PURDUE EXTENSION
INDIANA 4-H

Enrolling in 4HOnline as a Youth Member

Your county Purdue Extension office staff can assist you with beginning the 4-H Youth Member enrollment process in 4HOnline, the preferred method of enrollment, or provide you with a paper enrollment form.
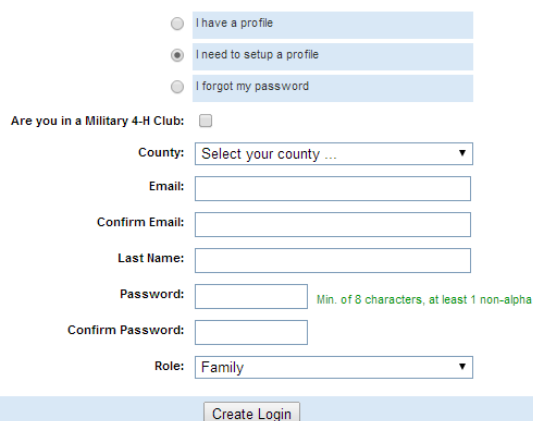
WHAT YOU'LL NEED

To enroll in Indiana 4-H through the 4HOnline data management system, you need a computer or tablet, internet access, a valid e-mail address and a web browser. Suggested web browsers are: Google Chrome, Mozilla Firefox, and Safari. Internet Explorer is not compatible with the 4HOnline website.

* Youth Members are individuals enrolled in Grades K – 12 as of October 1, 2019.
    * 4-H members are youth enrolled in Grades 3 – 12.
    * Mini 4-H members are youth enrolled in Grades K – 2. Please check with your local Purdue Extension Office for local program grade requirements.

SETTING UP A FAMILY PROFILE & ENTERING FAMILY INFORMATION

Enrolling through the 4HOnline enrollment management system requires a Family profile to be created first and 4-H members are added individually to the Family Profile. Only one Family profile should be created per household. A member may only belong to one Family Profile statewide. If your Family profile has already been created, login to your Family profile and proceed to the section on "Adding a Youth Member".

1. Go to https://in.4honline.com (notice there's no "www" in that address).
2. Click "I need to set up a profile". A drop down menu will appear. Select the county of 4-H member participation, then type in your **valid** family e-mail address.
   *E-mail addresses must be valid in order for you to have access to your enrollment information—it's your account login as well as how you receive information. If you do not currently have a valid email address, you can quickly create one for free using Google's Gmail, Yahoo mail or any other free email client of your choice. See the company website of your choice for information on setting up a free email account.
3. Confirm your e-mail address by typing it again.
4. Type in your household's last name. (This will be the name that appears on mailing labels—"Johnson" for example.)
5. Create your password – must include letters and numbers/symbols with a minimum of 8 characters. Make note of this password for future logins.
6. In the Role field select Family.
7. Click on "Create Login".

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 BUTTON – you will lose any information that you have entered.

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This is the Family Information page. Fill in requested information correctly and completely. All fields in **BOLD** are required information.

- Make sure that you choose your correspondence preference to either "Mail" or "Email".
- Do not check the "update member records" box at this time.
- You do not need to complete the Password Management section as this time. You have already created your 4HOnline password on the Login Page.
- Click on the "Continue" button at the bottom of the page.

Adding a Youth Member to the Family Profile
You are now at the "Member List" page.
- In the drop down box under "Add a New Family Member", select "Youth" and click on "Add Member".

This is the "Youth Personal Information" screen. Each field in BOLD is required information. Fill in all information for this member correctly and completely.

- If the Member has a DIFFERENT e-mail address than the family one entered at login, enter it in the Email box.
- If the Member does not have a middle name, please type NONE.
- If the Member's last name is different than the household name, then correct the Member's last name.
- If the member goes by a nickname, enter it in the Preferred Name field.
- **Text messaging**: This is optional. Enter the cell phone number that should receive text notifications, check the box if you are willing to receive text messages via 4HOnline, and choose the cellular provider from the list. Texts will be used for last minute meeting notices and other priority information, only from county staff, not auto-generated through the program. Standard text message rates apply as determined by your cellular provider.
- Enter the number of years the 4-H member has participated in 4-H. If 2019-2020 is the first year the member is enrolling and participating in 4-H, the years in 4-H should be 1.

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- Each member is required to list **at least 1 parent**, and this should be the custodial parent in the household/address in which the member resides.

    - ➢ Youth Members with parents living in separate households should provide the name and address of the non-custodial parent in the Parent 2 fields. If mailings should be received at a second household, use the check box to indicate correspondence should be sent and whether it should be via email or US mail, and provide the second household's mailing address and email address.

- An Emergency Contact Name and Contact Phone number must be provided. This should be someone that resides **outside of the home**. In the case of an emergency, the parents will be attempted to be contacted prior to contacting the additional emergency contact.

