4-H Online 2.0 Family Guide

Looking to enroll in Michigan 4-H? Your County Michigan State University (MSU) Extension office staff can help you find a club, get the forms you need, 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, volunteer, or participant 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 and adult volunteers who participate in Michigan 4-H must have a 4-H Online profile.

4-H Online profiles are family-based, which means every family creates a "master" profile with its own login ID and password. A member file is then created within the family profile for each family member involved in Michigan 4-H. 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 screened and certified as MSU Extension 4-H volunteers
- ▪ *Participants* can be youth or adults who do not wish to join a 4-H program but may want to attend an event or activity.

Not every Family Profile will contain all these types of members. Some profiles may contain only youth members, while others will have only adults. Some profiles may have both. 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 2019, 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.

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 had an account in 4-H Online version 1.0, 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, 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.
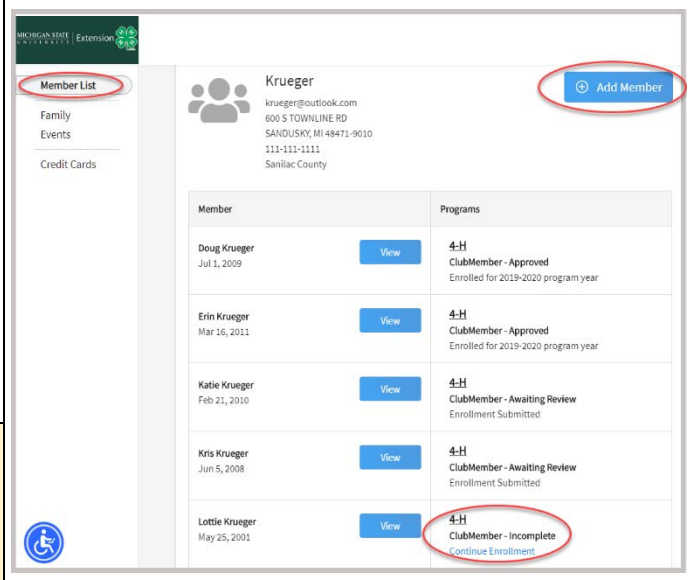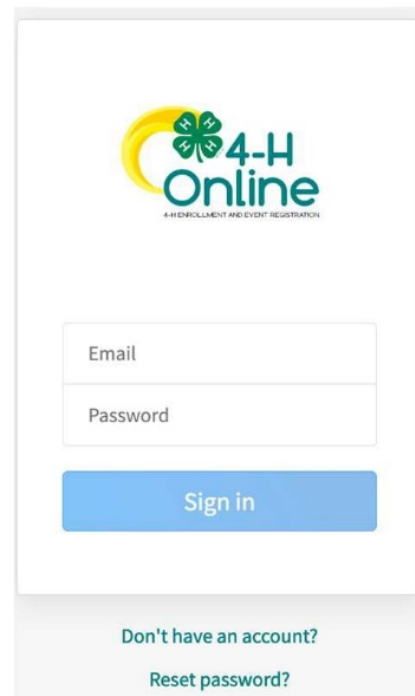
Once you have logged in to your family profile, you may review the Member List, add new family members, and complete 4-H enrollment actions.

On "**How to Add a NEW Family Member,"** see page 6.

For "**Youth and Cloverbud Enrollment,"** see page 7.

For **"Adult Enrollment,"** see page 13.

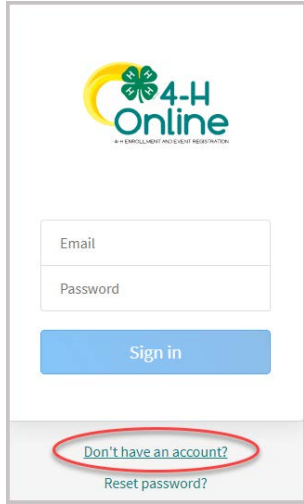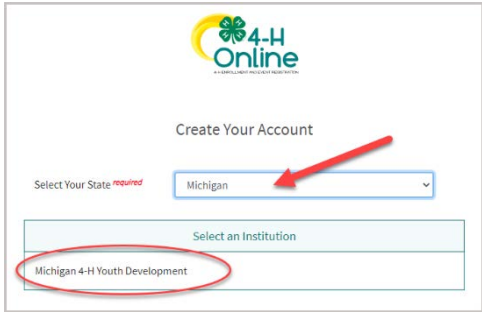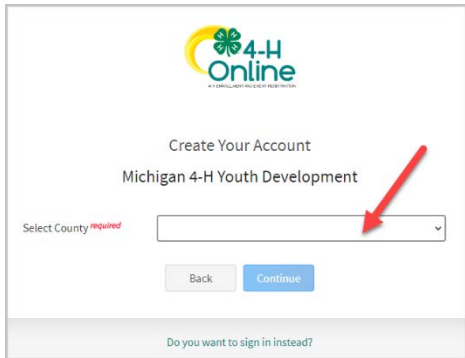To create a **NEW Family Profile,** see the instructions on page 3.

