



4HOnline

Re-Enrolling Members and Leaders

Created: September 14, 2017

Updated: March 23, 2018

OVERVIEW

This helpsheet explains the process of a family re-enrolling members and leaders in Alaska 4HOnline.

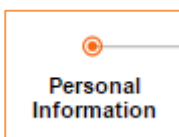
GETTING STARTED

- Log into 4HOnline with your family email and password. <https://ak.4honline.com> If you have forgotten your family email and password DO NOT CREATE A NEW PROFILE, please. Contact your 4-H District office and they will be happy to assist you.
- On the family home screen, click on the orange button **[Continue to Family]**.
- On your Member/Volunteer list at the bottom, find the family member you wish to re-enroll and click **[Edit]** next to their name.

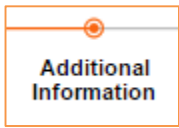


RE-ENROLL

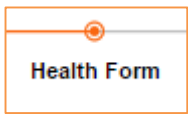
- At the bottom of the next screen, click on the button **[Enroll for 2017-2018]**.
- If the member is a youth and is over 17 years of age, a box will appear asking if you wish to enroll as a youth or an adult. If the youth is graduating from 4-H and wants to continue as an adult leader, then choose **[Enroll As Adult]**, otherwise select **[Enroll As Youth]**.



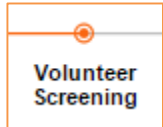
- **Personal Information:** This screen shows the personal information that you entered when you first enrolled. Look over the information and make any corrections. If the youth was in 12th grade last year, you must select the grade for this year, either **Post High School Education** or **Not in School**. When you are done, click on **[Continue]** at the bottom of the page.



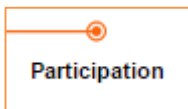
- Additional Information: This screen is where you need to accept the agreements for the Healthcare Authorization and Media Release (if youth re-enrolling). Click **[Continue]** when done with this page.



- Health Information: The health information screen is mostly optional information. You may be asked to complete it in the future if you attend any events that require one. It may be easier for you and your club, for you to just do it now, at re-enrollment time. Click **[Continue]** when done with this page.



- Volunteer Screening: If you are an adult volunteer and it has been 4 years since your last 4-H background check, you will now be directed to the Volunteer Screening page. Please check over the answers to the questions and correct as needed. This page will only appear every 4 years. Click **[Continue]** when done with this page.



- Participation: Clubs tab: Confirm the correct clubs are listed. If you serve in a volunteer role (but not as a project leader) click **[Edit]** and select the volunteer type. Click **[Update]** to save the change. Click **[Continue]** when done.
- Participation: Projects tab: Confirm all the projects you are enrolled in are listed. Add any missing projects. If you are dropping a project, click on **[Edit]** for that project and then click **[Delete]**. After making sure all your projects are listed correctly, click **[Submit Enrollment]**.
- Your **youth enrollment** will be moved to Active status once your District Agent receives enrollment dues and approves your enrollment.
- Your **adult volunteer enrollment** will be moved to Active status once you complete the Protection of Minors training (required each year) and District staff has checked to be sure your background check and 4-H volunteer training modules are current (no more than 3 years old).