


4H Online Re-Enrollment

This instruction sheet is for returning 4H members only!

1. Navigate to the site ne.4honline.com. You will see changes have been made to the site since last time you logged in.



Nebraska 4-H Youth Development

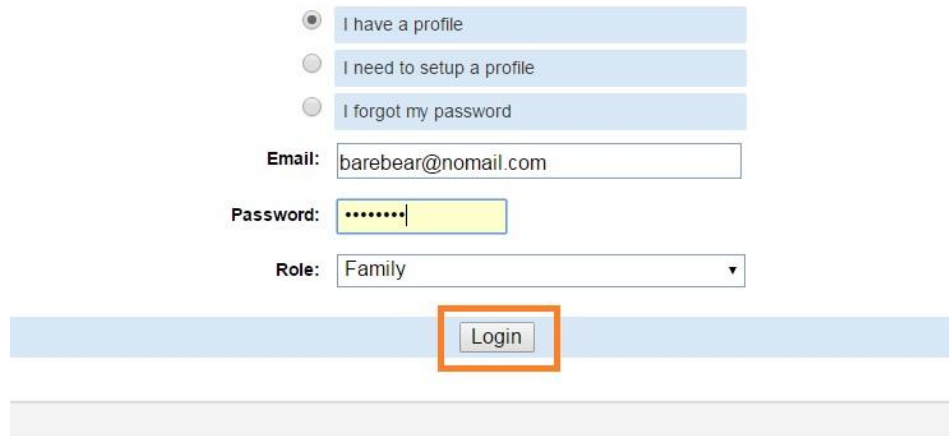
Welcome to 4-H Online

Welcome to the Nebraska Extension 4-H Youth Development Online Enrollment and Event Registration System

Please use [Google Chrome](#) as your browser-click for a free download

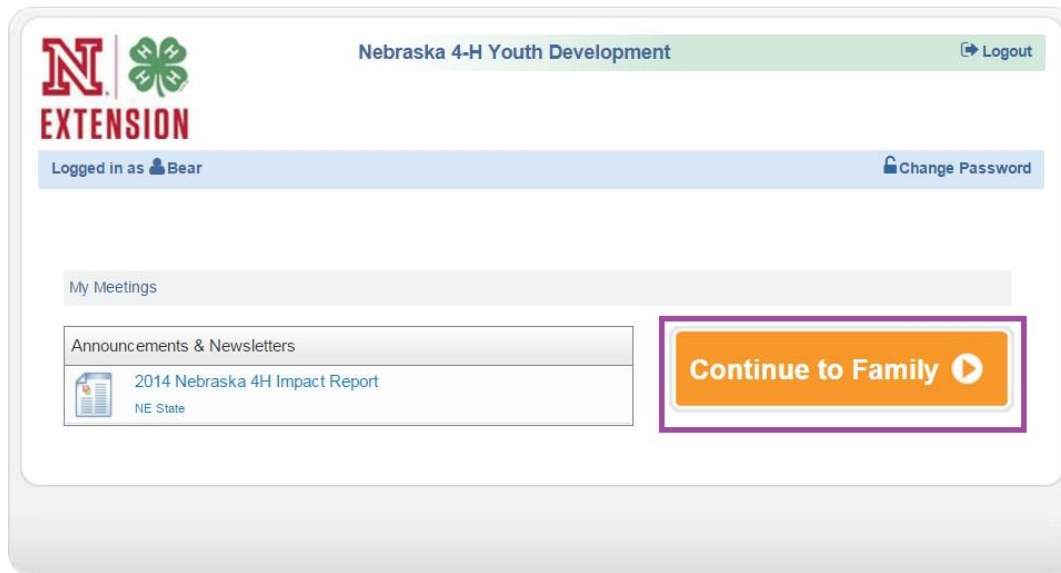
New 4-H Member	Returning 4-H Member
<p>If you are new to 4-H and have never logged on to 4hOnline before, you will need to build your family profile.</p> <p>Each family should have one profile that lists all family members involved in 4-H. Please use the following steps to setup your profile:</p> <p>Click on the "I need to setup a profile" option below. Fill in the information asked. Remember that the email address that you entered is the email that you will logon with. You may change/update your profile info at any time after the initial enrollment.</p>	<p>Each member or volunteer must enroll in 4-H each year.</p> <p>DO NOT set up a profile. You already have an account. Your login is your email address. If you have forgotten or do not know your password, please select "I forgot my password". A temporary password will be sent via email.</p> <p>You are required to re-enroll for the 2015-16 4-H year. Profile information may have changed so it is important that everyone (youth and volunteers) update their profile before submitting. Please be sure to double check your address, phone number, and email address and update if needed.</p> <p>Remember that there should only be one 4hOnline profile per family. If you are having problems logging on please contact your local county office.</p>

