New Families Help Sheet

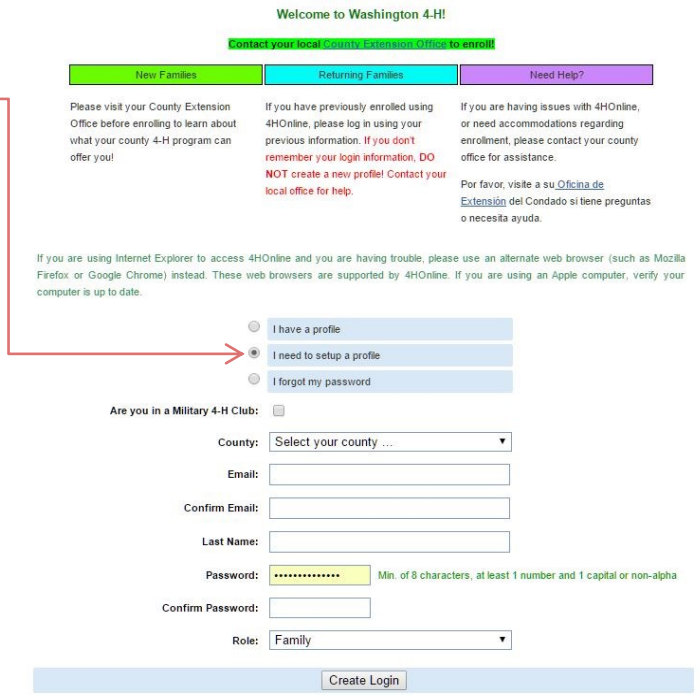
We are glad you are interested in joining 4-H! Your local county Extension Office can help you find a club and guide you during the enrollment process. Please contact your Extension Office before enrolling in 4-H through 4HOnline. You can find your local extension office by visiting: http://extension.wsu.edu/locations/

To join Washington 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 e-mail address
- A web browser (Firefox or Chrome work best; Safari will work in most instances. Internet Explorer is not supported.)

Signing Up for 4HOnline

1. Go to https://wa.4honline.com (please note there is no "www" in the web address).
2. Choose "I need to set up a profile" from the three options. Additional fields will now appear. Select the primary county you will be participating in.
3. Enter a valid family e-mail address. The e-mail address must be active and accessible - it will serve as your login as well as how you receive relevant communication.
4. Confirm your email address.
5. Type in the last name of the parent/guardian/household. This is the name that will appear on mailing labels (e.g., "The Smith Family".)
6. Create a secure password. It must be a minimum of 8 characters and include at least one number and one symbols or capital letter.
7. Double check your email is spelled correctly and then click "Create Login."



Register Family Information

1. Fill your personal information in completely. Please double check to be sure your information is correct as it cannot be changed once submitted.
2. Choose your correspondence preference (mail/email)
3. Verify your 4-H county is set to your primary county.
4. Do not check the "update member records with the same address"
5. Click Continue >>

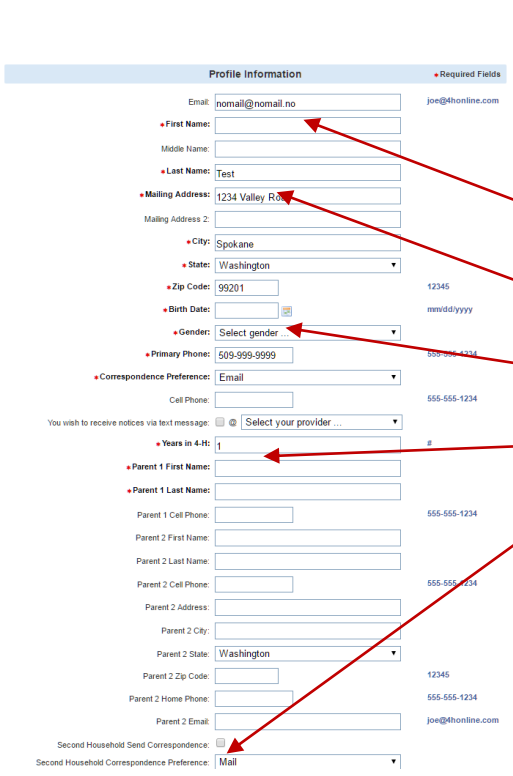
Note: In 4HOnline, clicking "Continue" works like a save. Any changes made without hitting "Continue" will not be kept when you return to resume filling in your information.

