



4HOnline

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

Created: January 12, 2017

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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 a * 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 >>]**

Logged in as Orpington Home | My Member List

Member List



A LOT OF GROUPS GO OUT THERE AND TALK ABOUT IT -
WE GO OUT THERE AND **ACTUALLY DO IT!**

Welcome to an exciting year of Alaska 4-H! Whether this is your first year as a 4-H Youth or your 60th year as a 4-H Leader/Volunteer, your involvement is vital to the overall success of Alaska 4-H Youth Development Program.

If you have questions about activities or opportunities in your area, be sure to contact your District Office.

As a reminder, your enrollment will not be moved to ACTIVE in 4-HOnline until your District Extension Office reviews your application and receives your enrollment fees. Be sure to contact your local office if you have questions or concerns.

Alaska 4-H is the Youth Development Program of the University of Alaska Fairbanks, Cooperative Extension Service.

Orpington Family Edit Family

1234 Main Street
Gakona, AK 99588
555-555-1234
1chickenloverAK@howdydoo.com
Demo District County [contact info]

Add A New Family Member

select a member type... ▼

Add Member

ReActivate An Archived Family Member

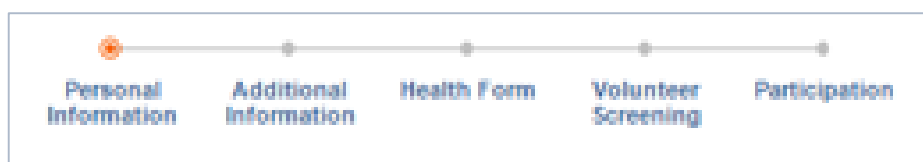
select a member... ▼


ReActivate Member

Member/Volunteer List						
Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit	

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).





**Personal
Information**

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**

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

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**

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!