4-H Online Enrollment Guide

Looking to enroll in Michigan 4-H as a member or volunteer?

Your county's Michigan State University Extension 4H Professional can help you with the enrollment process. All adults must complete the MSU Extension Volunteer Selection Process prior to 4-H Online enrollment.

Quick Start Index

Portions of text and graphics in this guide have been taken from the University of Maryland Extension 4-H Online Handbook published 1/27/2020 and the 4-H Online 2.0 Family Enrollment Guide created by Registration Max for use by participating states on 8/10/2020.

To contact an expert in your area, visit extension.msu.edu/experts or call 888-MSUE4MI (888-678-3464)

How to Create and Use a Family Profile in 4-H Online

The first step to becoming a 4-H member or participant is creating a profile in the 4-H Online data management system. Michigan 4-H uses the 4-H Online system to manage 4-H membership, clubs, projects, activities, and communications. All youth and adult volunteers who participate in Michigan 4-H must have a 4-H Online profile. 4-H Online profiles are family-based, which means every family/household creates a "master" profile with its own login ID and password. A member file is then created within the family profile for each family member involved in Michigan 4-H. A family profile may contain any combination of youth and/or adults volunteers.

Types of members:

- › **Cloverbud:** youth ages 5-7 years of age on January 1 of the current year
- › **Club Member:** youth ages 8-19 years of age on January 1 of the current year
- › **Volunteer:** adults who have been screened and certified as MSU Extension 4-H volunteers
- › **Participant:** youth or adults who do not wish to join a 4-H program but may want to attend an event or activity hosted by 4-H.

Club Volunteer Roles:

- › **Administrative Leader:** individuals who provide overall leadership to a club or group. They may also be known as the General or Club leader.
- › **Activity Leader:** individuals who provide leadership or assist with an activity or variety of activities in the 4-H program. They may work independently or with a club, group, or committee to carry out an activity.
- › **Project Leader: i**ndividuals who provide on-going leadership to a project within a club or group. It is possible for a club to have more than one project leader for a project. These leaders provide support to members enrolled in specific projects.
- › **Mentor:** individuals who serve as a designated mentor. 4-H mentors are matched with 1-4 youth for the purpose of developing a long-term mentoring relationship with members. This includes those who volunteer with 4-H Tech Wizards, one-on-one mentoring programs and other small group mentoring efforts.
- › **Resource Volunteer:** individuals who serve as a county or state-wide resource for the 4-H program. They may provide leadership for a single learning experience, short term learning experience, short term program, serve on a council/committee/board, or be utilized as needed for their expertise.
- › **SPIN Club Volunteer:** Individuals who provide leadership or assist with a Special Interest Club (SPIN) in the 4-H program.

New members may be added to the family profile at any time and members who are no longer involved in 4-H may be archived.

If someone in your family was involved in Michigan 4-H from 2015 to present, you likely already have a family profile in 4-H Online. If you need assistance accessing an existing family profile, review the steps in this guide. If necessary, contact your local MSU Extension office for assistance.

To access your existing family profile or to create a new family profile, click on this link:

https://v2.4HOnline.com

Then follow the instructions in this guide.
Note: This website works best on screens larger than those on smartphones.

Creating a New Family Profile

Only families participating in Michigan 4-H for the **first** time should create a new family profile. Once created, family profiles are permanent. If you already have a 4-H Online family profile, see page 2 for login instructions and skip to page 5 for enrollment instructions. **Do NOT create an additional family profile**. Contact your local MSU Extension office for assistance if you are unsure if you have a family profile or if you don't know how to access it.

To create a **NEW** family profile in 4-H Online, follow these steps:

1. Go to http://v2.4HOnline.com. 2. Click **Don't have an account?** if you have never enrolled in 4-H before using 4-H Online. **Note:** Your family profile must be associated with a valid email address. This will be your login and where reset passwords will be sent. You will also receive 4-H Online communications at this address. The email address you provide can only be associated with one family profile. If 4-H Online does not accept your email address, you may already have a 4-H Online family account. Please contact your local MSU Extension office for assistance.	
3. Select **Michigan** from the drop-down menu. 4. Select **Michigan 4-H Youth Development** for the institution.	
5. Select your **county of primary participation**** from the dropdown menu. ** This is typically your county of residence, but may also be a neighboring county. You may select only *one* county for 4-H membership purposes during enrollment. See page 12 for adding club in other counties after membership approval. 6. Click **Continue.**	

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7. Complete your family/household's information. Required fields are marked in red and must be completed to move to the next screen. 8. Click on the **Create Account** button.	
Note: An email account can only be associated with one family profile. If you enter an email address that is already associated with a 4-H Online profile, you will receive an error message. Click the **Confirm** button and continue to log in to the existing account. See instructions for logging into an existing 4-H Online account on page 5 of this guide.	
9. Enter your family's address information. 10. Click the **Verify** button. **Note:** The verification process may require you to select an appropriate USPS format. After the address is verified, your family profile has been created. You **must continue with instructions on page 7** to register each individual member/volunteer from your family/household.	
Note: If there is already another record in 4-H Online with a matching address, you may see this duplicate address message Use your browser's back button to return to the previous screen. Double-check the address you entered and try again. Be sure you have included the full street address and a unit/apartment number if that is part of your address. If you receive the duplicate address message again, contact your local MSU Extension office for assistance.	