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:

1. Go to http://v2.4honline.com. 2. Click **"Don't have an account?"** if you have **never** enrolled in 4-H before using 4-H Online. **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. 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.	
3. Select **"Michigan"** from the drop-down menu. 4. Select **"Michigan 4-H Youth Development"** for the Institution.	
5. Choose **your County** from the drop-down menu. **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. 6. 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 USPS format.	
Note: If there is already another record in 4-H Online with a matching address, you may see this Duplicate Address 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.
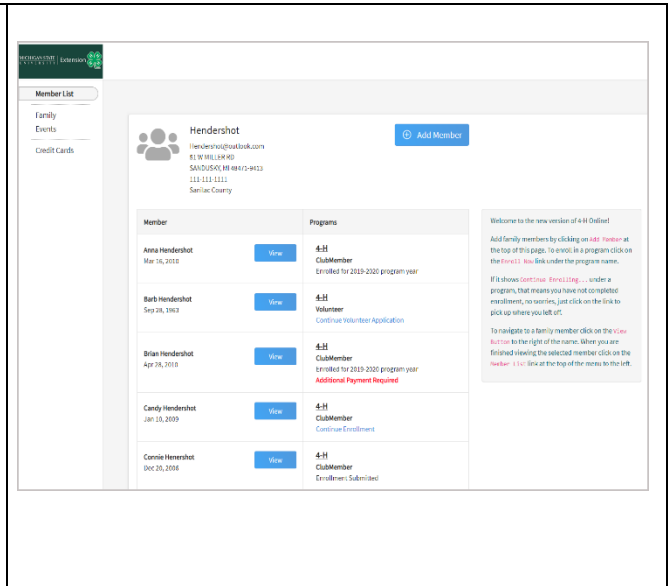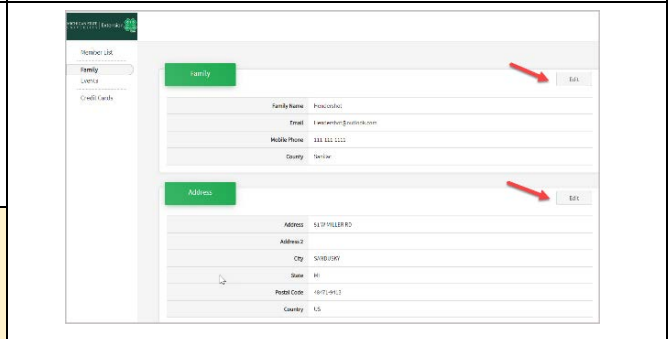
About Your Family Profile

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 DOB
- 4-H Member Type
  - Cloverbud (Youth 5-7)
  - Club Member (Youth 8-18)
  - Volunteer (Adult 18+)
  - Participant (Adult or Youth)
- Status of Enrollment
  - Enrolled
  - Volunteering
  - Submitted
  - Incomplete (Continue Enrollment)
  - Not Enrolled (Enroll Now)

Family Information
You can view the information contained in your family profile. 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
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.

