

How to Enroll in 4-H through 4HOnline

In 4HOnline, Continue means the same as Save. **Do not click the back arrow button in your browser.** If you need to return to a previous window, click the “previous” button located at the bottom of most of the 4-H Online enrollment windows.

1. Open a web browser and type in: <http://ak.4honline.com> (Please note, adding the www. prefix will return an error message).

You will now see the Alaska 4-H login page.
TIP: Firefox and Chrome work best. 4-H Online no longer supports Internet Explorer due to security issues.

2. Choose “I need to setup a profile”.
3. Select the county/district you want to join, then type in your **valid** family email address in both email fields.
4. Enter your family/parent/guardian/household Last Name. (This will be the name that appears on mailing labels—“The Johnson Family” for example.)
5. Create your password – must include letters and numbers/symbols with a minimum of 8 characters
6. Click Create Login.

If you receive a message that your account already exists, contact your District 4-H Office for your login information.

FAMILY INFORMATION PAGE

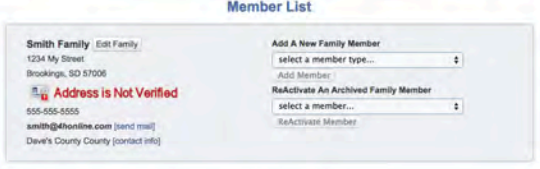

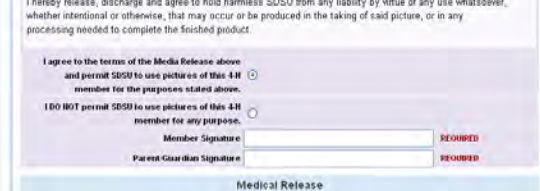
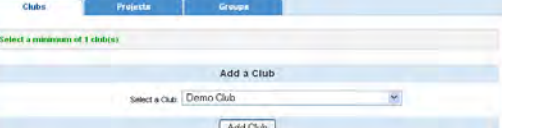



Family Information is applicable to all 4-H Youth and/or 4-H Adults in your family. (you will add youth, parent and second household information in the next step.)

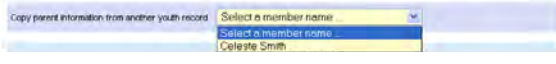
7. Fill in the blank fields in the [Profile Information] section
8. **Do not** check the [Update member records...] box at this time.

NOTE: Skip the Password Management section.

9. Click “Continue”.



<p>10. Members in 4HOnline are grouped by Family. Add youth and adult family members who would like to enroll in 4-H. (4-H volunteers, 4-H leaders and youth)</p> <p>11. Click on the dropdown box under “Add a New family Member” and select the desired Member Type and click “Add Member”.</p>	
<p>12. Enter the Member’s Personal Information.</p> <p>13. Information in Bold is required. All other information is optional.</p> <p>14. Click “Continue”.</p>	
<p>15. Read the Additional Information carefully.</p> <p>16. Mark the check box and/or sign each section. This section will be locked for editing after the enrollment has been submitted.</p> <p>17. Click “Continue”.</p>	
<p>18. Select your desired Club.</p> <p>19. Click “Add Club”.</p>	
<p>20. The Club will appear on the Club List.</p> <p>21. If you would like to join another Club, select it from the drop-down list and click “Add Club”.</p> <p>22. Be sure to select which Club will be your Primary Club.</p> <p>23. When you have finished adding Clubs, click “Continue”.</p>	
<p>24. Select the Club in which you would like to enroll in a Project.</p> <p>25. Select the Project.</p> <p>26. Click “Add Project”.</p> <p>27. Repeat to add all of your projects.</p> <p>28. When you have finished adding your projects, click “Continue”.</p> <p>29. Skip through Activities, Awards and Groups.</p> <p>30. Click “Submit Enrollment”.</p>	
<p>31. The member that you just added will appear in your Member List as Pending. You will receive an email that your enrollment has been submitted to your County 4-H Office.</p> <p>32. Once your District 4-H Office receives your enrollment fees and reviews the member enrollment, you will receive another email either confirming your enrollment, or asking you to make changes .</p>	

<p>33. To enroll another family member, select the member type and repeat the enrollment process</p> <p>34. **If the second member's Parent and Emergency Contact information is the same as the first member's information, select "Copy parent information from another youth record" to auto-fill these portions of the Youth Profile page.</p>	
<p>35. You may login to your 4HOnline account at any time to edit member information, view Announcements and Newsletters, register for events, and run member reports.</p>	