**Family Quick Start Guide**

**CREATING A 4-H FAMILY ACCOUNT**
4HOnline is built around 4-H “Family Logins”. This means that the first step is to create a family account, and then add both youth and adult (volunteer) “members”.

1. Go to https://az.4honline.com (notice that there is no “www” in that address).
2. Click on [I need to set up a profile] to display a number of additional fields.
3. Select the county you want to join, then type in your valid family e-mail address in both email fields. DO NOT create a duplicate family profile. If you cannot remember your password, please call the extension office for a password re-set.

**ADDING YOUTH FAMILY MEMBERS (4-H MEMBERS)**
Once the family is created, click the drop down box under [Add a New Family Member], then select [Youth], then click on [Add Member]

Follow the screens to the standard authorization statements and to the health and emergency contact questions.

4HOnline then presents a series of screens/tabs that offer Participation options.

Select the desired club, project, etc. from the drop down menu, then click the [Add...] button.

You will have the option of adding Activities, Awards, and/or Groups.

Be sure to click [Submit Enrollment] to finish.

**ADDING ADULT FAMILY MEMBERS (4-H VOLUNTEERS)**
Adult family members who are volunteering are also added to the 4-H Family account. Note that parent contact info is stored as part of the 4-H member’s enrollment data and parents who are not volunteering should not be added as individual (adult) members to the family account.

- Like youth members, [Adult] (volunteer) members have some “Additional Information” questions, followed by the option of enrolling in their club, projects, as well as activities and groups.

Be sure to click [Submit Enrollment] to finish.

**REVIEW, APPROVAL AND CONFIRMATION**
Once an enrollment has been submitted, it is sent to 4-H staff for review and approval. For each enrollment submitted, an email confirmation will be sent to the family email address.