

## 4-H Online Enrollment Guide – Your 4-H County

### 2019-2020 Your 4-H County 4-H Enrollment Help Guide For Previous 4-H Members

All 4-H enrollment for members and volunteers will be done on-line. This help sheet will guide you through the process.

First, it is important to understand that if you have been enrolled in 4-H here in 2018, 2017 or 2016 you already have a profile in the system. If you or anyone in your immediate family has already enrolled you will enroll in that family unit. Please do not make a new profile. For example, if you were a member last year, you will just need to update your profile, not make a new one. Also, if your sibling who lives with you was a member last year, you will just be added on to the family and will not need to add a family. But if you are in your first year of 4-H and have not had any siblings in the program nor have a parent who is a 4-H volunteer, you will set up a new family and profile.

This database is **ONLY** for 4-H members and advisors/volunteers (Advisors and Committee Members) that are part of the Your 4-H County 4-H Program. It is NOT for non-4-H'ers or adults who are not current approved South Carolina 4-H volunteers.

If your child(ren) is part of a shared parenting agreement with two households, you will need to decide a primary address for all materials that are to be mailed. However, multiple emails may be entered.

The ability to change or update your information is limited to certain fields in the system. If you see information that is incorrect and you are not able to make changes, please call the office and we will make the change for you. Once you hit the *Submit Enrollment* button – additions or changes to your enrollment must be done through the Extension office. This includes adding/deleting projects and enrolling in a second club. Only submit once you are certain of your children's projects.

#### For questions or problems please contact:

Your county agent \_\_\_\_\_, 4-H Extension Agent

Email \_\_\_\_\_

Office Assistant – \_\_\_\_\_

Office Phone #: \_\_\_\_\_

4-HOnline is a secured database that is in compliance with the PCI Security Standards Council. The South Carolina 4-H Youth Development Program and the 4HOnline program developers work closely to monitor and ensure that highest level of protection for information stored on the system.

South Carolina 4-H and 4HOnline do not share or sell any personal information to third party vendors without your knowledge or permission.

## 4-H Online Enrollment Guide – Your 4-H County

### STEP 1:

#### Logging in to the 4-H Online Program

The 4HOnline program works best with Google Chrome, Firefox or Safari as your browser.

The 4HOnline website is: <https://sc.4honline.com>

If you were a previous 4-H member enrolled in any of the past 3 years you have an account already in 4HOnline registration.

South Carolina 4-H Youth Development

**CLEMSON**  
COOPERATIVE EXTENSION

Welcome to 4-H Online

Welcome to

**4-H Online**

State Administrators are:

Alana West (803) 276-1091 ext 11  
awillin@clemsn.edu

Lori Frager 864-650-0806  
lfrager@clemsn.edu

I have a profile

I need to setup a profile


I forgot my password

Email:

Role: Family

- Click on “I forgot my password.”
- Enter the email that you have provided to the Extension office on previous enrollment forms. \*
- Make sure Role: is **Family**
- Click “Send My Password”

*\*If you do not remember your email address you put on your membership form or you do not use that email address any longer, you must call Your 4-H County Extension Office (Look on front page) and they can reset your password or **reset your email address**. It will go to the email address that was used.*

If you clicked on  check your email. You now have 2 options:

#### 4hOnline Password Reset Request

You may set a new password by going to the following link: [Login and set a new password](#)

If you are unable to use the link above, you may login by following these steps:

- 1.) Go to [sc.4honline.com](https://sc.4honline.com)
- 2.) Select "I have a profile"
- 3.) Enter the email address to which this email was sent: cmickey@frontier.com
- 4.) Enter the following password: **uSqOIJh9** (you must use capital letters as they appear)
- 5.) Select the "Family" role
- 6.) Click the "Login" button

You will be required to set a new password once you log in.

Thank You

#### Options 1:

- Click on the link. This will bring you back to 4HOnline and the Password Management web page.
- This will take you directly to the screen at the bottom of this paper

#### Returning Users:

After your first login your profile information is stored in the database.

1. Select "I have a profile"
2. Enter your family email address
3. Select "Family for Role"
4. Click "Login"

I have a profile  
 I need to setup a profile  
 I forgot my password

Email:

Password:

Role:

#### Option 2 : Highlight, Right click and Copy the temporary password from your email.

- Go back to <https://sc.4honline.com>
- Click "I have a profile"
- Enter your email address
- Paste in the temporary password
- Make sure Role: is Family
- Click "Login"
- Once you login you will be prompted to reset your password.

Logged in as Flintstone

Home | My M

Credit Cards Email History Family Family Settings Login History

#### Please update your password

#### Password Management

New Password:   
Confirm New Password:

Enter a new password in both boxes.

#### Passwords must be:

- At least 8 characters
- Contain at least 1 number
- At least 1 capital letter

Make sure your password is something you will remember.

Write it down in a safe place!

After you have reset your password, click **Continue** and this will bring up the Member List screen.

