4-H Online 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.

18 USC 707

ENROLLING IN 4-H ONLINE AS A NEW FAMILY

To enroll in Michigan 4-H Online, you need a computer, internet access, a valid e-mail address and a web browser. Although 4-H Online will work in Internet Explorer, Chrome or a Macintosh browser, some aspects work better with Mozilla FireFox or Google Chrome. If you need assistance accessing the internet, please contact your county MSU Extension office.

To begin, go to https://mi.4honline.com/ (notice there is no "www" in the address).

4H Online™
4-H Enrollment and Event Registration
Michigan 4-H Youth Development

Welcome to 4-H Online

- ○ I have a profile
- ● I need to setup a profile
- ○ I forgot my password

Are you in a Military 4-H Club: ☐

County: Select your county ...
Email:
Confirm Email:
Last Name:
Password: _____ Min. of 8 characters, at least 1 number and 1 capital or non-alpha
Confirm Password:
Role: Family

Create Login

4H Online Registration powered by 4HOnline

To move between boxes, you need to use your mouse or the TAB key. Don't press the ENTER key or click on the BACK ARROW as you will lose any information that you have entered.
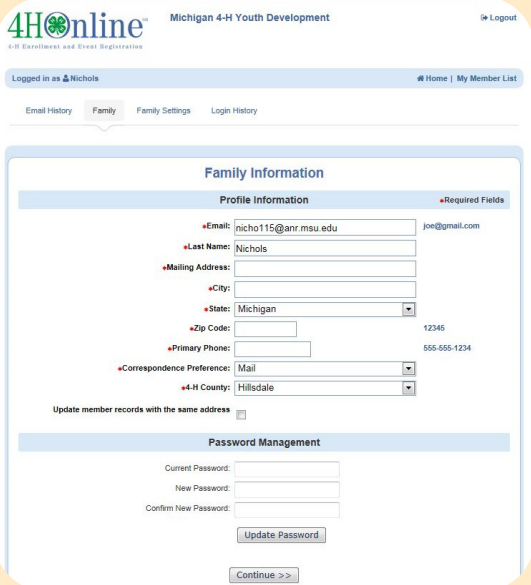
1. Click "**I need to set up a profile**." Select the **county** in which you want to join 4-H and then type in your valid **family email address.**

   NOTE: Email addresses must be valid in order for you to have access to your enrollment information. The email address will serve as your account login as well as how you receive information.

2. **Confirm** your e-mail address.

3. Type in the **last name** of the house-hold/parent/guardian. This will be the name that appears on mailing labels, i.e. "The Johnson Family."

4. Create your **password.** It must be a minimum of eight characters and include at least one letter and one number/symbol.

5. Select **Family** as your role.

6. Click on "**Create Login**."

FAMILY INFORMATION PAGE

The next screen that will appear is the **Family Information** page. Information entered on this page is applicable to all 4-H youth and/or adults in your family. Information about individual family members will be added in the next steps.

1. Fill in all the blank fields in the **Profile Information** section: mailing address, phone and correspondence preference. Do not check the "update member records" box at this time.
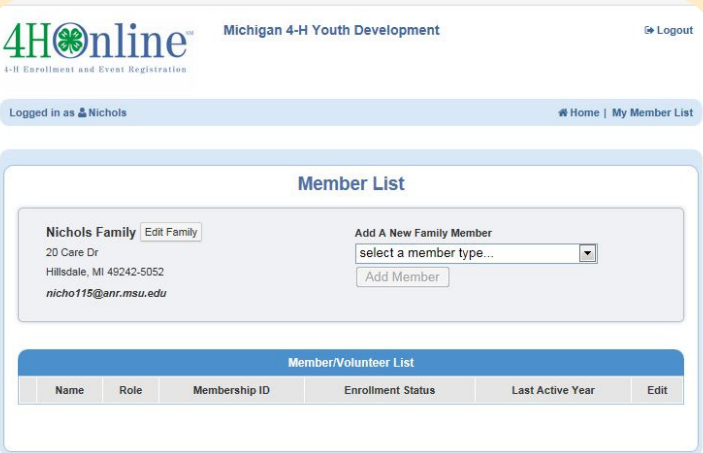
   NOTE: You do not need to enter or change your password at this time (unless you want to).

2. Click on the "**Continue**" button at the bottom of the page.

ADDING YOUTH FAMILY MEMBERS (4-H MEMBERS)

You are now at the **Member List** page. This is where you can add any and all youth in your household that need to enroll in 4-H.

1. In the drop down box under **Add a New Family Member**, select **Youth** and click on "**Add Member**" to access the **Youth Personal Information** screen.

2. On the **Youth Personal Information** screen, complete empty fields.

   *NOTE: Only fields with **bold text** or a red * are required fields, all others are optional.*

3. Some fields will be pre-filled with corresponding family data, however if any of the member's data is different from the family data (i.e. email address, last name, etc.), simply enter the correct information in that field.

ADDING YOUTH FAMILY MEMBERS (4-H MEMBERS) CONTINUED

4. If there are parents/guardians that do not live in the same household as the youth, you may enter their mailing information under **Secondary Household**.