Opening an Existing Family Profile

If you already have a 4-H Online family profile, you can access it by following these steps:

1. Go to: **http://v2.4honline.com**

2. Enter your email address and password.

3. Click **Sign in.**

Note: Do NOT create a new Family Profile if one already exists. If you do not remember the password associated with your family profile, you can use the **Reset password?** link at the bottom of the screen. A temporary password and instructions will be sent to the email address associated with your family account.

If you do not remember the email associated with your family profile or no longer have access to that address, contact your local MSU Extension Office for assistance.

The 4-H Professional can confirm or change the email address in your family profile. If the email is changed on your family account, you will need to reset your password before logging in.
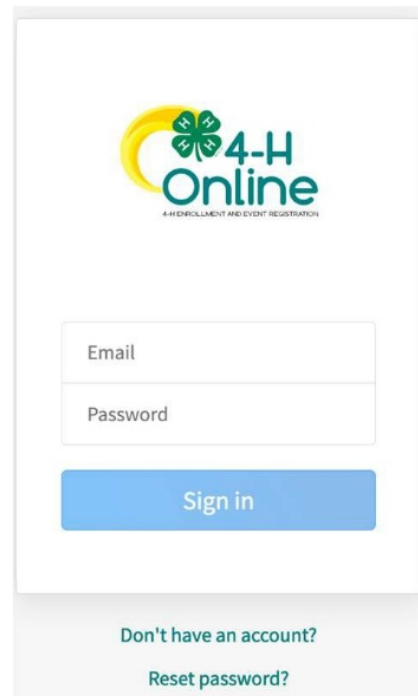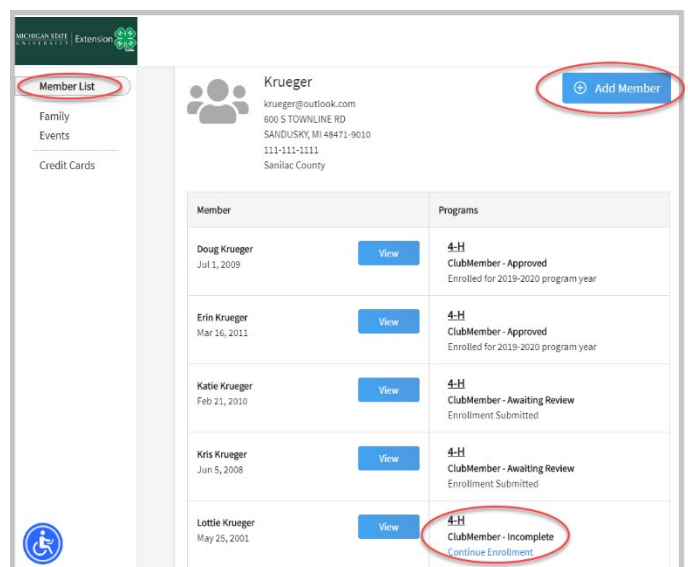
Once you have logged in to your family profile, you may review the Member List, add new family members, and complete 4-H enrollment actions.

For **Adding A New Member to A Family Profile**, see page 7.

For **Youth Member Enrollment**, see page 8.
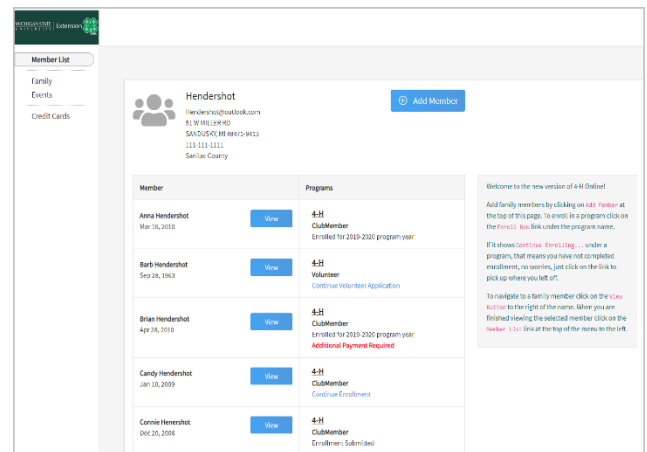
For **Adult Volunteer Enrollment**, see page 14.