- The 4-H County should be the county of 4-H participation.

- Second 4-H County should only be completed by 4-H members that participate in a second county due to:

    - Project/Subject matter is not offered in the member's primary 4-H county
    - Family circumstances that necessitate participation in two different counties

    - Members may only participate in a project/subject matter in **ONE** county.

Field	Value	Hint
Parent 1 First Name		
Parent 1 Last Name		
Parent 1 Cell Phone		555-555-1234
Parent 1 Work Phone		555-555-1234
Parent 1 Work Extension		
Parent 2 First Name		
Parent 2 Last Name		
Parent 2 Cell Phone		555-555-1234
Parent 2 Work Phone		555-555-1234
Parent 2 Work Extension		
Parent 2 Address		
Parent 2 Address 2		
Parent 2 City		
Parent 2 State	Indiana	
Parent 2 Zip Code		12345
Parent 2 Home Phone		555-555-1234
Parent 2 Email		joe@gmail.com
Second Household Send Correspondence	☐	
Second Household Correspondence Preference	Mail	
Second Household Family Name		
Second Household Primary Phone		555-555-1234
Second Household Address		
Second Household City		
Second Household State	Indiana	
Second Household Zip Code		12345
Second Household Email		joe@gmail.com
Emergency Contact Name		
Emergency Contact Phone		555-555-1234
Emergency Contact Celll Phone		555-555-1234
Emergency Contact Relationship		
4-H County	Training	

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- Are you a volunteer? Mark "yes" if the member is a Youth Volunteer with the 4-H Program. A Youth Volunteer is a 4-H member that is a Club Officer, Junior Leader, or is a youth representative on a county 4-H committee or 4-H board.
- Ethnicity – if you consider the Member to be a part of the Hispanic culture, mark "yes".
- Race - You may choose as many of the options that apply or mark "prefer not to state". The choice is yours.
- Choose your residence.
- Complete the Military Service of Family field(s).
- School information – Please select the name of the county in which you attend school. This may be different than the county in which you participate in 4-H. Select the name of your school district. Select the name of your school.

  ➢ If the 4-H member attends a Homeschool, please select 'Other/Private' as the School District, and then select Homeschool as the School Name.

  ➢ If you do not find your school in the drop-down menu or attend school out of state, click the option that you are not able to locate your school in the list above and type the name of your school in the appropriate box. Indicate the type of school you attend.

- Select your grade in school (as of October 1, 2019) from the drop down menu.
- When you have completed this page, click "Continue" to advance to the Additional Information Page.

AUTHORIZATIONS AND RELEASES

- All sections are required. Select an option if there is a choice, or check the "I agree…" box.
- The authorization sections include 4-H Youth Development Liability Release, Member Statement, Parent/Legal Guardian Statement, Photo Policy Statement and Required Digital Signatures.
- All sections must be completed before you can click the Continue button.
- Type the Member's legal name in the member signature box. This will serve as your electronic member signature.
- Type the Parent/Guardian's legal signature in the Parent/Guardian Signature box. This will serve as the electronic Parent/Guardian signature.
- *By logging on with your login email address and password, you are indicating that you are the correct person to agree to the terms.*
- When you have completed this page, click "Continue."

If you have any questions regarding the Authorizations, please contact your local Purdue Extension office.

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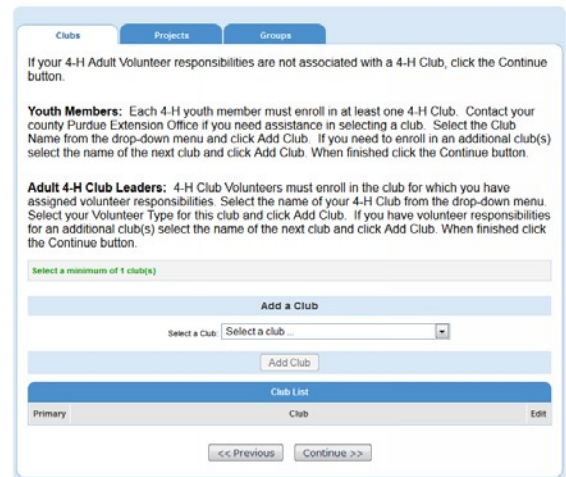*CLUB PARTICIPATION*
- Each 4-H Member must select at least one club from the drop-down list.
- Click "Add Club".
- Add additional clubs if you belong to more than one club.
- Click the "Continue" button.

If you are unsure which club to select, please contact your local Purdue Extension office.