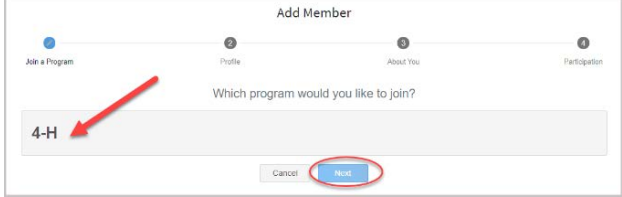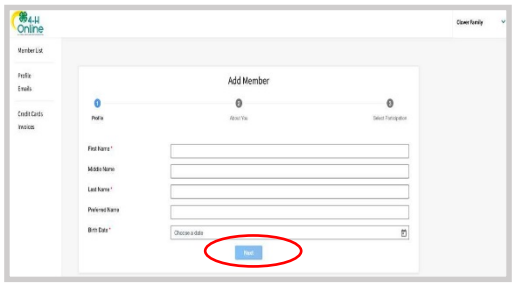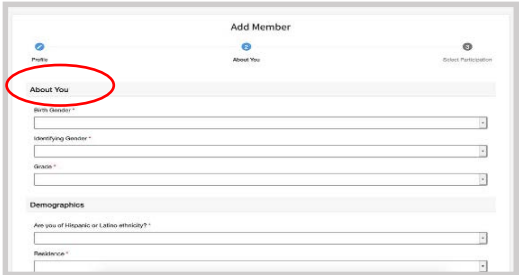Only a family member can view or edit card information; it cannot be accessed by 4-H Online Managers.
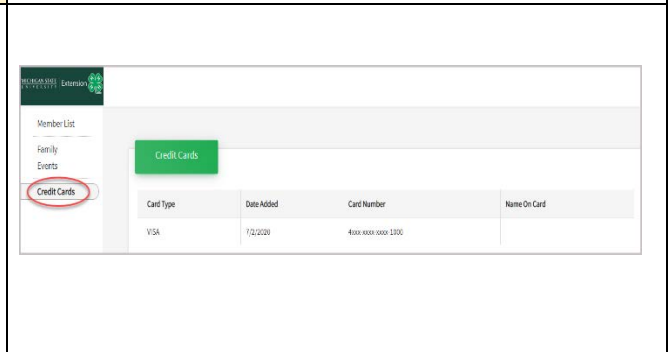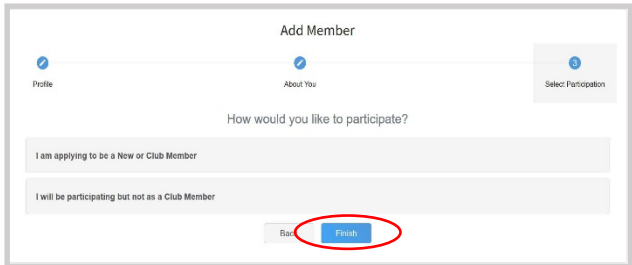
Adding a NEW Member to the Family Profile

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**.**

1. Click the **"Add New Member"** button on the Member List page.	
2. Click on **"4-H"** for the program you are joining. 3. Then click the **"Next"** button.	
4. Enter the member's name and birthdate. *(Required fields are marked in red and must be completed to move to the next screen.)* 5. Click **"Next"** at the bottom of the page. 4-H Online will determine whether the member is eligible to enroll as a Cloverbud, Youth, or Adult Volunteer based on birthdate.	
6. Complete the **"About You"** form with the requested information. *(Be sure to complete the required fields.)* 7. Click the **"Next"** button.	
8. Select your method of participation. 9. Click the **"Finish"** button. If you have selected that you will be participating as *New or Returning Club Member***,** continue to page 7. If you are participating as an *Adult Volunteer*, continue to page 13.	

Youth Member Enrollment

Each year on September 1, the 4-H Online system "re-sets" all youth and adult 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 log in to their family profile, and individually enroll each family member who wants to participate in 4-H.

All Michigan 4-H youth members pay an annual state enrollment fee of $20.00 per child. The enrollment fee is "capped" at $60.00 for a family; if more than three children from a family are enrolled in 4-H the family will pay a maximum of $60.00. The enrollment fee applies to 4-H youth members of all ages, including Cloverbuds. There is no enrollment fee for adult volunteers.

The annual enrollment fee can be paid through 4-H Online with a valid credit/debit card when the youth member is enrolled. The credit/debit card number can be entered when the youth enrollment is submitted, but the fee is not charged to the card until the enrollment is approved by the County 4-H Online Manager. Each youth member's enrollment fee is charged to the card in a separate transaction. The first three youth enrollments approved for a family are charged for the $20.00 enrollment fee; any additional youth members of that family are not charged a fee because the family cap has been met.

Once a card number has been entered for payment it remains linked to the family profile so it does not have to be entered again. Credit/debit card numbers are not stored in 4-H Online; they are only processed through the system. 4-H Online is certified as a secure financial processor. Families can manage their linked payment methods in their 4-H Online family profile.

Enrollment fees can also be paid by cash, check or credit/debit card in the local 4-H County Offices or to club leaders. Please contact your local 4-H Office for payment instructions if not paying through 4-H Online.

To enroll a Cloverbud or Youth member in 4-H, follow these steps:

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Locate or create the youth member record

If you are returning to 4-H, your member record will be listed on the family Member List. Click **"Enroll Now"** under 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,"** on page 6.
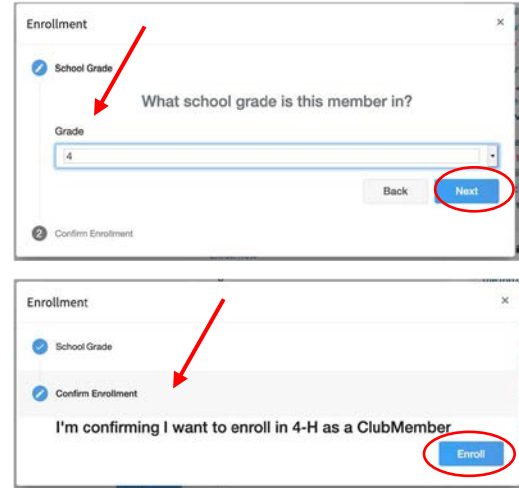
Once the youth member profile is created, you will see the enrollment screen for clubs. Continue to step 3 on page 8.

