

Hocking County 4-H Enrollment Returning Members & Volunteers



Read instructions completely before attempting to enroll.

See New 4-H Membership information at end of instructions.

**4-H Enrollment is open
January 2 thru March 31**

Enrolling a Child in Ohio 4-H Programming

Who should register and enroll a child into Ohio 4-H programming?

Only a parent or legal guardian should register and enroll a child into Ohio 4-H programming. Whoever a parent or legal guardian identifies as the “second family” in the 4-H online system will have access to the participating child’s enrollment information, so please be thoughtful on who you identify in that role. This information cannot be changed without the assistance of a county 4-H professional after the enrollment is submitted. If a parent or legal guardian originally listed in 4-H online as a primary or secondary family can no longer legally have contact with the participating child, please contact the 4-H leader and county 4-H professional as soon as possible to provide updated information.

NOTE: Grandparents, step-parents, and other family members are not ‘legal guardians’ unless they have been named as such by the courts.

Step 1: Go to v2.4honline.com

Step 2: Enter your family profile email address and password in Log In, then click ‘Sign In’

- If you do not remember your email – **STOP and call the OSU Extension Office.**
- If you remember your email and not your password – **choose Reset Password.**

DO NOT Create New Account if you have been a 4-H member or volunteer in the past. Doing this creates issues that we cannot solve, and we have to contact the state office to fix it.

Step 3: Once you have logged in – review your family profile and make updates as needed. To make changes, click the “Family” button on the left-hand side of the screen and choose “edit” and make necessary changes.

*** Make sure emails, address and phone numbers are correct and current.**

Step 4: Click “Enroll Now’ next to the name of youth or adult on the family list to begin enrollment.

Youth members:

- A. What school grade is this member in?
 - a. Select current school grade
- B. Confirm Enrollment
 - a. ‘I’m confirming I want to enroll in 4-H as a Youth Member’; click “Enroll” button
- C. Select Your Club(s)
 - a. Select your 4-H Club(s) for current year by choosing the “Select Units” button.
 - b. 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.
- D. Select Your Projects
 - a. Select your 4-H projects(s) for the year by choosing the “Select Projects” button.
 - b. Select the projects from the list by clicking the “Select” button next to the project name.
 - Traditional project members should choose all projects they are interested in taking before submitting enrollment. Once enrollments are approved you will not be able to go back and add/remove projects.

- Cloverbuds must choose project 710 Cloverbud Activities. Cloverbuds may not enroll in any other project.
 - 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 livestock project, a horse project, a shooting sports project, or a dog project, you will be prompted to electronically review and sign the appropriate project consents. Type your name in the boxes to affirm your agreement.
 - **Projects cannot be changed/added after the March 31 enrollment deadline.**
- E. Complete member information questions
- a. Complete all of the required fields as indicated
 - b. Click 'Next'
- F. Review and Sign Consent Forms
- a. Affirm that you agree to the Information Sharing Acknowledgement, the Ohio 4-H Code of Conduct, the General Permission statement, and the Photo Release
 - b. Both the member and a parent/guardian name must be typed into the boxes
 - c. Click on the agreement buttons
- G. Review Enrollment
- a. Review your enrollment
 - b. Select 'Submit'

***Do not hit submit until you are sure that you have selected all of your projects for current year.**

You will receive an email from 4-HOnline that your enrollment has been submitted. If there are issues with your enrollment, an email will be sent to you stating what needs corrected. Once approved, you will receive another email.

Volunteers:

- A. Confirm you are enrolling as an Adult Volunteer
- B. Select 'Volunteer Type' from the drop-down menu (*choose only one*)
- a. 'Club Volunteer' - you are associated with a club
 - b. 'Camp Volunteer' - you serve as a camp volunteer only
 - c. 'Program Volunteer' - Volunteers not associated with a club or camp (ex: committee member only)
 - d. 'Project Volunteer' - Specialty Project Volunteers not associated with a club
(ex: Horse Team Leader; Master Clothing Educator)
- C. Select your 'Volunteer Role'
- a. **Organizational Club Leader (only 1 per club)** - Advise a diverse group of 4-H members enrolled in a variety of projects.
 - b. **Cloverbud Leader** - Lead children, in grades K-2, through hands-on learning activities, as they develop social skills, learn and grow.
 - c. **Club Project Leader / Resource Volunteer** - Share your skills, talents and special interests in a single project area.

Call the office if you have any questions about your volunteer type or role.

- D. Review and sign your Position Description
- E. Select your Club (if applicable)
- F. Select Your Projects
 - a. Volunteers **DO NOT** select projects! Click the "Next" button to continue.

- b. *If enrollment requires you to select a project, you have chosen the wrong Volunteer Type. Go back to volunteer selection and correct.*
- G. Complete Enrollment Questions
 - a. Complete the additional advisor information questions.
 - b. Complete all of the required fields (as indicated by “required”)
 - c. Click Next.
- H. Review and Sign Consent Forms
 - a. Affirm that you agree to the Photo Release, the Volunteer Standards of Behavior and the Volunteer Waiver, Release, Hold Harmless, and Indemnification Agreement.
 - b. You must type your name, then indicate that you agree on each of these statements.
 - c. Click “Next”
- I. Review Enrollment
 - a. Review your enrollment information
 - b. select ‘submit’
 - c. select ‘confirm’

You will receive an email from 4-HOnline that your enrollment has been submitted. If there are issues with your enrollment, an email will be sent to you stating what needs corrected. Once approved, you will receive another email.

- **DO NOT enter any information in the Events, Training or Registration Sections.**
- **Horses are the only animals that are required to be ID in 4-HOnline.**
- **If you plan to change clubs, contact the Organizational Volunteer of the club you would like to move to BEFORE enrolling in 4-H.**

Need to Re-Enroll Additional Members?

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 of your family profile and create a new member profile.

Need to make changes?

Contact the Extension Office if changes need to be made after enrollment has been submitted. You will not be able to make project changes once you submit enrollment. **Project selection changes/additions will not be allowed after March 31.** Review your selections carefully before submitting enrollment!

New to 4-H ?

New Families – STOP and call the Extension Office at 740-385-3222. We will walk you through the process and help you find a club accepting new members.

New Members joining who live in another county – Please call the OSU Extension Office before enrolling. Members that reside in a county other than Hocking must complete the Across County Lines Form regardless of where the child(ren) attends school. Approval from the 4-H Educator in the county of residence and Hocking County must be complete before enrollment can be completed.

Returning members are not required to complete this form. Once granted, the permission for membership across county lines shall be permanent and stable for the duration of the youth’s 4-H membership. If the youth’s circumstances change (e.g., residence, school, or custody), the across county lines membership will be reevaluated.

**Contact Angie at 740.385.3222 or seum.6@osu.edu at the Extension Office
if you have questions or difficulties with enrollment.**