*NOTE: If you are a youth member that participates in 4-H in two counties, you must select a club from each county.
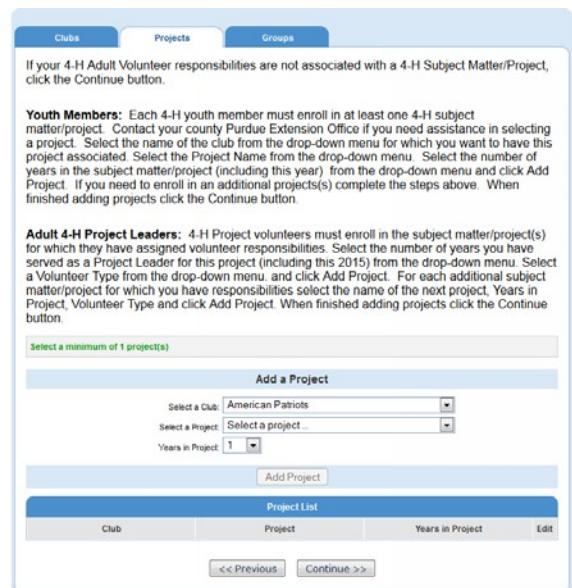
PROJECT PARTICIPATION
- Under "Add a Project". Select the club you want to be associated with your first project/subject the member wants to study. The only clubs in the list will be the one(s) the member indicated their membership on the Clubs tab.
- Next to "Select a Project" click on the drop down menu and select the first project/subject the member wants to study. Each member must select a minimum of one (1) project/subject.
- "Years in Project" – Select the number of years the member has studied this subject through 4-H.
- Click on "Add Project".
- For each additional project that the member wants to study, repeat the steps above.
- Click the "Continue" button.
- There is no limit on the number of projects a youth member may enroll. Youth members have until May 15 to add or delete subject matter projects.

*NOTE: If you are a 4-H Youth member that participates in 4-H in two counties, make sure you select the correct club from the drop-down menu before selecting the project name. Otherwise, you will not have enrolled in the project in the correct county.

GROUP PARTICIPATION

- Youth members with leadership responsibilities to serve as a Committee Member or in an advisory role as assigned by the County 4-H Youth Educator, click on the drop down menu and select the appropriate Group name.
- Click the "Add Group" button.
- Repeat the steps above for each assigned leadership responsibility. When all assigned groups are listed, click the Continue button.
- Youth members without additional leadership responsibilities should not select any groups. Click the Continue button to advance to the Invoice screen.
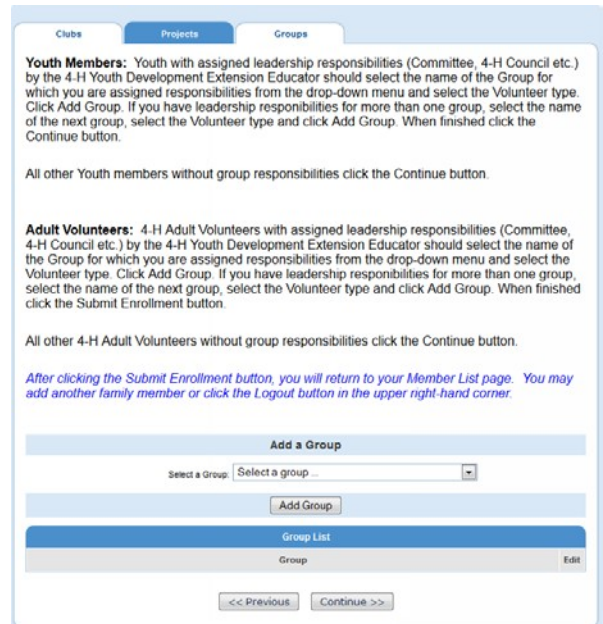
INVOICE

A separate invoice form is generated for each youth member enrolled in the system. The invoice will show the State Program Fee and County Program Fee (if applicable) due for the 4-H member.

Click Continue, to advance to the next page.

** If your household enrolls four or more 4-H members (grades 3 – 12) during a single year, contact your local Purdue Extension Office to have a discount applied to the invoice for the State Program fees for the 4th+ 4-H members. Any member that will need their invoice adjusted must select that they will make a non-electronic payment on the next page. Once you have submitted the youth member's enrollment, please contact your local Purdue Extension Office to have the invoice adjusted.
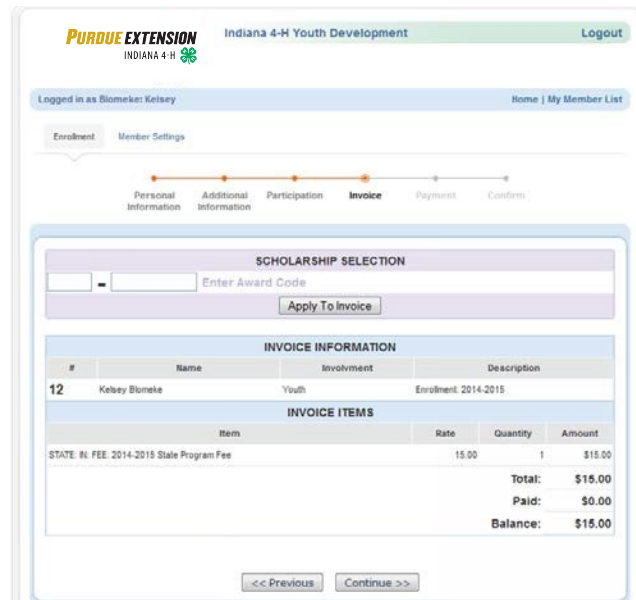
PAYMENT OPTIONS