All returning members should follow these steps

- Review basic demographic information here.
- **Check your email address!** (This is **your "FAMILY" email**)
- If anything is incorrect, click on **Edit Family** make changes and click on **Continue >>** this will bring you back to the home screen

**SIBLINGS NEW TO 4-H**

You may enter new siblings or children here by selecting **Youth** and clicking **Add Member**. This will bring up a Youth Personal Information Screen with personal information, additional information, and participation sections.

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Pebbles Flintstone	Youth		Pending		<b>Edit</b>

- In the **Member/Volunteer List** you should see each **Youth** in your family listed. If you are an Advisor or Committee Member, you should be listed as a **Volunteer**.
- Each person listed should have an **Enrollment Status** of **"Inactive"**.
- Click on the **Edit** button for each person to bring up his/her personal information screen

**For new children in this family** – create the 4-H record by working through those items and click continue at the bottom of each screen.

For existing members – scroll down to the bottom of the page and click on the **Enroll for 2019-2020**.

Parent 1 First Name: Erskine  
Parent 1 Last Name: Adair  
Parent 1 Cell Phone:  
Parent 1 Work Phone:  
Parent 2 First Name: Jill  
Parent 2 Last Name: Adair  
Parent 2 Cell Phone:  
Parent 2 Work Phone:  
Emergency Contact Name:  
Emergency Contact Phone:  
Emergency Contact Cell Phone:  
Emergency Contact Relationship:  
4-H County: Spartanburg  
Second 4-H County:

**SCROLL DOWN**

↓

Enroll for 2019-2020

• Click on the Enroll Button

Personal Information    Additional Information    Health Form    Participation    County Review

### Youth Personal Information

**Profile Information** \* Required Fields

Email: flintstonefamily@yahoo.com    joe@4honline.com

\* First Name: Pebbles

\* Last Name: Flintstone

Suffix:

\* Mailing Address: 123 Bedrock Lane

\* City: Columbia

\* State: South Carolina

\* Zip Code: 29210    12345

\* Birth Date: 02/01/2010    mm/dd/yyyy

\* Gender: Female

\* Primary Phone: 864-555-5678    555-555-1234

Correspondence Preference: Email

Cell Phone:    555-555-1234

Give notices via text message:  @ Select your provider ...

Years in 4-H: 1    #

Parent 1 First Name: Fred

Parent 1 Last Name: Flintstone

• Review and update the 4-H Record.

• Note that all fields that have an \* are required.

**TIP:** An email that differs from the FAMILY email may be entered here.  
This is an excellent option if you have an active teen that is responsible for his or her own schedule!

This number has already been updated.  
**DO NOT CHANGE**

Please select your school from the list below, by selecting your school's county, then district and then your school

School County:

School District:

School Name:

If you are unable to locate your school in the list above, please enter the school name and type, in the

School Name:

School Type:

Select school grade

Grade:

Be sure that the school listed is correct.

Tips:

- If you go to school outside of your 4-H County you must select the county in which the school is located to find your school name.
- Choose your school name
- If you are home schooled or do not see your school on that list go down to the next radio button and click on school type. For home schooled students name your school "home"

Then click on

The Additional Information page asks for signatures in areas such as:

1. Release of Liability
2. Photography Consent Form – IMPORTANT if your child would like to be included in 4-H club, camp, activity pictures.
3. Permission to Transport
4. Code of Conduct for Youth
5. Parent Authorization and Permission to Treat

Signatures are accepted by checking boxes and typing the appropriate names.

## 2. Photography Consent Form/Model Release for Minors

**Photography Conesnt Form/Model Release for Minors**

I hereby grant permission to Clemson University, its employees or representatives, to take and use: Photographs, videotape and/or digital images of **my child** for use in promotional and educational materials as follows: printed publications or materials, electronic publications or presentations, websites. I authorize the use of these images indefinitely without compensation to me. All negatives, positives, prints, digital reproductions and videotape shall be the property of Clemson University.

