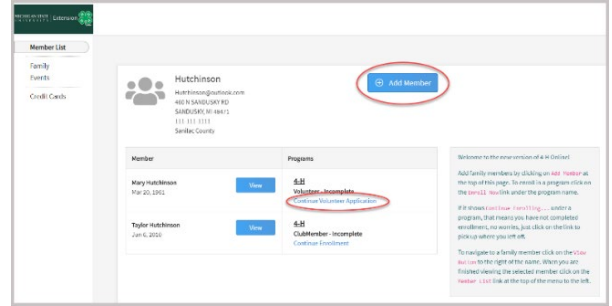
- **Activity Volunteer:** Individuals who provide leadership to or assist with an activity or variety of activities in a **single club**. They may work independently or with a club, council, group, or committee to carry out an activity.
- **Administrative Leader:** Individuals who provide overall leadership to a club or group. They are responsible for the organization of the project groups within a single club or group. They may also be known as the General or Club leader.
- **Mentor:** Individuals who serve as a designated mentor. 4-H mentors are matched with 1-4 youth for the purpose of developing a long-term mentoring relationship with members of a single club. This includes those who volunteer with 4-H Tech Wizards, one-on-one mentoring programs and other small group mentoring efforts.
- **Project Leader:** Individuals who provide on-going leadership to a project within a club or group. It is possible for a club to have more than one project leader for a project. These leaders provide support to members enrolled in specific projects.
- **Resource Volunteer:** Individuals who serve as a resource for the 4-H program. They may provide leadership for a single learning experience, short term learning experience, short term program, or be utilized as needed for their expertise.
- **SPIN Club Volunteer:** Individuals who provide leadership or assist with a **single Special Interest Club (SPIN)** in the 4-H program.



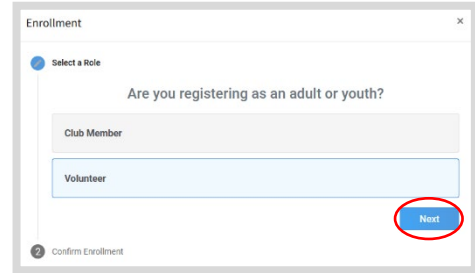
Locate or create the adult volunteer record

If you are returning to 4-H, your volunteer record will be listed on the Member List. Click **“Enroll Now”** or **“Continue Enrollment”** next to the name.

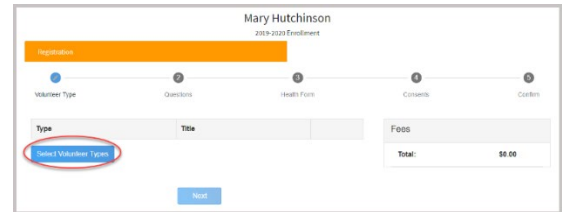
If you are a new volunteer and your name is not yet listed, click **“Add Member”**, and follow the steps for **“Adding a NEW Member to the Family Profile”** on page 6.



1. Select **“Volunteer”** and click **“Next.”**
2. Click **“Enroll”** to confirm enrollment as a volunteer.
3. Click Select **“Volunteer Type.”**

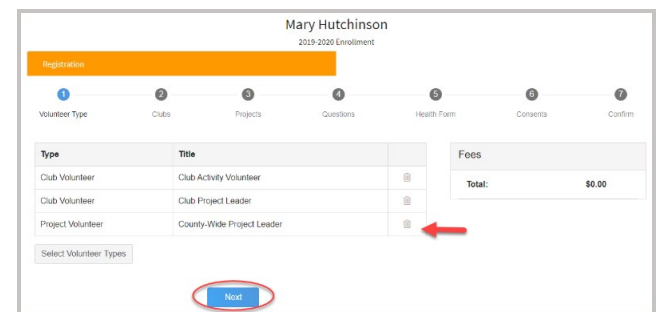
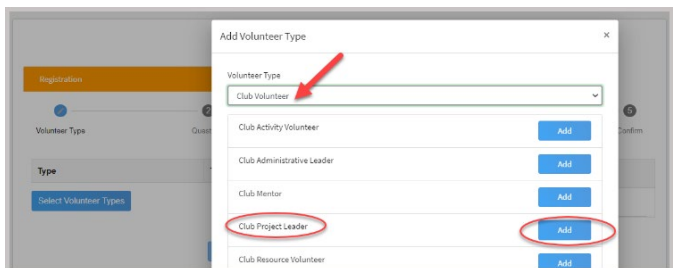


