

Florida 4-H Online Family Instruction Guide

Florida 4-H is introducing 4-H Online member enrollment. This will address concerns of reduced staff support in many of our county offices and to modernize the capabilities of 4-H in providing quick response to our clientele.

4-H Online is designed to allow 4-H members and volunteers to enroll on-line. By the integration of 4-H Online, the club and county are not removed from the enrollment process, but instead, are provided the time saving process of not having to enter re-enrollment information every year. After the first year, re-enrollment can be renewed quickly online without paper forms.

As the utilization of this system increases, Florida 4-H will incorporate additional components into 4-H Online. In addition to ways of minimizing the amount of 4-H program management that is required on staff, we will also look at 4-H club management and events registration. Features of the new Florida 4-H enrollment include:

- ✿ All members (youth and volunteers) are issued a life-time membership identification number that staff can use for 4-H management procedures (enrollment, registration, etc).
- ✿ Members will have the opportunity to sign up for 4-H clubs. Approval of club membership and project participation will be provided by the club organizational leader and the county Extension office.
- ✿ Once a membership record has been established, re-enrollment will be done through a simple update at the start of the new 4-H year without having to complete a new enrollment form. In Florida the new 4-H year will always begin on September 1. On or after September 1, 4-H members and volunteers will have to update their information in order to re-enroll.

4-H Online will continue to be a vital part of the Florida 4-H Youth Development Program. Our society has changed greatly to become more reliant on the use of technology in common everyday actions. 4-H must continue an aggressive position in providing avenues of technology for our 4-H participants. The online enrollment system is secure. The only people who will have access to your family information are your club organizational leader, county 4-H extension staff and state faculty (Regional 4-H Agent and State Online Administrator).

The following instructions will help you successfully enroll your family and 4-Hers in your club and county and to renew your volunteer leader roles. We are grateful for your cooperation and support of these changes. We feel in future years you will see a significant savings in time and cost (less travel and postage). This will decrease your trips to the extension office in order to meet those many program deadlines.

Family Instructions Section

- I. **Logging onto 4-H Online:** open your web browser (Internet Explorer, Firefox, etc.).
 - a. Go to: <https://florida.4honline.com>
 - b. Select "I need to setup a profile" (This will be your family profile).
 - c. Click on the drop down menu and select the County that you are enrolling in.
 - d. Type in your family email address. Confirm email address by typing again.
 - e. Type the Parent/Guardian last name.

Password Options:

1. Select a password and confirm by retyping in the appropriate boxes. Your password must be 6 characters or more. Passwords are case sensitive. Make sure to write down your password. If you forget your password contact the county 4-H office by clicking on the "I forgot my password button. This will send the request to the county extension office. They will send you a new password. We encourage you change your password the next time you login. (You are the only one who knows your password.)
2. **Role:** Select "Family" from the drop down menu. **Click "Create Login".**
The next time you log in click on the button "I have a profile".

Personal Information – Family Profile Information

1. Email, Last Name and County self populate from login.
2. Type in your address, city, zip code and primary telephone number (if you have one). If you have no telephone enter 555-555-5555. Be sure to follow the examples for numerical data (phone numbers, zip codes, dates, etc.). Double check the county is the county in which you are enrolling into 4-H.

Password Management:

1. If you need to change your password, type in your current password and then type in your new password and confirm. If you do not have your current password, contact the county office and they will send you a new password to your email address. **Click “Continue”.**

II. Member List – Enroll Youth and Volunteers

If you need to update your family profile (i.e.: Phone, address, password, etc.), click on “Edit Family”. Otherwise you may now add a new member.

1. On the “add new family member” drop down menu, select either “youth” or “adult”.
2. Click “Add New Member”.
3. To edit a current member, in the member/volunteers list select the member and click on Edit.

III Youth Personal Information

1. Type in first and middle names. (Middle names are needed as we often have members with identical first and last names.) Email, last name, phone number and county self populate. If youth has a different email address they wish to use, please change accordingly.
2. Type in “preferred name”. Type in birth date following example: mm/dd/yyyy.
3. The cell phone should be the member’s cell phone, this field is not required.
4. Years in 4-H: This is the member’s total years in 4-H plus one. If this is your first year, enter the number 1.
5. Parent/Guardian: First and last name required. Continue completing all the applicable blanks.
6. 4-H County: This is the county in which you are a 4-H member. If a member in two counties, choose your county of residence instead.
7. Volunteer: this information is only for teen and adult volunteers, ages 14 and older as of September 1st.
8. Gender is a required field, please select male or female. Ethnicity and race is. You will need to respond to both Hispanic ethnicity and race. The information is used for mandatory USDA reports.
9. Military: For active service only. Florida 4-H has an active 4-H military support program and enables 4-H families and clubs to support our soldiers when they are on active duty.
10. School Grade is for the current 4-H year. Click “Continue” for next screen.
11. If any fields on the personal information page are highlighted in RED, you must fill in those blanks as they are required. Once finished, click continue. Do not click DELETE or you will delete the record.

IV. Additional Information

Additional information is voluntary, but quite helpful. If you require specific assistance due to a disability you are encouraged to provide this information to assist your county office.