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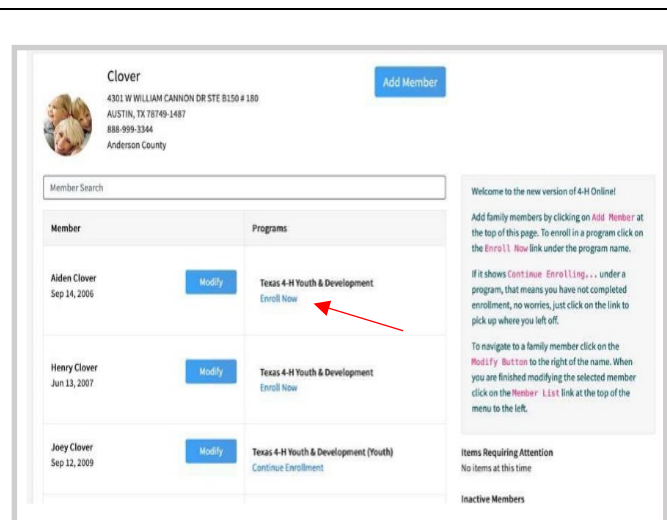
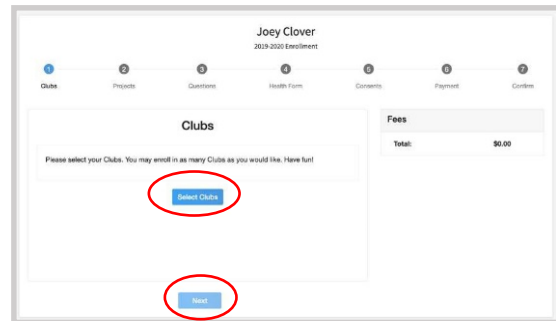**DO NOT** create a new Member record if one already exists!

