



New Family Guide – Detailed Instructions

Updated March 20, 2018

4hOnline is a web-based system used to enroll youth and adults in the Arizona 4-H Youth Development Program. 4hOnline may be accessed from any computer connected to the Internet 24 hours a day, 7 days a week.

Computer Requirements

You must use one of the following Web browsers:

Having problems with 4HOnline using Internet Explorer? 4HOnline will not work with IE version 10 or older. Mozilla Firefox is the recommended browser to use with this program. Please download and try the [Mozilla Firefox](#) browser.

GETTING STARTED – CREATING A LOGIN ACCOUNT

To enroll online as a family in 4HOnline, you will need a computer, Internet access, a valid e-mail address, and a web browser. While 4hOnline will work with most browsers, some aspects work better with Mozilla Firefox or Google Chrome.

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.

NOTE: E-mail addresses must be valid in order for you to have access to your enrollment information—it serves as your account login as well as how you will receive information, retrieve forgotten passwords, etc.

4. Enter your family/parent/guardian/household Last Name. (This will be the name that appears on mailing labels—The Champion Family for example.)
5. Create your password – must include letters and numbers/symbols with a minimum of 8 characters.
6. Click on [Create Login]

FAMILY INFORMATION PAGE

Family Information is applicable to all 4-H Youth and/or Adults in your family (individual family members will be added in the next steps).

1. Fill in the blank fields in the [Profile Information] section
2. 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).

3. Click on the [Continue] button at the bottom of the page.

Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Jeffrey C. Silvertooth, Associate Dean & Director, Economic Development & Extension, College of Agriculture and Life Sciences, The University of Arizona. The University of Arizona is an equal opportunity, affirmative action institution. The University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation in its programs and activities.

Family Information

Profile Information

Email: clover.champion@gmail.com joe@gmail.com

Last Name: **Champion**

Mailing Address: 123 Way Street

City: Somewhere

State: Arizona

Zip Code: 55555 12345

Primary Phone: 555-555-5555 555-555-1234

Correspondence Preference: Email

4-H County: Demo

Update member records with the same address

Password Management

Current Password:

New Password:

Confirm New Password:

When you are entering family information make sure . . .

- ❖ The zip code is 5 digits
- ❖ The phone number has dashed in it
- ❖ ALL information is correct
- ❖ ALL bolded fields are filled in

You do not need to change your password at this time.

ADDING FAMILY MEMBERS

Now that the family account has been created it needs to be populated with members. Each person who is involved in 4-H will get their own member record within the family account. Each member record can be individually filled in with the members personal information and allow for enrollment in clubs, projects, etc. Note that access to each individual member record can only be achieved through the family account.

1. Click the drop down box under [Add a New Family Member], then select [Youth] or [Adult]
2. Click on [Add Member] to access the [Personal Information] screen.

Member List

Champion Family [Edit Family](#)

123 Way Street

Somewhere, AZ 55555

555-555-5555

clover.champion@gmail.com

Demo - Demo Staff County [contact info](#)

Add A New Family Member

select a member type...

EDIT/ADD YOUTH INFORMATION

The next screen that appears [Personal Information Page] shows more information about the individual. All **bolded** fields are required; feel free to change anything that needs updating. Any fields that are not bolded are recommended, but not required to proceed. Remember, the more detail the better. If you enter an email different from the family email in the email field then the member email will be notified by 4-H in their personal email.

NOTE: Only fields with Bold Text are required fields, all others are optional.

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

Youth Personal Information

Profile Information

Email	<input type="text" value="clover.champion@gmail.com"/>	joe@gmail.com
First Name	<input type="text" value="Sara"/>	
Last Name	<input type="text" value="Champion"/>	
Mailing Address	<input type="text" value="123 Way Street"/>	
Mailing Address 2	<input type="text"/>	
City	<input type="text" value="Somewhere"/>	
State	<input type="text" value="Arizona"/>	
Zip Code	<input type="text" value="55555"/>	12345
Birth Date	<input type="text"/>	mm/dd/yyyy
Gender	<input type="text" value="Female"/>	
Primary Phone	<input type="text" value="555-555-5555"/>	555-555-1234
Correspondence Preference	<input type="text" value="Email"/>	
Cell Phone	<input type="text"/>	555-555-1234
I wish to receive notices via text message	<input type="checkbox"/> @ <input type="text" value="Select your provider ..."/>	
Years in 4-H	<input type="text" value="1"/>	#

If he/she has a DIFFERENT e-mail address than the family one entered at login, enter it in the top box.

If his/her last name is different than the parent/guardian/household name, make that change on this page.

The parent information must be filled in to receive parent correspondence.

Parent 1 email is correlated with the family email.