- Since you are a returning member, you will select 'I have a profile' on the menu on the bottom of the main screen. You will need to use the same email login and password as before. If you have forgot your password, select I forgot my password and a new one will be e- mailed to you. Select 'Login' once you have entered your information.



The screenshot shows a login form with three radio button options: 'I have a profile' (selected), 'I need to setup a profile', and 'I forgot my password'. Below these are input fields for 'Email:' (containing 'barebear@nomail.com'), 'Password:' (masked with dots), and a 'Role:' dropdown menu (set to 'Family'). A 'Login' button is highlighted with an orange box.

- Once you have logged in, you will be taken to your family page, as seen below. Click on 'Continue to Family'.



The screenshot shows the user's dashboard for 'Nebraska 4-H Youth Development'. It includes the Nebraska Extension logo, a 'Logout' link, and a 'Change Password' link. The user is logged in as 'Bear'. Under 'My Meetings', there is a section for 'Announcements & Newsletters' with a link to '2014 Nebraska 4H Impact Report'. A large orange 'Continue to Family' button with a play icon is highlighted with a purple box.

- All members of your family, adult volunteers and youth alike, will be listed as inactive since we are in a new program year. To reenroll, you will need to click on the 'edit' button next to each youth.

Logged in as Bear Home | My Member List

Member List

Bear Family [Edit Family](#)

597 Grant St
Blair, NE 68008-2550
789-456-1233
barebear@nomail.com
Nebraska Extension County [\[contact info\]](#)


Add A New Family Member
select a member type...
[Add Member](#)

YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE

If your enrollment status is 'Inactive' or 'Incomplete', click the 'Edit' button to review and submit your record for approval

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Baby Bear	Youth	867052	Inactive	2014-2015	Edit
2)	Honey Bear	Youth	866864	Inactive	2014-2015	Edit
3)	Teddy Bear	Youth	908039	Inactive	2014-2015	Edit

- You will be taken to a screen which displays the youth's information in the below format. You cannot click on anything on this screen.


Nebraska 4-H Youth Development [Logout](#)

Logged in as Bear: Honey
Home | My Member List

[Enrollment](#) [Member Settings](#)

Youth Personal Information

Profile Information * Required Fields

Honey Bear - Youth record created: 10/17/2014 3:03:39 PM

Email: barebear@nomail.com

First Name: Honey

Middle Name: Bee

Last Name: Bear

6. Scroll to the bottom of the page, where you will see a button which says 'Enroll for 2015-2016'. Click on this button.

Parent 2 Email:
 Second Household Send Correspondence: No
 Second Household Correspondence Preference: Mail
 Second Household Family Name:
 Second Household Primary Phone:
 Second Household Address:
 Second Household Address 2:
 Second Household City:
 Second Household State: Nebraska
 Second Household Zip Code:
 Second Household Email:
 Emergency Contact Name: Papa Bear
 Emergency Contact Phone: 555-555-5555
 Emergency Contact Cell Phone: 555-555-8888
 Emergency Contact Email:
 Emergency Contact Relationship: father
 4-H County: Training
 Second 4-H County:

Enroll for 2015-2016

7. Once you have click on the 'Enroll for 2015-2016' button, you will be taken to a screen with the same information but you will be able to edit any information you need to. Information such as phone number, address, etc. is very important and should be kept up to date.