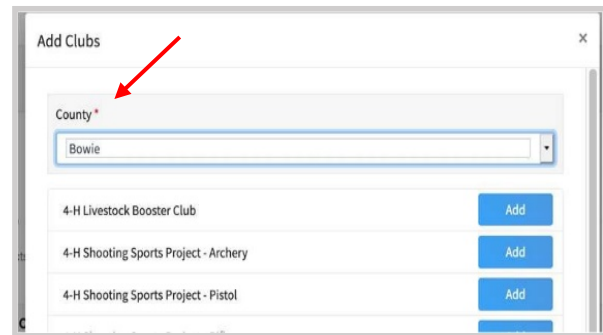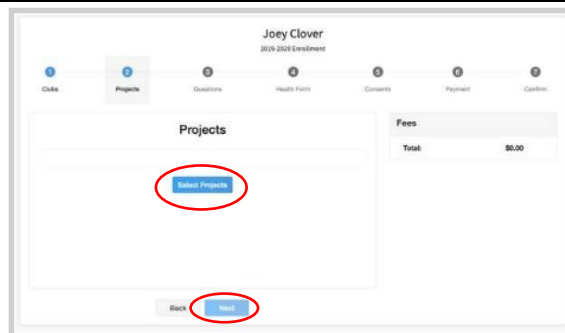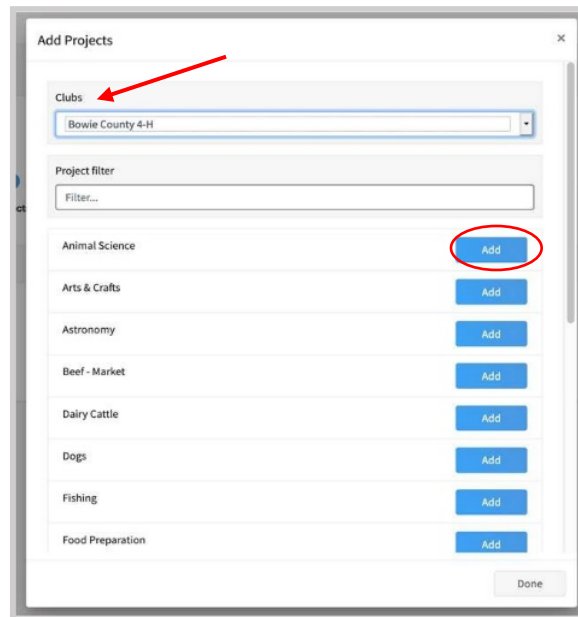|	
1. Select the member's Grade and click **"Next."**	
2. Select to **"Confirm Enrollment"** to enroll as a Club Member and click **"Enroll."**	
Note: Youth members must choose at least one Club to join 4-H. You can learn more about the clubs available in your county 4-H program by contacting your local 4-H Office. 3. Click the **"Select Clubs"** button and **"Next."**	
4. Select the County in which your Club is located. 5. Click **"Add"** next to the Club you would like to join. 6. Repeat steps 3-5 to add each Club in which you would like to participate in.	
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. Click the trash can icon to remove a club from the list. 9. Once all your clubs are added, click **"Next"** at the bottom of the screen.	
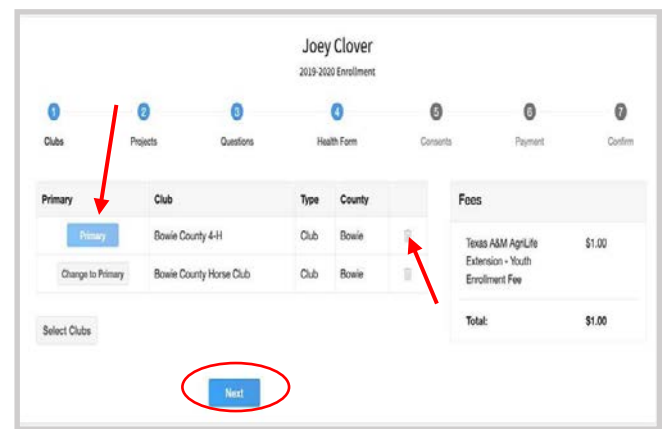
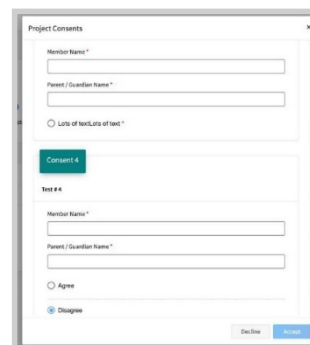|	
10. Click **"Select Projects"** and **"Next."**	
11. Select the Club with which you want your Project to be associated. Only clubs you added to your enrollment in the previous step will be displayed. 12. Click the **"Add"** button next to the Project you want to add to the member's enrollment. 13. Repeat steps 10-12 for each Project in which you would like to participate. **Note:** Youth Members must choose at least one Project and may choose as many projects as they wish. **Important:** If you selected more than one Club, you must select a minimum of one Project for each Club. Repeat steps 10-12 for each Club you enrolled in.	
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."	
14. Click the trash can icon to remove any projects. 15. Click the Next button once all the member's projects have been added.	
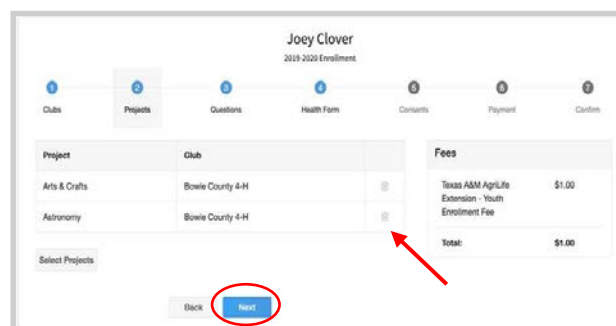
16. Click **"Show Questions"**

17. Complete the enrollment questions. Some of the questions will be completed for you based on what you entered when you created your record.

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

18. Click the "**Next**" button at the bottom of the screen when you are finished.

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. Questions are related to allergies, restrictions, and special needs. A yes or no answer is required for all questions. Details are encouraged for all "yes" answers.

19. Click **"Show Health Form"**

20. Complete the Health Form questions and required Medical Consent.

21. Click the **"Next"** button at the bottom of the screen when you are done.

Consents

Click **"Show Consents"**

There are four consents for youth enrollment in the Michigan 4-H Program.

- Youth Consent, Acknowledgment of Risk Waiver
- Youth Code of Conduct
- Youth Evaluation Acknowledgment
- Youth Media Release

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

The media release is not required; all other consents are required for participation in the Michigan 4-H program.

1. Complete all four consents with member and parent/guardian signatures.

2. Click **"Next"** when you are finished.

Enrollment Fee Payments

Payment: Michigan 4-H charges an annual $20.00 enrollment fee for each youth member. You will see the fee reflected on the record**.**

Note: If you enroll more than three youth members of your family, you will see the $20.00 fee on each individual enrollment record even though the $60.00 family fee cap will be applied after the third member is approved.