About Your Family Profile

Each time you log in to your family/household profile in 4-H Online, your member list will be the home page. The member list displays all family members for whom a member record has been created. In addition to the member list, your family profile contains family details and secured payment information.

Member List

Your member list shows each member record that has been added to your family profile. You can see:

›   Member names and date of birth
    o   4-H Enrollment Type
    o   Cloverbud
    o   Club Member
    o   Volunteer
    o   Participant
›   Status of Enrollment
    o   Approved
    o   Awaiting Review
    o   Incomplete
    o   Not Enrolled
    o   Resubmit

Family Information

You can view and edit the information contained in your family profile. You can change or update your email, phone, and address by clicking the **Edit** button.

The county associated with your family's profile can only be changed by a 4-H Professional. If you want to change your county affiliation, contact your local MSU Extension office for assistance
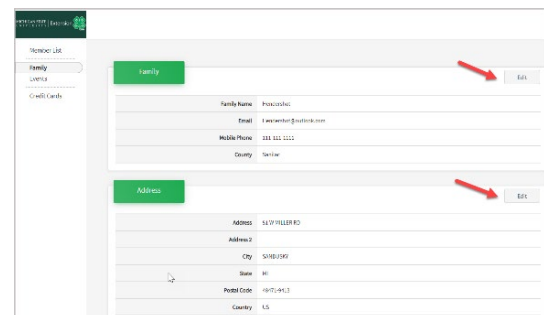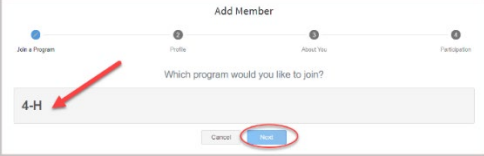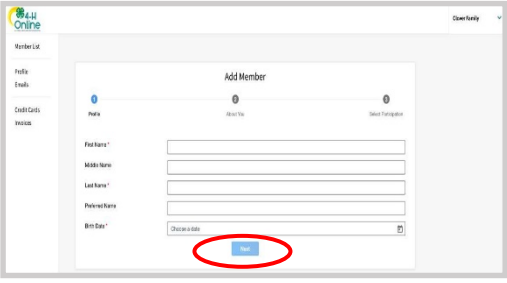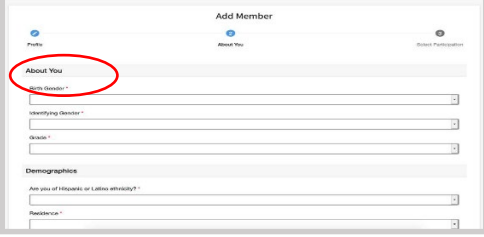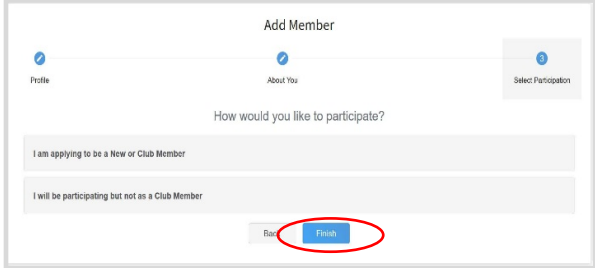
Adding a New Member to a Family Profile

Family/household profiles contain individual records for each youth member or adult volunteer participating in 4-H. These are called member profiles. When creating a new family profile, you will automatically be asked to add the first family member.

To create a member profile, follow these steps. Do not create more than one profile for an individual**.**

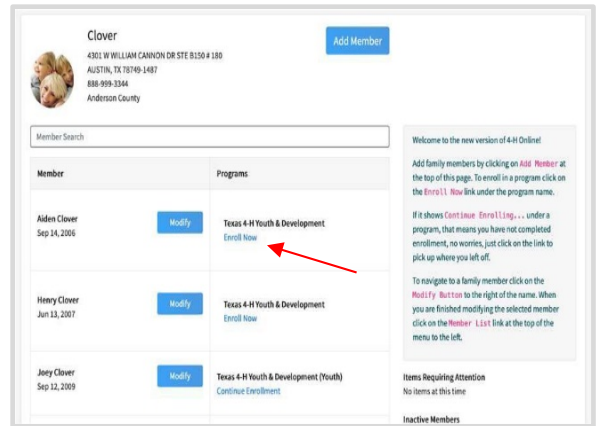|	
1. Click the **Add New Member** button on the member list screen.	
2. Click on **4-H** for the program you are joining. 3. Then click the **Next** button.	
4. Enter the member's name and birthdate. Required fields are marked in red and must be completed to move to the next screen. 5. Click the **Next** button. 4-H Online will determine whether the member is enrolling as a Cloverbud, youth, or adult volunteer based on birthdate. If the member is older than 19 but participating with accommodations, contact your local MSU Extension office for an age override.	
6. Complete the **About You** form with the requested information. 7. Click the **Next** button.	
8. Select your method of participation by clicking on the words. 9. Click the **Finish** button. If you have selected that you will be participating as a **New or Returning Club Member,** continue to page 8 of this guide. If you are participating as an **Adult Volunteer**, continue to page 13 of this guide.	

