

Re-Enrolling in 4-H Online

4-H Family Re-Enrollment Guide



This guide is for: families who have previously utilized 4-H Online to enroll youth and adult volunteers.

Youth Enrollment

Step 1: Visit <https://oh.4honline.com/>

- Use the same email and password used in previous years to log in.
- Don't remember the email address used in previous years? Contact the Extension Office. Call 330-296-6432 or e-mail house.15@osu.edu for assistance.
- Don't remember your password? Select the "Reset Password?" option. Then check your email for a password reset link.
 - **Do not set up a new profile. You must log into last year's profile.**
- **Important:** The e-mail you use will be used for all 4-H correspondence, so it should be an email that is used and checked regularly. You can update this e-mail if needed once you are logged into your family profile.

Step 2: Begin Re-Enrollment

- To re-enroll a member from a previous year, click "Enroll Now" next to the profile of the appropriate member. Update the grade in school and confirm that you want to enroll in 4-H. Select "Enroll".

Step 3: Select Your Club(s)

- Select your 4-H Club(s) for this year by choosing the "Select Clubs" button.
- Verify that the county is correct at the top of the pop-up window and select the club(s) by selecting "Add" next to the club name.

Step 4: Select Your Project(s)

- Select your 4-H projects(s) for this year by choosing the "Select Projects" button. Then select the projects from the list by clicking the "Add" button next to the project name. Cloverbuds should enroll in 710GPM Cloverbud Activities.
- Select all the projects for this year before submitting your enrollment. If you need to make changes to your projects after submitting your enrollment, you will have to contact the Extension Office to request a change. Call 330-296-6432 or e-mail house.15@osu.edu for assistance.
- If you are enrolling in projects for more than one club, you will want to verify that you have selected the correct club at the top of the project pop-up window.
- If you select a horse, shooting sports or dog project you will be automatically prompted to electronically sign the appropriate project consents for those projects. Type your names in the boxes to affirm your agreement.



Step 5: Continue Enrollment Questions

- Select the “Show Questions” button and complete the additional member information questions. Complete the required fields as indicated and click *Next*.

Step 6: Review and Sign Consent Forms

- Affirm that you agree to the Code of Conduct, the General Permission statement, and the Photo Release. Both the member and a parent/guardian names should be typed into the boxes before clicking on the agreement buttons.

Step 7: Review Enrollment

- Review your enrollment and select submit.
 - **Remember, do not hit submit until you are sure that you have selected all your projects for this year.**

You have now successfully submitted your enrollment. Need to make changes?

- If you need to make changes before your enrollment is reviewed and accepted by county Extension staff, you will need to contact the Extension Office to request a change. Call 330-296-6432 or e-mail housel.15@osu.edu for assistance.
- You will be contacted if there are any issues with the enrollment.

Need to Re-Enroll Another Member?

- Continue re-enrolling other family members by selecting “*Enroll Now*” by their profiles and following the same process.

Need to Enroll a New Member to an Existing Family?

- Select the blue “Add member” button at the top and create a new member profile.



Volunteer Enrollment – APPROVED ADULT VOLUNTEERS ONLY

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- Use the same email and password used in previous years to log in.
- Don't remember the email address used in previous years? Contact the Extension Office. Call 330-296-6432 or e-mail houses.15@osu.edu for assistance.
- Don't remember your password? Select the "Reset Password?" option. Then check your email for a password reset link.
 - **Do not set up a new profile. You must log into last year's profile.**
- **Important:** The e-mail you use will be used for all 4-H correspondence, so it should be an email that is used and checked regularly. You can update this e-mail if needed once you are logged into your family profile.

Step 2: Begin Re-Enrollment

- To re-enroll a member from a previous year, click "Enroll Now" next to the profile of the appropriate volunteer. Confirm that you want to enroll in 4-H. Select "Enroll".

Step 3: Select Your Volunteer Type

- Choose the "Select Volunteer Type" button.
- Select Club Volunteer from the drop-down menu.
- Verify that "Club Volunteer" is selected at the top of the pop-up window and select your Volunteer role by clicking "Add" next to the role. **PLEASE VERIFY THE CORRECT ROLE BY READING DESCRIPTIONS BELOW.** Click "Next" to continue.

Cloverbud Leader: This role focuses on providing non-competitive experiences that meet the special needs and interests of youth 5 through 8 years old. Talk with your county Extension professional to find out more about the requirements to become a Cloverbud Volunteer in your county. *Training required- you may mark cloverbud volunteer prior to receiving training.

Organizational Club Leader: The lead volunteer of the club serves as the primary contact between the club and the county Extension office and gives leadership to managing and organizing club experiences.

Project Leader: This volunteer role is responsible for teaching knowledge and skills for project area(s). Share your skills, talents, and special interests in a single project area. Examples include clothing, dogs, rabbits, horses, bicycling, computers, woodworking, photography, etc.

Resource Volunteer: This volunteer coordinates club activities such as community service, fund raising, trips and tours, promotional activities, recognition programs, family nights, and more.

*****New to 2023: If you are enrolling with a Committee- This makes you a Resource Volunteer! In the next step, please select your "club" as the corresponding committee.*****



Step 4: Select Your Club

- Choose the “Select Units” button.
- Verify that your county is correct at the top of the pop-up window and select your club(s) by clicking “Add” next to the club name. Click “Next” to continue.
- Committee Enrollment is ONLY for those serving.

Step 5: Continue Enrollment Questions

- Select the “Show Questions” button and complete the additional member information questions. Complete the required fields as indicated and click “Next”.

Step 6: Review and Sign Consent Forms

- Affirm that you agree to the Code of Conduct, the General Permission statement, and the Photo Release. The volunteer name should be typed into the boxes and click on the agreement buttons. Complete the required fields as indicated and click “Next”.

Step 7: Review Enrollment

- Review your enrollment and select submit.
 - **A confirmation box will appear. Click “Confirm” to continue with the enrollment process.**

******If you are a returning volunteer who requires an updated background check you will be prompted to continue to Step 8.******

Step 8: Complete Volunteer Screenings

- Select the “Show Screenings” button and complete the additional volunteer information questions. Complete the required fields as indicated and click “Submit”. Clicking submit allows 4-H professionals to begin processing your enrollment.

You have now successfully submitted your enrollment. Need to make changes?

- If you need to make changes before your enrollment is reviewed and accepted by county Extension staff, you will need to contact the Extension Office to request a change. Call 330-296-6432 or e-mail housel.15@osu.edu for assistance.
- You will be contacted if there are any issues with the enrollment.