5. **Emergency Contact** information should be someone OTHER than a parent, if possible. Parents are always contacted first but in the case the parent(s) are not available, it is useful to have another contact listed.

6. Click on the **"Continue"** button at the bottom.

*NOTE: These snapshots are a complete picture of the **Youth Personal Information** screen you will see once you click on "Add Member."*

ADDITIONAL INFORMATION

You are now on the **Additional Information** screen associated with **Youth Personal Information**. Please fill out all authorizations and information on this screen, as well as the **Health Form** page. Required fields must be completed before you can go on to the next page or submit your enrollment.
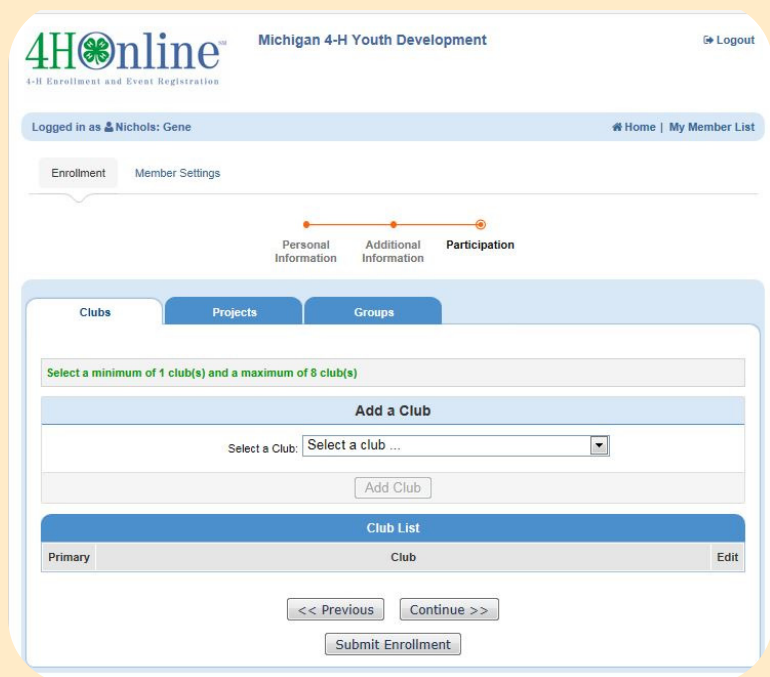
1. Review each authorization statement and check the **agreement check box** under each one. The only authorization that is not required is the media release; all others are required.

2. **Digital Signatures** require both parent/guardian and youth names. Both fields must be filled in before you can click **"Continue."**

3. By logging on with your user ID and password, you are indicating that you are the correct person to agree to the terms.

4. When the statements have been agreed to and information reviewed, click **"Continue."**

PARTICIPATION (Clubs/Projects/Groups) INFORMATION

The final portion of the youth enrollment process. This is where you'll enter the youth's **Participation Information** as it relates to their clubs, projects and groups.

1. **Select the correct club** from the drop down menu and click on it.

2. Be sure to click **"Add Club."** This is important, as the member is not enrolled in the club until **"Add Club"** is clicked. To ensure you have completed this step, verify the club appears in the **Club List** section.

3. If your child is a member of more than one club, add the next club in the same way. Make sure the primary club has the green dot next to it.

4. Click the **"Continue"** button.

This will automatically advance you to the **Projects** tab.

PARTICIPATION (Clubs/Projects/Groups) INFORMATION CONTINUED

On the **Projects** tab:

1. Under **Select a Project**, click on the drop down menu and select the first project for this youth member.

   *NOTE: First year members should select "1" for **Years in Project**. For returning members, the years will be automatically updated.*

2. Click on **"Add Project."** Like in the **Clubs** section, it is critical to click the "**Add Project**" button and look for it to appear in the **Project List** section.

3. Repeat the steps above for each additional project that you want to add.

COMPLETING YOUTH ENROLLMENT

Once you have entered all your project(s), *you must* click on "**Submit Enrollment**." *NOTE: Do not click "Continue" to go on to the Groups tab.* This will submit this member's enrollment for staff review and confirmation. Repeat the process for each additional youth members in the family. For each enrollment submitted, an email confirmation will be sent to the family email address.

ADDING NEW ADULT FAMILY MEMBERS

Unless parents/guardians are also a 4-H volunteer, these individuals *will not* make a profile for themselves in the 4-H Online system. However, their information will be kept in the **Parent Info** section of the family account.

If you are interested in becoming a 4-H volunteer, the first step is to complete the volunteer screening process. Please call your local MSU Extension office for more information.

ADDING NEW 4-H VOLUNTEERS

Michigan 4-H depends on the caring adult volunteers who are willing to offer their time and talents to make a difference. If you have already completed the Volunteer Selection Process (VSP) and are serving as a screened adult 4-H volunteer - thank you! You may enroll yourself in the 4-H Online system by starting at the beginning of this document. Once you arrive at the **Member List** page, select **"Add a new family member – adult"** from the list of options. Continue throughout the remaining enrollment process, including forms and participation.

NOTE: If you are a 4-H volunteer who is also the parent of youth 4-H members, you may enroll yourself as an adult member under the same Family account.