Youth Member Enrollment

The 4-H program year is September 1 through August 31. Each year on September 1, the 4-H Online system resets all youth and adult volunteer member records to inactive status. Shortly after this, 4-H Online is ready to accept enrollments for the new program year. To enroll in Michigan 4-H for the program year, each 4-H family must create or log in to their family profile and individually enroll/renew each family member who wants to participate in 4-H. Adult volunteers must have an up-to-date volunteer background check before enrollments/renewals will be approved by their county 4-H Professional.
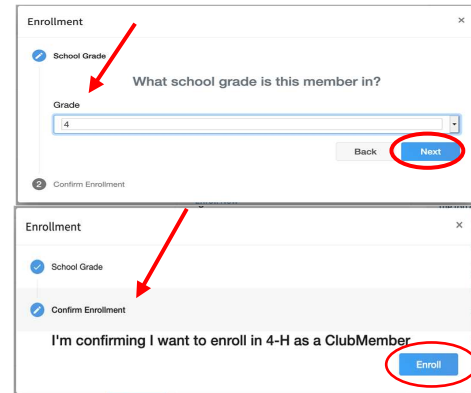
To enroll a Cloverbud or youth member in 4-H, follow these steps:

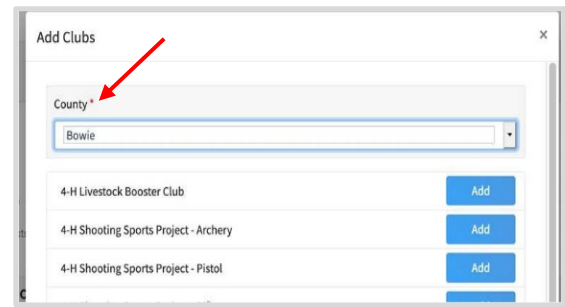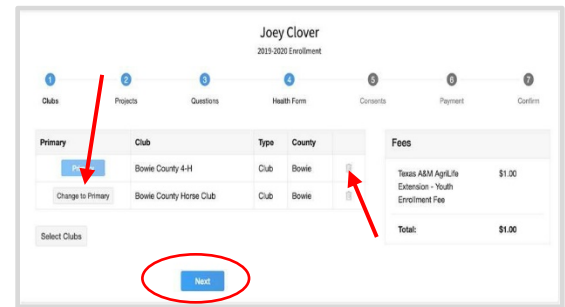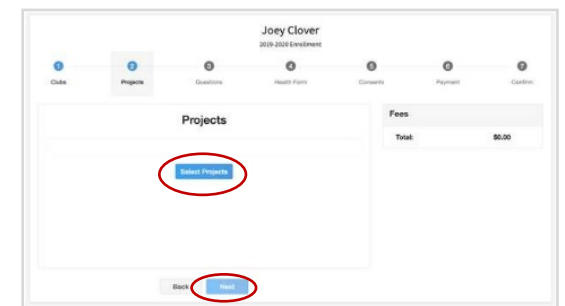|	
If you are a *returning member*, your member record will be listed on the family member list. Click **Enroll Now** under the member wishing to enroll and go to step 1. If you are a *new member* and your name is not yet listed, click **Add Member** and follow the steps for **Adding a New Member to A Family Profile**, on page 7. Once the youth member profile is created, you will see the enrollment screen for clubs. Continue at **step 3** below.	
1. Select the member's grade and click **Next**. 2. Click on **Confirm Enrollment** to enroll as a club member and click **Enroll.**	
3. Click the **Select Units (Clubs)** button and **Next.** Youth members must choose at least one club to join 4-H. To learn more about the clubs available in your county 4-H program, contact your local MSU Extension office.	
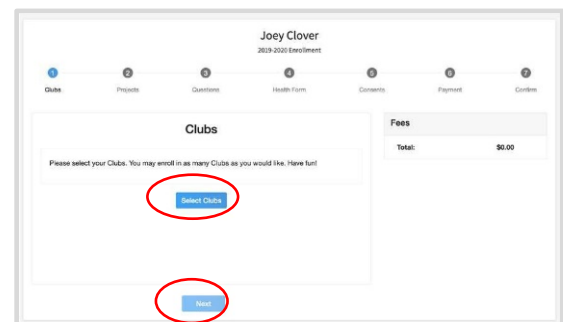
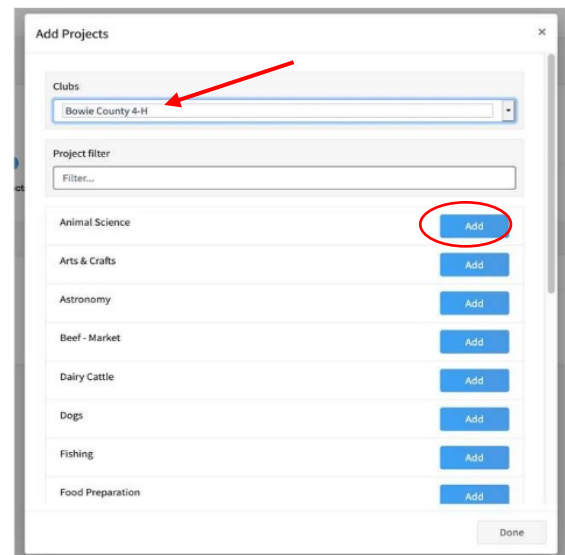|	
4. Select the **county** in which your club is located. 5. Click **Add** next to the club you would like to join. 6. Repeat steps 3-5 to add each club in which the member would like to participate.	
7. If you have enrolled in more than one club, be sure the **Primary Club** is marked correctly. If not, click the **Change to Primary** button to mark a different club as your primary club. 8. Click the trash icon to remove a club from the list. 9. Once all your clubs are added, click **Next** at the bottom of the screen.	
10. Click **Select Projects** and **Next**.	
11. Select the club with which you want your project to be associated. Only clubs you selected in the previous step will be displayed. 12. Click the **Add** button next to the project you want to add to the member's enrollment. 13. Repeat steps 10-12 for each project in which you would like to participate. Youth members must choose *at least one project* and may choose as many projects as they wish. Enrollments without associated projects will not be processed. If you selected more than one club, you must select a *minimum of one project for each club*. Repeat steps 10-12 for *each* club enrollment.	