If you wish to pay through 4-H Online and have a payment method saved in your family profile from a previous transaction, you may select an existing card.

If you do not already have a payment method saved in your family profile:

1. Enter your credit card information and click **"Add Credit Card."**

2. This card will be available for you to select for additional members in your family.

3. Complete Payment Terms and click the **"Agreement"** button.

4. Click the **"Next"** button.

Note: Card information can only be viewed and edited by a family member in the family profile. 4-H Online Managers cannot access or edit card information.

If making payment by cash, check or credit card at your local 4-H County Office:

1. Click to apply **"Payment will be made at County 4-H Office."**

2. Click the **"Confirm"** button

3. Complete Terms of Payment and click the **"Agreement"** button.

4. Click the **"Next"** button

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 Confirmation screen.

4. Once you have verified that the clubs and projects are listed correctly, click the **"Submit"** button.

5. Congratulations, your enrollment is complete!

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.

You will receive an email to let you know 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.

Any enrollments that have fees to be paid by credit card will process when the County 4-H Office approves the enrollment. Should the transaction be declined, you will receive an email notification. It will include a link to log in so that you may add another card or change your payment method.

REMINDER: All 4-H enrollment fees must be paid before enrollment is approved. Contact your County 4-H Office if you are paying by cash or check in the county office.

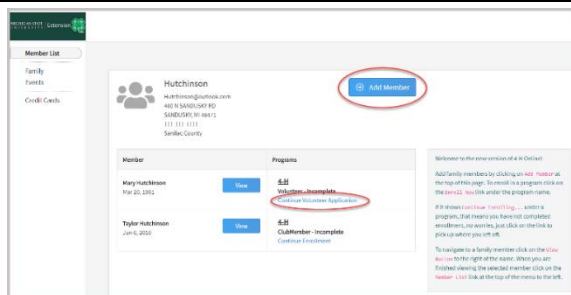# Adult Volunteer Enrollment

Locate or create the adult volunteer record

If you are returning to 4-H, your Volunteer record will be listed on the family 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"** on page 6.

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

If you have not yet applied to be a volunteer, please visit MSU Extension Volunteer Central to apply to become a Gold volunteer with 4-H Youth Development in your county before registering in 4-H Online. Once you have been accepted as a Gold Volunteer in Volunteer Central, you may register in 4-H Online.
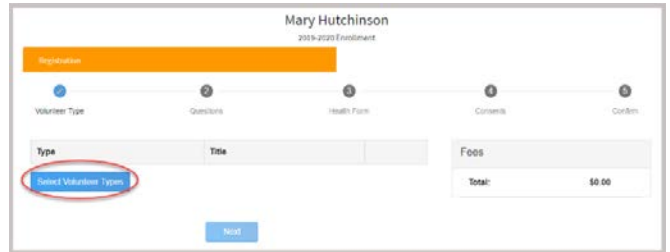
Volunteer Types & Roles

When you re-enroll for the current 4-H year, you will be asked to select your volunteer type and role. Read the instructions and click "Select Volunteer Types" to choose your volunteer type(s) and role(s). The volunteer types and roles you may choose from are:

1. **Adult Club Volunteer** – provides support to members of a single 4-H club.
    - **Club 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.
    - **Club Activity Volunteer:**   Individuals who provide leadership 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.
    - **Club 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.
    - **Club 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 in a **single club**. **Individuals serving in this capacity will need to register as a club volunteer and project volunteer.**
    - **Club Resource Volunteer:**   Individuals who serve as a resource for the 4-H program within a **single club**. 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.

2. **Adult Project Volunteer** – provide support on a particular project.
    - **Club 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 in a **single club**. **Individuals serving in this capacity will need to register as a club volunteer and project volunteer.**
    - **County-Wide Project Leader:**   Individuals who provide on-going leadership to a project in multiple clubs or groups. These leaders provide support to members enrolled in specific projects across **multiple clubs**.
    - **County-Wide Project Resource Volunteer:**   Individuals who serve as a resource for the 4-H program across **multiple clubs**. They may provide leadership for a single learning experience, short term learning experience, short term program, or be utilized as needed for their expertise.