Parent 1 First Name	<input type="text"/>	
Parent 1 Last Name	<input type="text"/>	
Parent 1 Cell Phone	<input type="text"/>	555-555-1234
Parent 1 Work Phone	<input type="text"/>	555-555-1234
Parent 1 Work Extension	<input type="text"/>	
Parent 2 First Name	<input type="text"/>	
Parent 2 Last Name	<input type="text"/>	
Parent 2 Cell Phone	<input type="text"/>	555-555-1234
Parent 2 Work Phone	<input type="text"/>	555-555-1234
Parent 2 Work Extension	<input type="text"/>	
Parent 2 Address	<input type="text"/>	
Parent 2 Address 2	<input type="text"/>	
Parent 2 City	<input type="text"/>	
Parent 2 State	<input type="text" value="Arizona"/>	
Parent 2 Zip Code	<input type="text"/>	12345
Parent 2 Home Phone	<input type="text"/>	555-555-1234
Parent 2 Email	<input type="text" value="joe@gmail.com"/>	
Second Household Send Correspondence	<input type="checkbox"/>	
Second Household Correspondence Preference	<input type="text" value="Mail"/>	
Second Household Family Name	<input type="text"/>	
Second Household First Names	<input type="text"/>	
Second Household Primary Phone	<input type="text"/>	555-555-1234
Second Household Address	<input type="text"/>	
Second Household Address 2	<input type="text"/>	
Second Household City	<input type="text"/>	
Second Household State	<input type="text" value="Arizona"/>	
Second Household Zip Code	<input type="text"/>	12345
Second Household Email	<input type="text" value="joe@gmail.com"/>	
4-H County	<input type="text" value="Demo"/>	

Youth Personal Information Continued

Volunteer	
Select "Yes" if you serve in a leadership capacity in 4-H. Examples for youth: Junior Leader, Club Officer, etc. Examples for adult: Chaperone, Community Club Leader, Project Leader, etc.	
Are you a Volunteer?: No: <input type="radio"/> Yes: <input checked="" type="radio"/>	
Ethnicity	
Are you of Hispanic or Latino ethnicity? <input checked="" type="radio"/> No <input type="radio"/> Yes Need help?	
Race	
Check all the races that apply to you. If you selected "Not Hispanic", you must select at least one option. Need help?	
White: <input checked="" type="checkbox"/>	
Black or African American: <input type="checkbox"/>	
American Indian or Alaskan Native: <input checked="" type="checkbox"/>	
Native Hawaiian or Pacific Islander: <input type="checkbox"/>	
Asian: <input type="checkbox"/>	
Prefer Not to State: <input type="checkbox"/>	
Residence	
Farm: <input checked="" type="radio"/>	
Town under 10,000 and rural non-farm: <input type="radio"/>	
Town/City 10,000 - 50,000 and its suburbs: <input type="radio"/>	
Suburb of city more than 50,000: <input type="radio"/>	
Central city more than 50,000: <input type="radio"/>	
Military Service of Family	
Family Member Military Service: <input type="text" value="No one in my family is serving in the mi"/>	
Branch of Service: <input type="text"/>	
Branch Component: <input type="text"/>	

School Information	
<input checked="" type="radio"/> Please select your school from the list below, by selecting your school's county, then district and then your school	
School County: <input type="text" value="Demo"/>	
School District: <input type="text" value="Select a school district ..."/>	
School Name: <input type="text" value="Select a school name ..."/>	
<input type="radio"/> If you are unable to locate your school in the list above, please enter the school name and type, in the fields below	
School Name: <input type="text"/>	
School Type: <input type="text" value="Select a school type ..."/>	
Select school grade	
Grade: <input type="text" value="6"/>	
<input type="button" value="Continue >>"/>	

3. When complete, click on the [Continue] button at the bottom.

Additional Information

1. Review each authorization statement (Youth Code of Conduct and Multimedia Release), select the appropriate agreement statement and then type in the member and parent/guardian names. If you do not agree to the multimedia statement please contact your County Extension Office.
2. To download the full Code of Conduct and Multimedia Release go to: <https://extension.arizona.edu/state-4-h-forms>
3. When information has been reviewed and statements have been agreed to click [Continue].

Health Form

1. Answer health and emergency contact questions as appropriate.

NOTE: In the event of an emergency, staff will first attempt to contact parents, therefore, please do not repeat parent contact information in these fields.

2. When finished with all questions on this page, click [Continue].

Participation (Clubs, Projects, Activities, Awards, and Groups) Information

This next screen includes a series of —tabs that represent aspects of each member’s participation

The screenshot shows a web interface for the 'Participation' section. At the top, there is a progress bar with four steps: Personal Information, Additional Information, Health Form, and Participation (which is currently active). Below the progress bar, there are five tabs: Clubs, Projects, Activities, Awards, and Groups. The 'Clubs' tab is selected and highlighted with a red border. Below the tabs, there is a green instruction: 'Select a minimum of 1 club(s) and a maximum of 8 club(s)'. Underneath, there is a section titled 'Add a Club' with a dropdown menu labeled 'Select a Club: Select a club ...' and an 'Add Club' button. Below this is a 'Club List' table with columns for 'Primary', 'Club', and 'Edit'. At the bottom of the form, there are three buttons: '<< Previous', 'Continue >>', and 'Submit Enrollment'.