Personal Information
Additional Information
Health Form
Participation

Youth Personal Information

Copy parent information from another youth record Select a member name ...

Profile Information * Required Fields

Email: joe@4honline.com

* **First Name:**

Middle Name:

* **Last Name:**

Suffix:

Preferred Name:

* **Mailing Address:**

Mailing Address 2:

- At the bottom of this page, after updating any information, you will want to click on continue.

School Information

Please select your school from the list below, by selecting your school's county, then district and then your school

School County: Training

School District:

School Name: Select a school name ...

If you are unable to locate your school in the list above, please enter the school name and type, in the fields below

School Name:

School Type: Select a school type ...

Select school grade

Grade: 1

Continue >>

- This will bring you to the page where you will complete the Nebraska 4H Code of Conduct and other signature required forms. The Youth Protection Policy information is only there for your information but you must sign off that you have read it and are aware of it.

Once you complete this, move on to the Health Form by clicking 'Continue'.

Additional Information

Authorization values have been reset, please review information before continuing.

4-H Youth/Parent/Guardian Code of Conduct

The primary goal of the 4-H Program is to help youth develop competency in their projects, confidence in themselves and others, connections to their community and sound character. Actions by persons (Parents, and 4-Her's) involved with the 4-H Program will be consistent with the six core ethical values comprising good character: trustworthiness, respect, responsibility, caring, fairness and citizenship. As a 4-H Participant/Parent/Guardian I will:

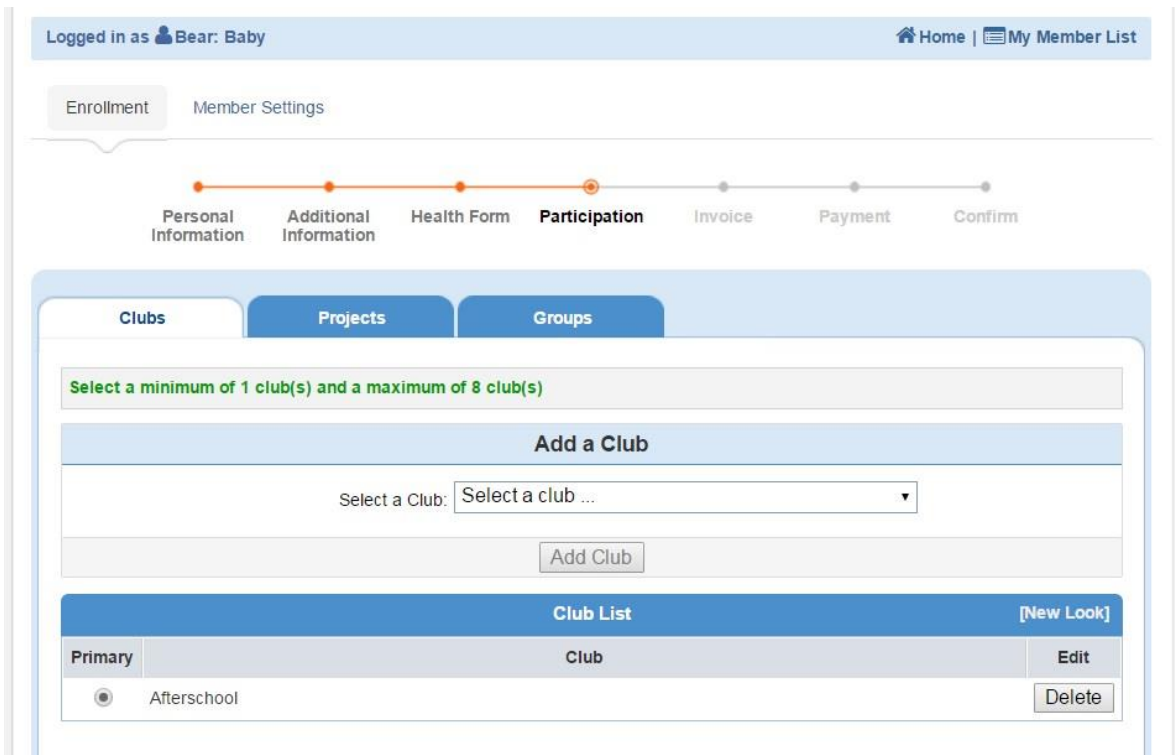
- Treat all people and property with respect, courtesy, consideration and compassion. Avoid and prevent put-downs, insults, name calling, swearing and other language or nonverbal conduct likely to offend, hurt or set a bad example.
- Keep informed about 4-H program policies and projects and read materials pertaining to the county 4-H program.
- Teach and model kindness and compassion for others. Recognize that all people have skills and talents which can be used to help others and improve the community. Teach and foster teamwork and discourage selfishness.
- Practice fair-mindedness by being open to ideas, suggestions and opinions of others. I will make all reasonable efforts to assure equal access to participation for all youth and adults regardless of race, creed, color, sex, national origin or disability. Decisions will be made fairly and treat all individuals and families with impartiality.
- Obey laws and rules as an obligation of being a good citizen. I accept responsibility for the proper treatment and care for other youth and adults, the program facilities and/or equipment.
- Demonstrate the responsible treatment of animals and stewardship of the environment.
- Not use alcohol or illegal substances (or be under the influence) while working with or participating in any part of the 4-H Program.
- Provide a safe environment for all parties involved in 4-H. I will protect those involved from sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful behaviors.