Some projects may have consents required for participation. You will be prompted to enter the required signatures and accept the consents after you click **Add**.	
14. Click the **trash can** icon to remove any projects. 15. Click the **Next** button once all the member's projects have been added.	
16. Click **Show Questions**. 17. Complete the enrollment questions. Some of the questions will be completed for you based on what you entered when you created your record. Required fields are marked in red and must be completed to move to the next screen. 18. Click the **Next** button at the bottom of the screen when you are finished.	

Parents are asked to provide information related to the youth member's health as it may affect their participation in 4-H programs, activities, and events. Questions are related to allergies, restrictions, and special needs. A *yes* or *no* answer is required for all questions. Details are encouraged for all *yes* answers.

19. Click **Show Health Form.**

20. Complete the health form questions and required medical consent.

21. Click the **Next** button at the bottom of the screen when you are done.

22. Click **Show Consents**.

23. Complete all four consents with member's or parent/guardian's full names typed in boxes.

There are four consents for youth enrollment in the Michigan 4-H Program.

› Youth Consent, Acknowledgment of Risk Waiver

› Youth Code of Conduct

› Youth Evaluation Acknowledgment

› Youth Media Release

Please review each authorization statement and check the agreement box under each one.

The media release is not required; all other consents are required for participation in the Michigan 4-H program.

24. Click **Next**.

25. Review the enrollment information.

26. If you need to make changes, use the **Back** button at the bottom of the screen.

27. Make the necessary changes, then proceed again to the confirmation screen.

28. Once you have verified that the clubs and projects are listed correctly, click the **Submit** button.

29. Congratulations, your enrollment is complete!

Once you submit the enrollment, you will not be able to edit or change the record until it is approved. The record will be reviewed by your local 4-H Professional. After approval, additional clubs/programs may be added if desired, *see page 11*. You will receive an email to let you know your enrollment has been submitted. You will receive another email when your local MSU Extension office has approved your enrollment. You may view the enrollment status on the member list.
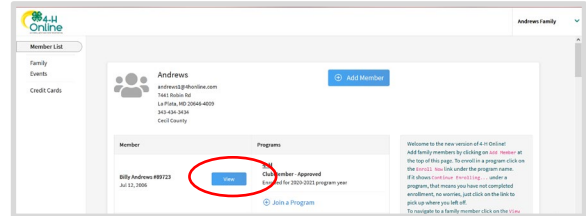
Adding Clubs After Membership Approval

Members can submit a request to add additional clubs after their enrollment has been approved.
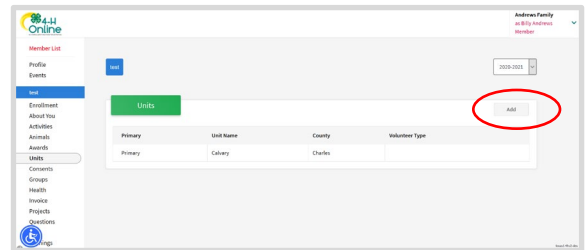
This process sends the request to your current primary-club county for approval. If you are unsure if the request was submitted, please check with your primary-club county before attempting to re-add the club.