Note: At least one Volunteer Type is required during the enrollment process. You may add multiple Volunteer Types.



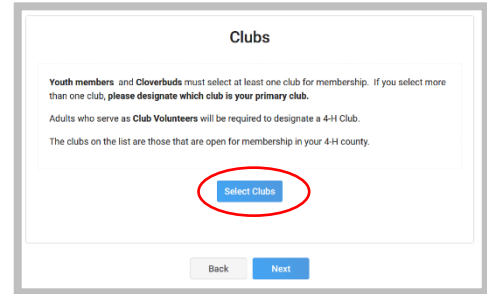
A pop-up window will open for Volunteer Type.

4. Select **“Club Volunteer”** type in the drop-down.
5. A list of volunteer roles will appear based on the volunteer type selected. Review the definition of each volunteer type on page 12 to make the most accurate selection.
6. Click **“Add”** next to the appropriate volunteer type.
7. **Repeat steps 3-6** for each Volunteer Type that is appropriate.
8. Click the small **trash can** icon to remove any Volunteer Types that are not needed.
9. Click **“Next”** to continue.

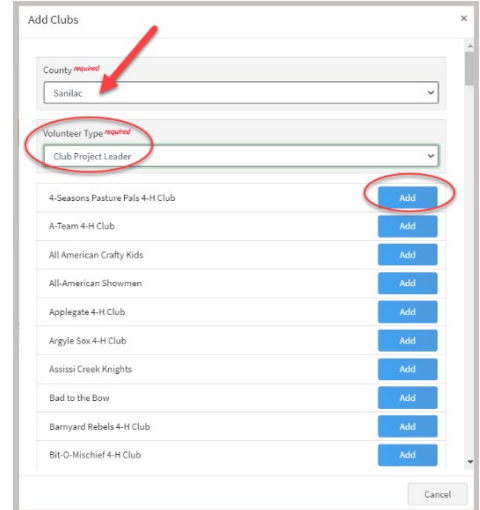




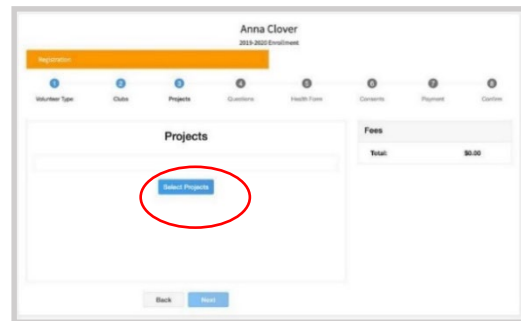
10. Click **“Select Units/Clubs”** to choose the clubs you want to volunteer with.



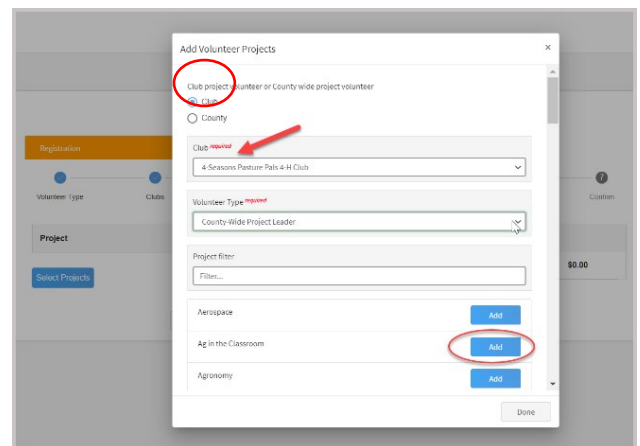
11. Select the **County** and **Volunteer Role** that corresponds with the club you want to participate in.
12. Click **“Add”** next to the club where you will be serving as the selected volunteer type.
13. **Repeat steps 10-12** for each club where you will be serving as a volunteer. The button will now show **“Select Units”**.
14. **NOTE:** If you are a county-wide or **“at-large”** volunteer with no club affiliation, select the **“_____ County - General 4-H Experience”** club.
15. Click **“Next”** when complete.