I agree that my child's photo

Parent/Guardian Signature

**REQUIRED**

**Parent/Guardian Authorization & Permission to Treat**

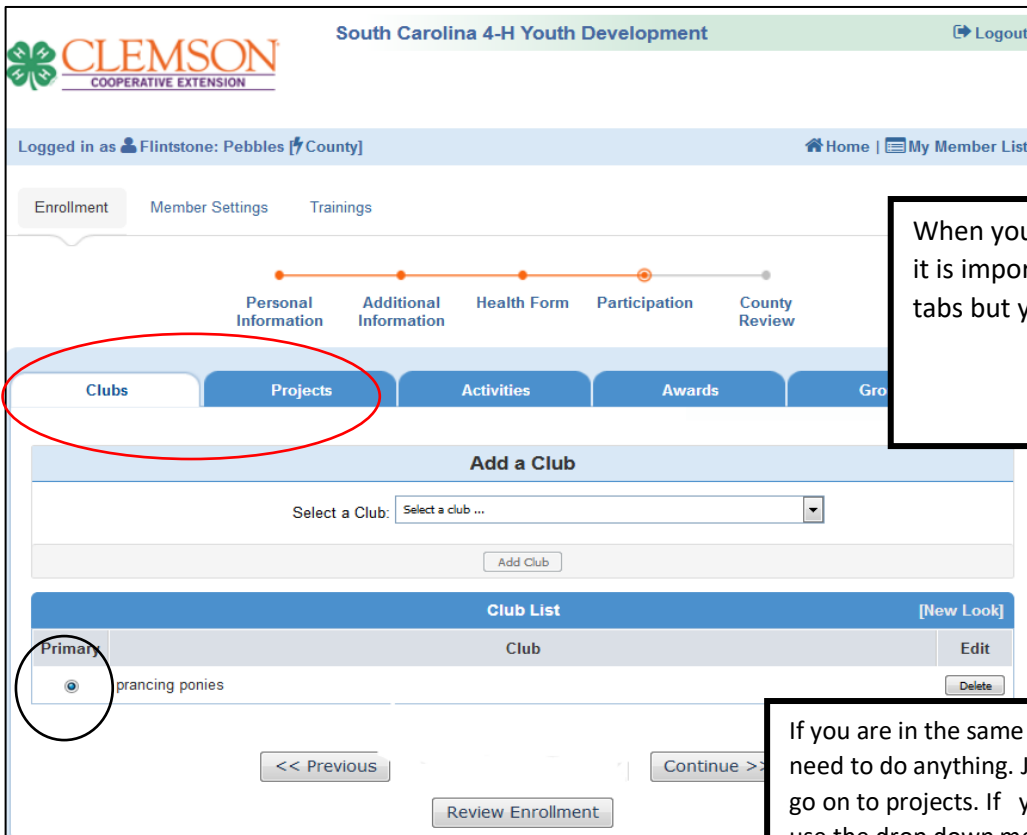
I hereby give permission to the medical personnel selected by **Clemson University Cooperative Extension Service and the Department of 4-H Youth Development** to provide routine health care; to administer medication; to order x-rays, routine tests, treatments; to release any records necessary for insurance purposes; and to provide or arrange necessary related transportation for me/or my child. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the 4-H and Youth personnel to secure and administer treatment, including hospitalization.

What permission do you give?

Parent/Guardian Signature



The **Health Form page** allows you to enter Health considerations such as allergies, medical conditions, disabilities or dietary restrictions. This information is **required** and very helpful in case of an emergency.



When you reach the Participation page it is important to note that there are 5 tabs but you only use two of them!

**Clubs - Projects**

If you are in the same club that is listed, you do not need to do anything. Just click  and go on to projects. If you do not have a club listed, use the drop down menu to select your club – then click .

If you are in a different club you need to delete the existing club and then select the new club from the drop down menu and click .

If you are in an additional club – you may add it also and click .

Clubs    **Projects**    Activities    Awards    Groups

Select a minimum of 1 project(s)

**Add a Project**

Select a Club:

Select a Project:

Years in Project:

Project List <span style="float: right;">[New Look]</span>			
Club	Project	Years in Project	Edit
prancing ponies	Citizenship	1	<input type="button" value="Edit"/>
prancing ponies	Horse	1	<input type="button" value="Edit"/>

To add a project:

- Make sure the correct club is selected (if you are in more than one)
- Hit the dropdown arrow on Select a Project
- Choose your project from the list

**Important!!! Click**

Projects taken last year will be listed. If you are NOT taking the project again this year - Click on the  button and delete the project.

Do not worry about the Years in Project – we do not need that information.

Once all projects are entered; you are ready to submit. **Do not do anything with the Groups Tab.**

Parents will have the option of paying on line – again, this is an option. This is a general picture of what it will look like. The youth and volunteers are not official members until payment has been received. Along with the payment, each youth and adult volunteer registered will received their 4-H Membership shirt. Please work with your county office to get yours ordered.

Invoice Payment Status				
Date	Payment Amount	Payment Method	Payment Number	Payment Status
08/12/2019	0.00	4H Check		Pending

**Scholarship Selection**

=  **Enter Award Code**

Invoice Information			
#	Name	Involment	Description
4	Robert Frager	Youth	Enrollment: 2018-2019

Invoice Items				
Item	Rate	Quantity	Amount	
			<b>Total:</b>	<b>\$0.00</b>
			<b>Paid:</b>	<b>\$0.00</b>
			<b>Balance:</b>	<b>\$0.00</b>

**PLEASE REVIEW YOUR ENROLLMENT AND BE SURE YOU HAVE ALL CLUBS AND PROJECTS ADDED BEFORE YOU CLICK  BUTTON**

The Extension office has your updated information! Your status is now “pending” and your enrollment will be reviewed and approved by the club advisor and Extension Office soon.