10. Complete any county required fields in the health form. Click on 'Continue' once you are finished.



The screenshot shows the 'Nebraska 4-H Youth Development' enrollment interface. At the top, it says 'Logged in as Bear: Baby'. A progress bar indicates the current step is 'Health Form', with other steps being 'Personal Information', 'Additional Information', 'Participation', 'Invoice', 'Payment', and 'Confirm'. Below the progress bar, the 'Health Form' section is visible.

11. Following the Health Form, you will be taken to where you can update the club enrollment of the youth and the youth projects. **Please remove any projects from last year's listing that you are NOT going to participate in during this program year.**



The screenshot shows the 'Participation' step of the enrollment process. It features tabs for 'Clubs', 'Projects', and 'Groups'. A message states: 'Select a minimum of 1 club(s) and a maximum of 8 club(s)'. Below this is an 'Add a Club' section with a dropdown menu labeled 'Select a Club:' and an 'Add Club' button. At the bottom, there is a 'Club List' table with a 'Primary' column and an 'Edit' column.

Primary	Club	Edit
<input checked="" type="radio"/>	Afterschool	Delete

Clubs
Projects
Groups

Select a minimum of 1 project(s) and a maximum of 50 project(s)

Add a Project

Select a Club:

Select a Project:

Years in Project:

Project List [New Look]

Club	Project	Years in Project	Edit
Afterschool	C&EA: Theatre (A)- Theatre Arts 1	1	<input type="button" value="Edit"/>
Afterschool	HL: Other Foods and Nutrition Project 1: Cake Decorating	1	<input type="button" value="Edit"/>

12. You will be directed to the invoice and payment page after you click on 'Continue'. If you county has a fee set up for online payment it will be processed here.