1. Click **"Select Volunteer Types"** to indicate how you are planning to participate in the program throughout the year.
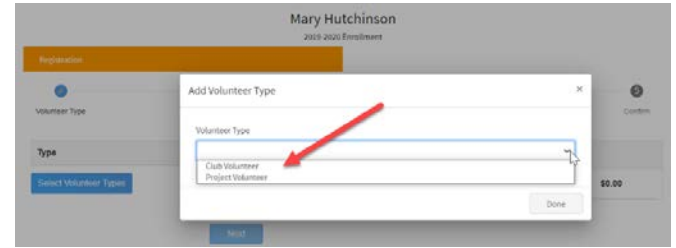
Note: At least one Volunteer Type is required during the enrollment process. You may add multiple Volunteer Types.
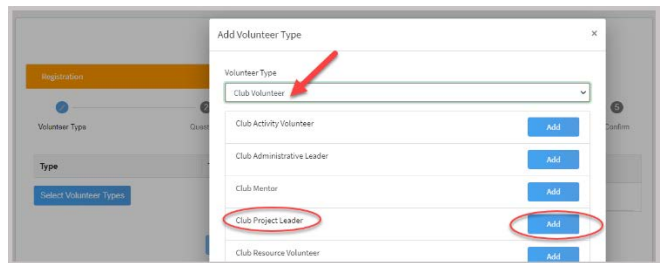
2. Select a Volunteer Type

"Club Volunteer" –supports a specific club

or

"Project Volunteer" supports a specific project in a club or county-wide support to a specific project area

(A list of volunteer roles will appear based on the volunteer type selected.)

3. Click "Add" next to your Volunteer Role.

Important: If you are a **Project Leader for a specific Club,** you will need to select both the "Club Volunteer" and "Project Volunteer" as your volunteer types.

Then add the "Club Project Leader" role for both volunteer types.

This will allow you to add the Club for which you are a "Club Project Leader" as well as prompt you to add the project area for that Club.
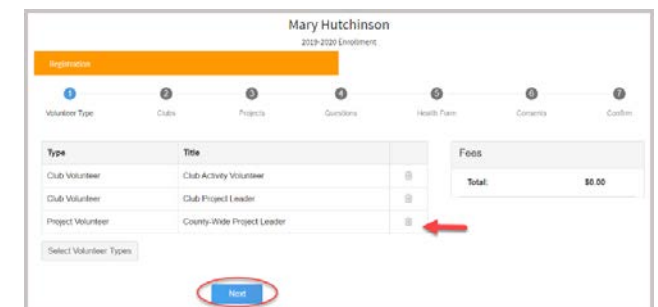
If you are a **Project Leader for an entire County,** select "Project Volunteer" as your type and then "County-Wide Project Leader" as your role.
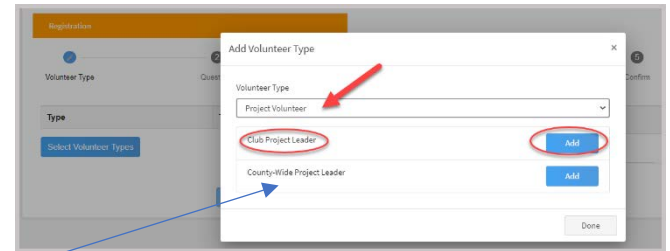
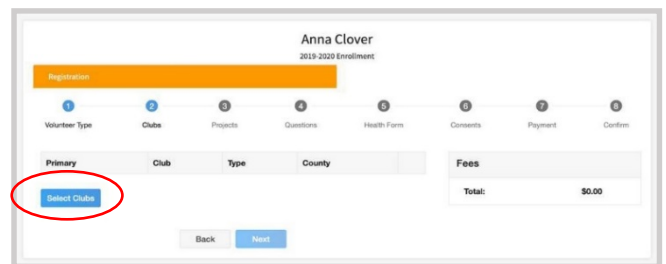4. Repeat steps 1-4 for each Volunteer type and role that you would like to participate as.

5. Click the small trash can icon to remove any Volunteer Types.
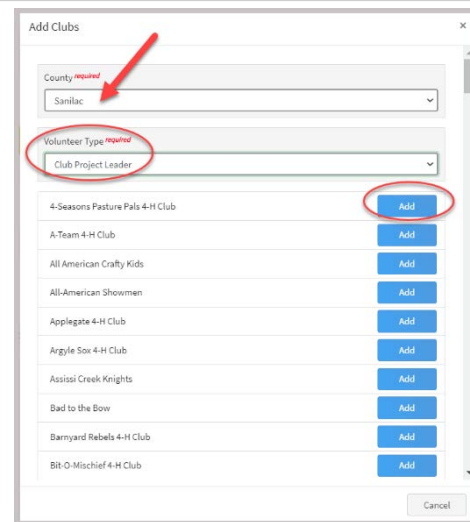
6. Click **"Next"**