16. Click **“Select Projects”** to choose a project area. You may add more than one project area to a club enrollment.



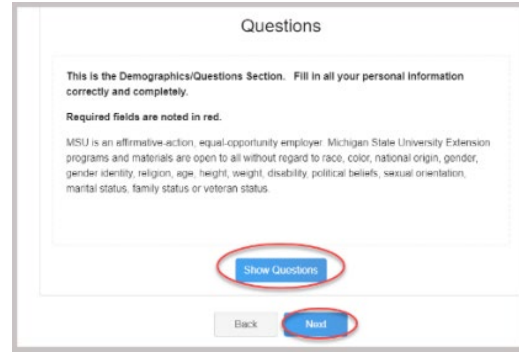
17. Select **“Club”** if you volunteer in a specific club, then select the specific club from the drop-down list.
18. Then click **“Select”** next to the appropriate project and click **“Add.”**
19. Select **“County”** if you are an **“at-large”** volunteer with no club affiliation. Then click **“Select”** next to the appropriate project area and **“add.”**
20. **Repeat steps 16-18** for each project you wish to add.
21. Once you are done adding all the projects, click **“Next”** to continue.



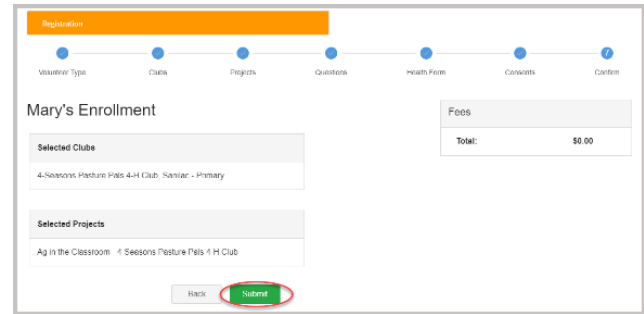


Questions

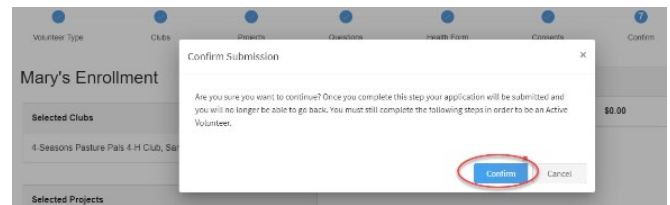
- 22. Click “Show Questions”
 - 23. Complete the Questions “About You” section
 - 24. When you are finished, click the “Next” button.
- (Required fields are marked in red and must be completed to move to the next screen.)*



- 25. Review the enrollment information.
- 26. Once you have verified the clubs and projects are listed correctly, click the “Submit” button.



- 27. Click “Confirm”
- Congratulations, your enrollment request is complete!**



You will receive an email informing you that your enrollment has been submitted. You will receive another email when your [County 4-H Office](#) has approved your enrollment. You may view the enrollment status on the Member List.

Remember:

Only individuals who are approved Gold Volunteers should register in 4-H Online. This means they have completed the Volunteer Selection Process, their background check, and have an active profile in Volunteer Central.

If you have any questions regarding your volunteer status, please get in touch with your [County 4-H Office](#) or visit [Volunteer Central](#).