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 Lancaster County 4-H Program. It is NOT for non-4-Hers 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:

Glenna Mason, County 4-H Agent  gcmason@clemson.edu
Susan Till, Administrative Assistant  smtill@clemson.edu
803-534-628

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 - Orangeburg/Calhoun 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

You were a previous 4-H member enrolled in any of the past 3 years.

If you were a previous 4H Member, you have an account already set up in the 4HOnline registration.

*If you do not remember your email address or you do not use that email address any longer you must call the Orangeburg County Extension Office at 803-534-6280.*
If you clicked on check your email. You now have 2 options:

**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.

**Option 2:** Highlight, Right click and Copy the temporary password from your email.
- Go back to [https://sc.4honline.com](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.

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 make changes and click on 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.

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 2018-19.

- Click on the Enroll Button

- 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*
Then click on 

The Health Form page allows you to enter Health considerations such as allergies, medical conditions, disabilities or dietary restrictions. These are optional but very helpful in case of an emergency.

Be sure that the school listed is correct.

Tips:

- If you go to school outside of Lancaster 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”

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

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 [Add Club] and go on to projects. If you do not have a club listed, use the drop-down menu to select your club – then click [Add Club].

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 [Add Club].

If you are in an additional club – you may add it also and click [Add Club].

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** [Add Project].

Projects taken last year will be listed. If you are NOT taking the project again this year - click on the [Edit] button and delete the project.
Once all projects are entered; you are ready to submit. **Do not do anything with the Groups Tab.**

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