Families have two options for submitting payment for a 4-H member's program fees; online payment or submitting a cash/check payment to the local Purdue Extension Office. Each 4-H member enrolled is invoiced separately. You are required to select how you choose to pay for each member's State and County program fees (if applicable).

CREDIT OR DEBIT CARD PAYMENT

If you wish to make a credit/debit card payment for State and County Program Fees, you first need to Add a New Credit/Debit Card. Click the orange "Add New Credit Card" button.

Complete the card and payment information. All fields marked with an asterisk are required. Click the green Continue button at the bottom of the page and you will be redirected back to 4HOnline to select this card information as your payment method and submit the enrollment.

Households enrolling four or more 4-H members (grades 3 – 12) during a single year, should only make credit card payments for **three** 4-H youth members. When enrolling the 4th or more member of the same family you must choose non-electronic payment in order to take advantage of the capping of State and/or County program fees. Discounts cannot be applied to online credit/debit card payments.

4HOnline does not store your entire credit card number. TouchNet Payment Services, which processes the payment on behalf of Indiana 4-H Youth Development" will have access to the full credit card number to process the payment.

Select that you want to pay with an existing card, and click the Select Payment Method button.

CASH OR CHECK PAYMENT

If you wish to submit your payment for State and County Program fees via cash or check to your local Purdue Extension Office, please select "County/Club 4H Check" and click the Select Payment Method button. **You are responsible for paying the 4-H member's balance within 10 days of submitting the enrollment through 4HOnline.**

> ➢ If a discount is to be applied to a 4-H youth member's record to take advantage of the capping of State and/or County program

fees, the payment type for that member must be a Cash or Check Payment in the County Office. If the balance of the 4-H member's fees is zero ($0.00) after the discount, then no further payment is needed. **Discounts cannot be applied to online credit card payments.**

SUBMITTING ENROLLMENT

Once you've entered your payment method, you must check the Pay by Computer Terms and Conditions box regardless of your payment method. Then click Submit Enrollment.

Once your enrollment has been submitted, it is sent to your county Purdue Extension Office to be reviewed. You will receive an email confirming that the enrollment has been received and will be reviewed. When the enrollment is reviewed by your county Purdue Extension staff:

- If there are any issues with your enrollment such as incorrect or missing information, etc., you will receive an e-mail with instructions for logging back in (with the same email/password you set up) and making the necessary corrections.
- If there are no issues, you will receive an e-mail stating that you have been accepted and will have access online to your enrollment to make any updates throughout the 4-H year.

To add another Youth Member in your family in 4HOnline, repeat this process beginning with "Adding a Youth Member". (See Page 2).

Keep your login (family email address) and password handy so that you can log in to the website and update your records as needed. Changes in address, phone number and email address can be updated at any time. Your local Purdue Extension office will post newsletters and information for families to access at any time.

Next year, when it's time to reenroll, you'll log in to the record(s) you created this year, and reenroll any youth members or adult volunteers in your family for the next year—the family information only needs to be entered once.

FAQ – Frequently asked Questions

Passwords and E-mail Addresses

Q: I forgot my password, how can I get it?
A: On the login page, click on "I forgot my password", enter the Family email address used to create the Family Profile and then click "Send My Password". A new one-time use password will be sent to the Email address associated with the Family login.

Q: I forgot the e-mail address that I used, how can I get it?
A: You will need to contact your county Purdue Extension office and ask them to look at your Family profile for the correct e-mail address.

Q: I requested my password to be sent, but it never came, what can I do?
A: Contact your county Extension office and ask for your password to be reset. Also be sure that you confirm with the county Purdue Extension Office the email address associated with the Family login. You should also check your spam or junk mail folder to be sure the e-mail notices are not being placed in that folder.

Troubleshooting

Q: I was able to create the Family Profile and the first page of the Youth Personal Information page, but I can't move forward or it sends me back to the "Member List" page.
A: This error or loop can occur when using a very old version of Internet Explorer. Please login to your Family Profile using Google Chrome, Mozilla Firefox or Safari and login to the Family Profile again.