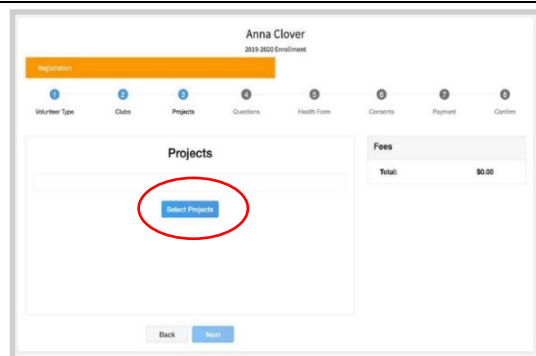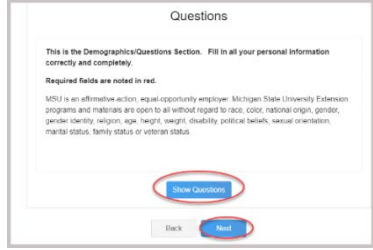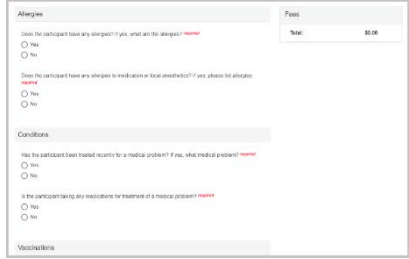|	
7. If you have selected a Club Volunteer Type, click **"Select Clubs"** to choose the Clubs with which you would like to Volunteer. **Note:** If you did not select a Club Volunteer Type, you will not see this screen.	
8. Select the **County** and **Volunteer Role** that corresponds with the Club in which you would like to participate. 9. Click **"Add"** next to the Club. 10. Repeat steps 8-10 for each Club in which you would like to participate.	
11. If you have selected to participate as a Project leader, you will be prompted to select a Project. Click **"Select Projects."** **Note:** If you did not select a Project Volunteer Type, you will not see this screen. Skip to step 15.	
12. Select **"Club"** if you are a project leader for a specific Club, select the Club from the drop-down list. Then select the Project Volunteer Type that best describes your involvement. 13. If you are a Project Volunteer for the entire County associated with your Family Profile, select **"County"** instead of Club. 14. Click **"Add"** next to the Project that you will be working with. **15.** Once you are done adding all the projects, click **"Next"** to continue.	
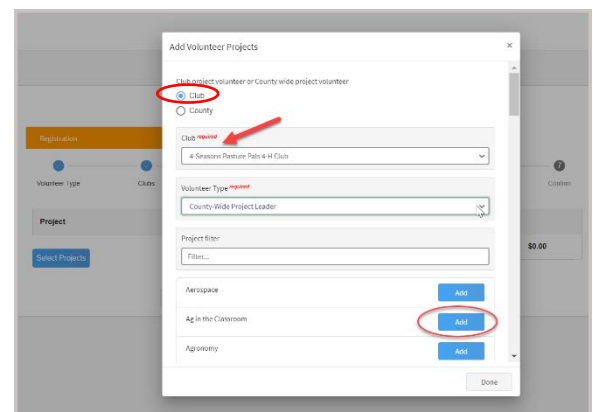
16. Click **"Show Questions**"

17. Complete the Questions section

18. When you are finished, click the **"Next"** button.

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

18. Click **"Show Health Form"**

19. Complete the Health Information and Adult Medical Consent.

20. Click the **"Next"** button at the bottom of the page.
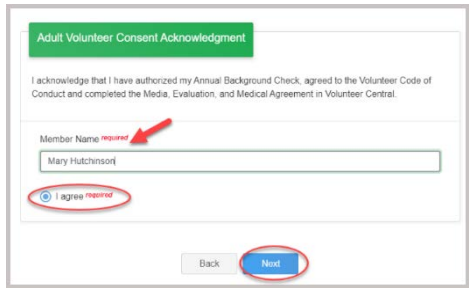

Note: All Adult GOLD Volunteers complete the Annual Background Check, agree to the Volunteer Code of Conduct, and complete the Media and Evaluation agreements in Volunteer Central.

Important: If you have not signed all the required consents in Volunteer Central, please contact your County 4-H Office or visit Volunteer Central.

Required: An Adult Volunteer Consent Acknowledgment is required in 4-H Online asking volunteers to agree they have completed the volunteer consents in Volunteer Central.

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20. Complete the **"Adult Volunteer Consent Acknowledgment"** if you have completed all required consents in Volunteer Central.

21. Click **"Next"**

22. Review the enrollment information.

23. Once you have verified the clubs and projects are listed correctly, click the **"Submit"** button.

24. Click **"Confirm"**

Congratulations, your enrollment request is complete!

You will receive an email to let you know 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.

NOTE: Only GOLD Volunteers will be approved in 4-H Online. If you have any questions regarding your volunteer status, please contact your County 4-H Office or visit Volunteer Central.