Invoice Payment Status

Date	Payment Amount	Payment Method	Payment Number	Payment Status
10/22/2015	0.00	4H Check		Pending

Scholarship Selection

- Enter Award Code

Invoice Information

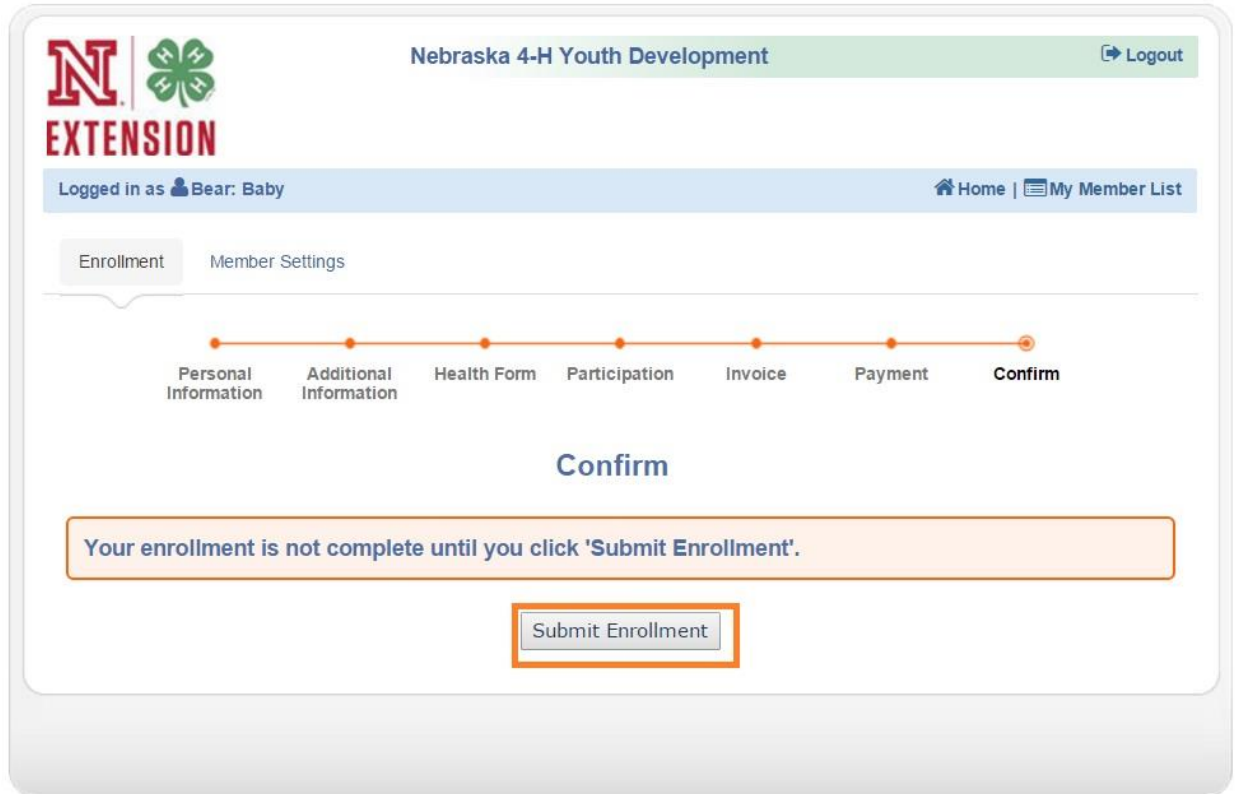
#	Name	Involment	Description
21723	Baby Bear	Youth	Enrollment: 2015-2016

Invoice Items

Item	Rate	Quantity	Amount
Total:			\$0.00
Paid:			\$0.00
Balance:			\$0.00



13. The final step in enrollment is to submit your enrollment to the county for approval.



The screenshot shows the 'Nebraska 4-H Youth Development' user interface. At the top left is the 'N EXTENSION' logo. The page title is 'Nebraska 4-H Youth Development' with a 'Logout' link. A user is logged in as 'Bear: Baby'. Navigation links for 'Home' and 'My Member List' are present. The 'Enrollment' tab is active, showing a progress bar with seven steps: Personal Information, Additional Information, Health Form, Participation, Invoice, Payment, and Confirm. The 'Confirm' step is highlighted. Below the progress bar, the word 'Confirm' is displayed in large blue text. A message box states: 'Your enrollment is not complete until you click 'Submit Enrollment''. A 'Submit Enrollment' button is highlighted with an orange border.