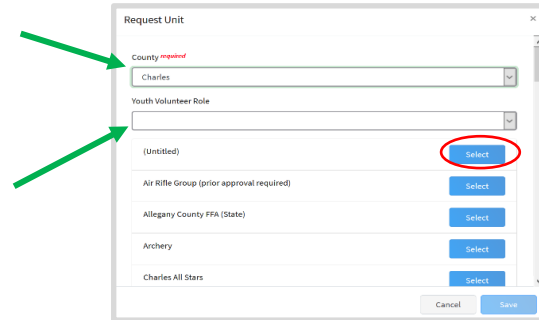|	
1. **Login** to your family's existing 4-H Online account. 2. Click the **View** button next to the member's name.	
3. Click on **Clubs** in the left navigation pane. 4. Click on the **Add** button. If you do not see the **Add** button, please contact your local 4-H Professional to activate this feature.	
5. Choose the appropriate **County** from the drop-down menu. This may not be your home county if another county is handling registrations for the program you are wanting to join. Registration materials should indicate which county to use for the club to appear on the list. 6. *Only if applicable*, select the youth's **volunteer role** for the new unit. 7. Click the **Select** button next to the club that you want to add to the member's record.	
8. If this newly added unit is to become the member's primary unit/club, please check the box for the **Primary Unit** to designate it as such. If the newly added unit is not to be designated as the member's primary unit/club, please do not mark this box. 9. **Enter a request reason** for why this unit/club is to be added to the enrollment. Example: Clover would like to learn about fish. 10. Click **Save.**	
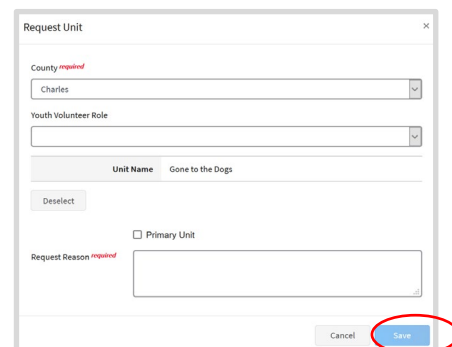
Adult Volunteer Enrollment

Only adults who are MSU Extension Gold Volunteers should register in 4-H Online (adults who are not approved volunteers should not have member records in 4-H Online). These volunteers have completed the Volunteer Selection Process and were accepted, have had an annual background check within the past 12 months, and have an active profile in Volunteer Central.

If you are an adult and have not yet applied to be a volunteer, please visit MSU Extension's Volunteer Central to apply to become a Gold volunteer with Michigan State University Extension in your county before registering in 4-H Online.

Instructions are on the following pages.

Club Volunteer Roles:

› **Administrative Leader:** individuals who provide overall leadership to a club or group. They may also be known as the General or Club leader.
› **Activity Leader:** individuals who provide leadership or assist with an activity or variety of activities in the 4-H program. They may work independently or with a club, group, or committee to carry out an activity.
› **Project Leader:** individuals who provide on-going leadership to a project within a club or group. It is possible for a club to have more than one project leader for a project. These leaders provide support to members enrolled in specific projects.
› **Mentor:** individuals who serve as a designated mentor. 4-H mentors are matched with 1-4 youth for the purpose of developing a long-term mentoring relationship with members. This includes those who volunteer with 4-H Tech Wizards, one-on-one mentoring programs and other small group mentoring efforts.
› **Resource Volunteer:** individuals who serve as a county or state-wide resource for the 4-H program. They may provide leadership for a single learning experience, short term learning experience, short term program, serve on a council/committee/board, or be utilized as needed for their expertise.
› **SPIN Club Volunteer:** Individuals who provide leadership or assist with a Special Interest Club (SPIN) in the 4-H program.
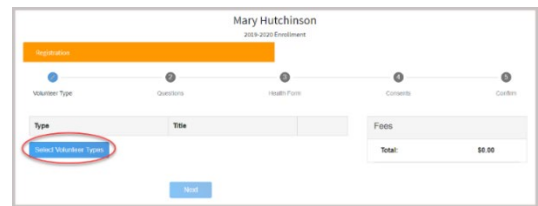
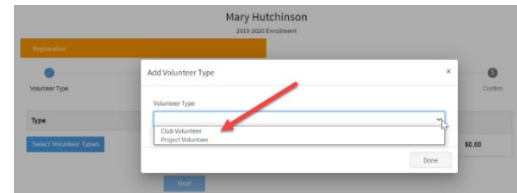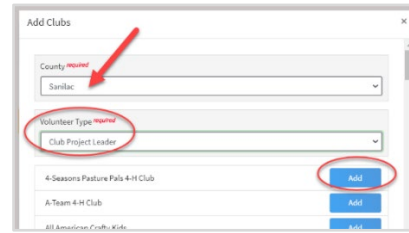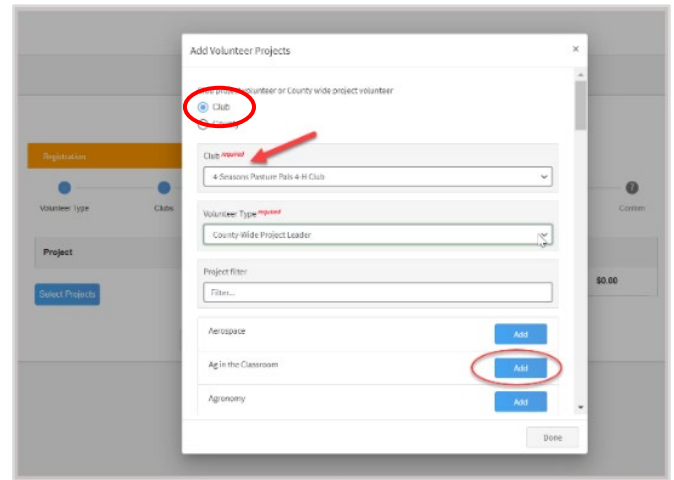|	
Locate or create the adult volunteer record. If you are returning to 4-H, your volunteer record will be listed on the family member list. 1. Click **Enroll Now** or **Continue Enrollment** next to the name. If you are a new volunteer and your name is not yet listed, click **Add Member,** and follow the steps for **Adding a New Member to a Family Profile** on page 7. After creating the profile, start with step 1 above.	
2. Click **Select Volunteer Types** to indicate how you are planning to participate in the program throughout the year.	
3. Select **Club Volunteer.** *Screenshots are not an exact match and will be updated when 4-H Online applies our updates.*	
4. Click **Add** next to the appropriate volunteer role. See definitions on page 13 or consult with your local 4-H Professional to determine the appropriate volunteer role.	
5. Repeat steps 3-4 if you need to select additional roles to reflect your participation as a volunteer. 6. Click the small trash can icon to remove any unwanted volunteer roles. 7. Click **Next**.	
8. Click **Select Units/Club** 9. Select the **County** and **Volunteer Role** that corresponds with the club in which you would like to volunteer.	
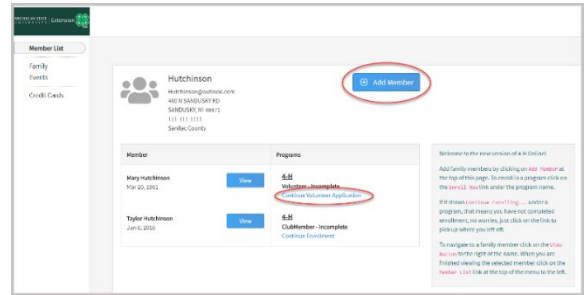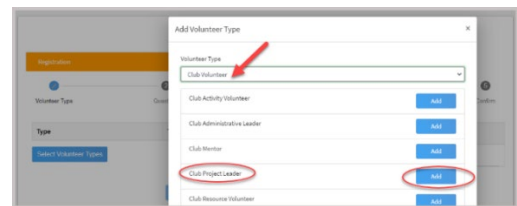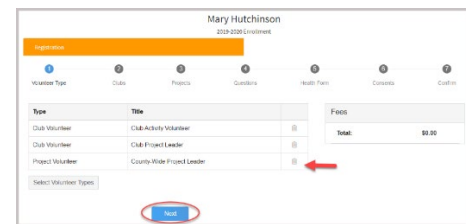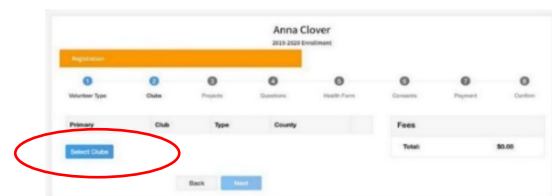
10. Click **Add** next to the club. 11. Repeat steps 8-10 for each club in which you would like to volunteer. 12. Click **Next**	
13. Click **Select Projects** 14. *If you are a project leader for a specific club*, select **Club** (not county) and select the club from the drop-down list. Then **select** the project area you will be volunteering for in that club. 15. Click **Add.** Repeat steps 13-15 for each club project where you serve as a volunteer. 16. *If you are a project volunteer for the entire county* associated with your family profile, select **County** instead of club. Click **Add** next to the project area that you will be working with. 17. Once you are done adding all the projects, click **Next** to continue.	
18. Click **Show Questions** 19. Complete the questions section. Required fields are marked in red and must be completed to move to the next screen. 20. When you are finished, click **Next.**	
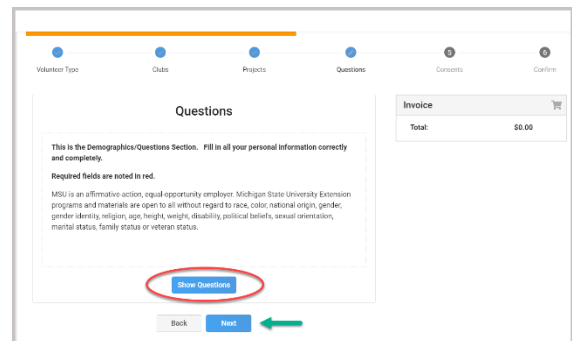
NOTE: All adult volunteers complete the annual background check, agree to the Volunteer Code of Conduct, and complete the Media and Evaluation agreements in Volunteer Central.

