New Families – Quick start guide to enrolling in 4HOnline for the first time

Created: January 12, 2017
Updated: April 7, 2017

OVERVIEW

We are glad you are interested in joining Alaska 4-H! Your local Extension Office can help you find a club and guide you during the enrollment process. Please contact your Extension office prior to enrolling in 4-H through 4HOnline. You can find your local Extension offices and 4-H District contacts under the [LOCAL] tab of the Alaska 4-H website: http://www.Alaska4h.org

To join Alaska 4-H, you will need to enroll through a web program called ‘4HOnline’.
You will need:

- A computer or tablet
- An internet connection
- A valid email address
- A web browser (Firefox and Chrome work best; Internet Explorer is not supported)

NOTE: To move between boxes, you need to use your mouse or the TAB key. Don't press the ENTER key or click on the BACK ARROW - you will lose any information that you have entered. Information on each page is saved when you click on the [Continue] button.
Create a Family Profile
1. Go to https://ak.4honline.com
2. Select “I need to set up a profile”
3. Choose your District (County)
4. Enter a valid email address and confirm it
5. Enter the last name of the family or household
6. Create a password and confirm it
7. Leave “role” as Family
8. Click [Create Login]

Remember the email and password you use to initially sign up; this will be what you use year after year to enroll (unless you change it from within the 4HOnline system.

EMAIL: ________________________________
PASSWORD: ________________________________

Family Information screen
- Fill in all of the boxes with an * and verify that it is all correct
- Do not fill in anything in the ‘Password Management’ boxes or click the [Update Password]
- After you have verified that all of the information you entered is correct, click [Continue >>]
Register Members

- On the Member List page, choose the type of profile you are adding (youth/adult) and press [Add Member]. You will only create adult profiles for adult volunteers; parents **DO NOT** need a profile.
- Complete each of the four sections: Personal Information, Additional Information, Health Form, and Participation (adult volunteers have a “Volunteer Screening” section as well).
Profile Information
- * indicates required information
- Please fill in boxes with requested information for the member enrolling

Volunteer
- Please select if the member enrolling would like to serve in a volunteer capacity

Ethnicity and Race
- Select the category which best describes the member enrolling

Residence, Military Service, School
- Select from the pull-down menus, check boxes, and type in the appropriate information

Click [Continue]

Additional Information
- Read each section carefully and make sure you understand what is being said
- Check the box next to “I/We agree”
- Sign by typing your name on the line
- If the 4-H member enrolling is over 18, they do not require a parent/guardian signature
- Click [Continue]

Health Form
- List any relevant health restrictions in this section
- If there are any allergic reactions please be specific about symptoms and severity
- Please be accurate but concise
- Click [Continue]

Volunteer Screening
- This screen appears when an adult member has checked the “volunteer” box on the Personal Information screen.
- Please read through carefully, fill in the boxes, and answer the questions
- Provide 3 personal references
- Sign (type in legal name) and date where indicated
- Click [Continue]
Participation

- Choose your club from the dropdown list
- Click [Continue]
- Select your club from the club list, and choose your project from the project list
- Indicate the number of years you have participated in that project. Enter “1” if this is your first year.
- Repeat for all projects and clubs
- Activities: click on this tab if you are participating in a state-wide activity (Salmon in the Classroom or Shooting Sports)
- For Shooting Sports, click the project related box, then choose shooting sports in the “select a project” dropdown list, then choose your discipline from the “select an activity” dropdown list.
- Click [Continue]

Once you are 100% sure your information is accurate and you have selected all of your clubs/projects (you can add more later), hit Submit Enrollment

You’ve successfully submitted your enrollment for review!