1. **Select the correct club** from the drop down menu and click on it.
2. Click [Add Club] (this is important, the member is not enrolled in the club until [Add Club] is clicked). The club must appear in the [Club List]
3. You have the opportunity to add another club or you can click continue to add projects.
4. Click the [Continue] button.
5. You have the opportunity to add another club or you can click continue to add projects.

This takes you automatically to the — Projects tab.

1. Under — **Select a Project** click on the drop down menu; select the first project for this member
2. Click on [Add Project] (like Clubs, it is critical to click the [Add Project] button).
3. For each additional project that you want to add, repeat the steps above.
4. Click the [Continue] button.

You then have the option of adding Activities, Awards, and/or Groups. The Activities, Awards, and Groups offered will vary from county to county.

Completing Enrollment

Once you have completed participation selections, **YOU MUST click on [Submit Enrollment]**. This will submit this member's enrollment for staff review and confirmation. Repeat the process as desired for additional youth members in the family. For each enrollment submitted, an email confirmation will be sent to the family email address.

ADDING ADULT FAMILY MEMBERS (4-H VOLUNTEERS)

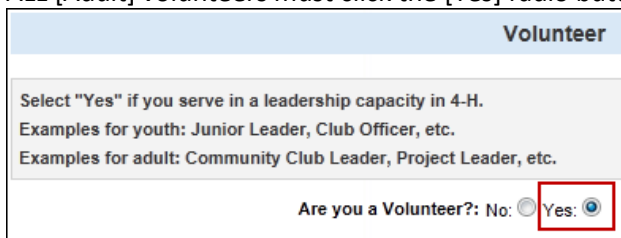
NOTE: Parents that are not serving in a volunteer role should not be added as individual members in 4HOnline – their contact information is collected with the member information.

1. Click the drop down box under [Add a New Family Member] then select **[Adult]**
2. Click on [Add Member] to access the [Personal Information] screen.

NOTE: Only fields with Bold Text are required fields, all other are optional.

NOTE: Some of the fields are pre-filled with corresponding family data however; if any of this member's data is different than the family data (i.e. email address, last name, etc.) simply enter the correct information in the field.

3. ALL [Adult] volunteers must click the [Yes] radio button in the [Volunteer] section.



Volunteer

Select "Yes" if you serve in a leadership capacity in 4-H.
Examples for youth: Junior Leader, Club Officer, etc.
Examples for adult: Community Club Leader, Project Leader, etc.

Are you a Volunteer?: No: Yes:

4. Click on the [Continue] button.

Additional Information

1. Review each authorization statement (Youth Code of Conduct and Multimedia Release), select the appropriate agreement statement and then type in your name (where it says member signature). If you do not agree to the multimedia statement please contact your County Extension Office.
2. To download the full Code of Conduct and Multimedia Release go to: <https://extension.arizona.edu/state-4-h-forms>
3. When information has been reviewed and statements have been agreed to click [Continue].

Health Information

[Adult] family members (formal volunteers) will be asked some optional health and required emergency contact questions.

Participation (Clubs, Projects, Activities, Awards, and Groups) Information

This next screen includes a series of —tabs that represent aspects of each member's participation. Very similar to the youth member participation screens.

1. To add a Club, select the correct club from the drop down menu and click on it.
2. Click on the drop down to display [Volunteer Types] and make the appropriate selection (you can choose to not make a designation by choosing [Select a type...].)

3. Click [Add Club] (this is important, the [Adult] member (volunteer) is not enrolled in the club until [Add Club] is clicked). The club must appear in the [Club List]
4. Click the [Continue] button.

This takes [Adult] members to the [Projects] tab.

1. Under —Select a Project click on the drop down menu; select the first project.
2. For this project, if desired, select a [Volunteer Type].
3. Click on [Add Project] (like Clubs, it is critical to click the [Add Project] button).
4. For each additional project that you want to add, repeat the steps above.

You then have the option of adding Activities, Awards, and/or Groups. The Activities, Awards, and Groups offered will vary from county to county.

Completing Enrollment

Once all profile information is current and correct under the Personal Information, Additional Information, Health Form, and Participation areas of enrollment continue to the Invoice page.

1. Review your invoice to ensure that the program development fee has been charged and it is correct. If you have been awarded an award certificate or a scholarship to cover your participation fee, enter the award code in the award code box. Once information has been reviewed, click continue to the Payment screen.
2. Select the appropriate method of payment by clicking on the correct button, then click “Select Payment Method.” You will be sent to the Confirm page.
3. Confirm your participation fee by clicking the “Confirm Order.” Your pending enrollment will then be sent to the county office for review and acceptance.
4. When the county Extension Office receives your enrollment notice they will review all information and approve your membership.
5. Once payment is received and credited, the membership status will become ACTIVE. Your approval and ACTIVE status can take up to one (1) week after payment is received.

Repeat the process as desired for additional members in the family. For each enrollment submitted, an email confirmation will be sent to the family email address.