If you have not signed all the required consents in Volunteer Central, please contact your local MSU Extension Office or visit Volunteer Central.

An Adult Volunteer Consent Acknowledgment is required in 4-H Online asking volunteers to agree they have completed the volunteer consents in Volunteer Central.

21. Complete the **Adult Volunteer Consent Acknowledgment** if you have completed all required consents in Volunteer Central.

22. Click **Next**

23. Review the enrollment information.

24. Once you have verified the clubs and projects are listed correctly, click **Submit**.

25. Click **Confirm.**

26. **Congratulations, your enrollment request is complete!**
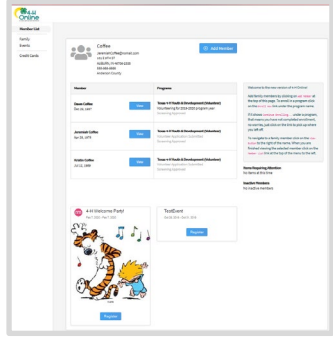
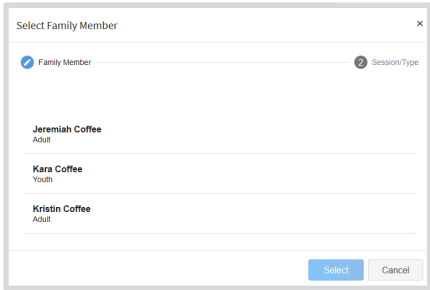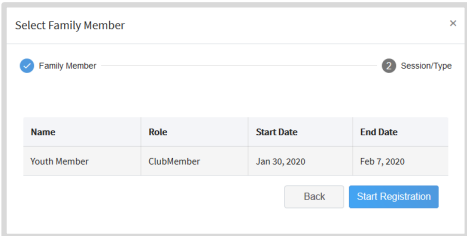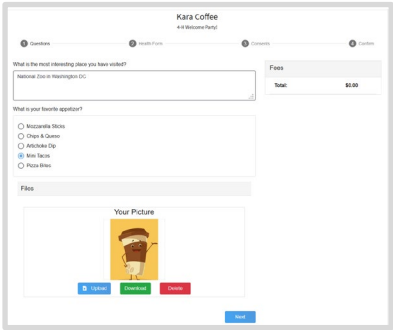You will receive an email to let you know your enrollment has been submitted. You will receive another email when your county MSU Extension office has approved your enrollment. You may view the enrollment status on the member list.

Only GOLD Volunteers will be approved in 4-H Online. If you have any questions regarding your volunteer status, please contact your local MSU Extension Office.

Families Registering for Events

Registering for events is different than registering for clubs in 4-H Online. This is a feature that Michigan 4-H is just starting to work with during this program year. Please review any registration information provided by Michigan 4-H or a 4-H Professional about the event for which you intend to register.

1. Log in to your family's 4-H Online account. 2. Click on **Events** in the left navigation pane, and then click **Register** for the event. If you do not see the event you are looking for, please contact your local MSU Extension Office for assistance.	
3. Click the **member's name** that you would like to register for the event. 4. Click the **Select** button.	
5. Click on the **Session/Type** name for which they are registering. In some events, the member may qualify for more than one Session/Type. 6. Click the **Start Registration** button. 7. Complete each question	
8. If a file upload is needed, click the **upload button**. Navigate your device and select the file to upload. 9. Click the **Next** button once the questions and file upload (if applicable) are complete.	

10. If applicable, review the **Health Form** information and make changes if needed.

11. Complete the **Medical Release**.

12. Click the **Next Button**.

13. If applicable, complete the **required consents**.

14. Click the **Next button**.

15. Click the **Finish button**.

Your event registration has been submitted. You should receive an email indicating that the registration has been submitted. You will receive an additional email when it has been reviewed and approved.