



4HOnline

4HOnline – Quick start guide

Updated: September 4, 2013

LOGGING IN

Start by going to <https://mn.4honline.com>

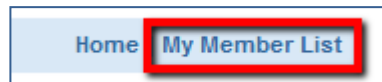
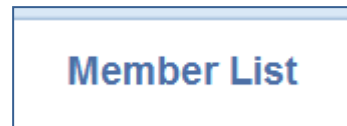
- a. **New 4-H families**
 - i. Select [I need to set up a profile].
 - ii. Supply requested information and continue.
- b. **Previously enrolled 4-H families**
 - i. Select [I have a profile] or [I forgot my password].
 - ii. After logging in, click on “Continue to Family”

MEMBER LIST SCREEN

You will then be on the “Member List” page where can:

1. Enroll new 4-H members
2. Re-enroll existing 4-H members and adult volunteers

Click on “My Member List” at any time to return to this screen



PERSONAL INFORMATION SCREEN

Every youth and adult volunteer in a family will have a “Personal Information” page. Please carefully enter, review and update this information.

- Give special attention to the cell phone/text message section, so that if possible, we may communicate with you via text messaging.

ADDITIONAL INFORMATION AND HEALTH INFORMATIONS SCREENS

These screens contain authorization statements and information, along with important health and emergency contact questions.

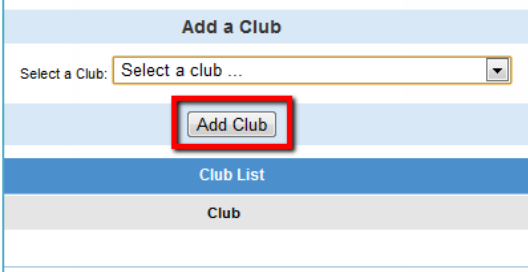
PARTICIPATION SCREENS

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

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

In addition to clubs and projects, you will have the option of adding the following:

- **Activities** (which represent interests)
- **Groups** (which represent actual participation).



You MUST click on [Submit Enrollment] to finish!

ENROLLMENT FOLLOWUP AND PROCESS

Once an enrollment (new member) or re-enrollment (returning member) 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.

ENROLLING ADULT 4-H VOLUNTEERS

4-H depends on the caring adults who are willing to offer their time and talents to make a difference. If you are already screened and serving as an adult 4-H Volunteer - thank you!! If you are interested in a volunteer role, the first step is to complete the volunteer screening process. Learn more at www.4-H.umn.edu/volunteer.

Thank you for considering this opportunity!

MORE INFORMATION AND ASSISTANCE

- Minnesota 4-H website: www.4-H.umn.edu
- Online enrollment: www.4-H.umn.edu/4honline
- Project resources and information: www.4-H.umn.edu/projects
- Policies: www.4-H.umn.edu/policies
- County information: www.4-H.umn.edu/county