1. Military Service: Summer camp financial assistance is available to children of deployed soldiers. This information will help your county keep you informed about services available to your child.
2. Member: Full name of school, not abbreviations. (Ex: Alachua Elementary, do not enter just Alachua.) Home school members should use Home School as the school title. If your child is home schooled but also is attached to an organization such as “New Century Academy,” we still need Home School specifically listed. Complete additional blanks for member.
3. Overnight Camps: (Will not appear for Cloverbuds.) This will facilitate your county’s ability to update you on this year’s camping programs.
4. **Official Authorizations:** REQUIRED. Adult volunteers, members and parent/guardians need to complete all applicable sections. **Please Note:** Each field will default to a YES response. You must manually change your response to No (if applicable).

5. **Florida 4-H Participation – Medical:** This information is the same you have provided in the past and is a requirement for all out of county travel. Having it online will facilitate your ability to keep it up to date with never having to submit a new form again. It will be accessible to your club organizational leader, your county office and the state online administrators. This is considered confidential information and all volunteer leaders and faculty are required to follow UF confidentiality policies.
 - a. Most health questions default to NO. If your child has any of these you need to change the response to Yes and provide a description.
 - b. Over-the-Counter medications default to YES. If you do not authorize some of these, you must change the response to No.
 - c. Health Form Completion Date: Change this date every time you make a revision. The statement “Considered a Parent/Guardian or Adult Participation Signature” is the same as your handwritten signature. This has been approved by the University of Florida legal department.
6. For a description of the projects and the materials available for each project, go to the Florida 4-H Curriculum website. The link to the State 4-H Curriculum Website is at the bottom of this page. At the State 4-H Website, click on Curriculum located on the left hand side column. On the next page click on Individual Project Categories. This will take you directly to the Project Selection Guide, where you can view information about the project and the project materials available.
7. Click “Continue”.

V. Add a Club

1. Click on the club drop down menu to select your club. Select your primary club first. Then click on “Add Club”. If the 4-H member is in more than one club, select additional club from the drop down menu and click “Add Club”. Then click on the Primary button. (NOTE: you cannot be in a club AND be an individual member at the same time.) If the youth is in more than one club, select the club that is primary by clicking on the bubble next to the club name. Do not click on Continue. Instead, after selecting your club, go to the TABS above and click on “Projects”. (NOTE: You are required to enroll in at least one project.) Select the projects for each club .
2. Project Selection: Click on the drop down menu. Select your project by clicking on it. Then select the project book you would like. If you do not need a book, click on none needed.
 - a. Not all counties will be able to offer all of the materials listed. If this is true in your county your agent will let you know.
 - b. Year in project is the current year plus one.
3. Click “Add Project” to save your selection.
4. When you have completed your project selections return to the Tabs at the top and click on Activities. Do not click on “Continue” as it will take you back to your Family Profile Page.
5. This is optional for your use in maintaining a record of each activity participated in and award won.
6. Return to the Tabs at the top and click on Groups. This is intended for you to indicate any of the groups listed that you are part of. You can make more than one selection. If none, just click on “Continue” after you have completed the Activity/Award section.
7. Click on the “Continue” button at the bottom. You should now be back at the Member List. Here you can add another youth member or an adult volunteer. Adding a volunteer is the same cycle as for adding a member. The only difference is that there is an additional section for the volunteer to complete.

Enrolling a Volunteer

- A. At the member list drop down menu click on add an adult.
- B. The Adult Personal Information screen is similar to the Youth Personal Information screen. The change occurs when you reach the Volunteer section. Volunteers ages 14 and up need to click on the “Yes” button. Then complete the rest of the screen and click “Continue” at the bottom.
- C. Additional Information Screen:
 1. The Additional Information section is voluntary. This information will assist the county 4-H office to better support 4-H volunteers and clubs.
 2. Complete the Member and Parent/4-H Supporter sections.

3. Current Volunteer: on drop down menu choose first year or returning .
4. Volunteer Role Description: choose the title that most describes your role.
5. Individual Member Advisor/Mentor. Youth enrolled as an Individual Member need to have an advisor/mentor. Give the name of the 4-H member you are mentoring.
6. Check the committees, boards, etc. you are a member of.
7. Check if you work directly with youth 3 or more times during the 4-H year.
8. Check any of the management roles you have in your club or in the county 4-H program.
9. Complete the rest of the page.

D. Official Authorizations.

1. Adult and Teen volunteers are required to complete the Code of Conduct and Medical forms. The same instructions apply as for youth members. Click “Continue” at the bottom.
2. Click on the Add Club tab at the top. Choose your club. If you are not associated with a club click on Independent Member.
3. Return to the top and click on the Projects tab. This is required if you are a project volunteer. Select the project(s) for which you are a leader. The select your project material needed and your role.
4. Return to the top and click on the Activities tab. Select the project you are a leader for or “Not Project Related”. You may skip the Awards.
5. Return to the top and click on the Groups tab. Select groups in which you are a member. Then click on your volunteer type within that group. When you are finished click on “Continue” and you will be returned to the Family Profile page.

Congratulations – your enrollment has now been submitted to your club organizational leader and the county 4-H office for approval. You will hear shortly from your 4-H office via your email address.