Adding Members

You will now be at the "Member List" page. In the dropdown menu under "Add A New Family Member" you will choose the type of profile (most likely youth) and press "Add Member." You will now complete four sections: Personal Information, Additional Information, Health Form, and Participation.

Note: You will only add adult profiles if you are going to be an adult volunteer leader within 4-H. Parents of youth in 4-H, who do not plan to participate in a leadership capacity do not need to create a profile for themselves.

Personal Information



Profile Information

Fill all information in correctly and completely. * indicates a required field.

- If the member's personal email separate from the families' email address, add it to the "Email" field (Box 1).
- If the member's last name is different than the family profile name, make that change here in the "Last Name" field (Box 3).
- Please verify the date entered in "Birth Date" (Box 10) is accurate. Washington 4-H uses birth date to determine project and program eligibility.
- If this is the member's first year in 4-H, enter "1" in the "Years in 4-H" Field (Box 16).
- If you have parents/guardians who do not live in the same residence as a youth member, you can enter their information in the "Second Household" section. Check the "Second Household Send Correspondence" (Box 29) if you would like the second household to receive communication as well.

Note: Once you have submitted your enrollment, the information cannot be changed until you are accepted, so verify information is correct. County cannot be changed by you at any point.

Ethnicity/Race

- If the member is of Hispanic or Latino ethnicity, hit "Yes."
- If you selected "No" for Hispanic or Latino Ethnicity, you must select at least one option under "Race."

Residence

- Choose the residence that best fits where you live.
- If you aren't sure, search the internet for your town's population, or ask your county office for help.

Military Service

- Indicate whether any family members are serving in the military.
- If yes, choose the branch and duty status.

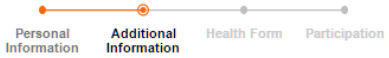
School Information

- Choose the correct school information here. Adult profiles do not require this information.
- Homeschooled? Select the second radio button, type the school name, and indicate the type of school.

Press Continue >>

Why do we ask for this information? The federal government mandates we report on the type of communities our programs reach, so we can better serve the diverse populations in our area!

Additional Information



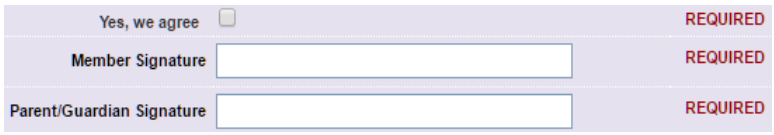
The additional information page consists of 5 sections:

- 4-H Youth Code of Conduct;
- Assumption of Risk;
- Photo, Image, & Voice Recording Consent;
- Release of Claims & Liability;
- Surveys and Evaluations Permissions.

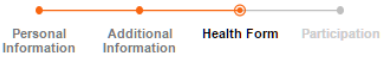
Note: Please read these thoroughly and carefully. If you have questions about what is being asked, please reach out to your county extension office.

Once you understand each document, click the checkbox to indicate your agreement, and "sign" by typing the member's name in the "Member Signature" box, and the parent or guardian's name in the "Parent/Guardian Signature."

Press Continue >>



Health Form



General Health	Does the member have a health diagnosis that may need an accommodation?
Dietary Needs	List dietary allergies/restrictions or preferences here. Be specific about symptoms and severity of any allergies.
Allergies/Reactions	List non-food or environmental allergies/reactions here. Be specific about type, symptoms, and severity.
Medications	List any medications the child takes, and whether assistance with administering is needed.
Immunizations	Indicate your child's vaccination status. If you select "no," you understand and agree to the risks to your child.

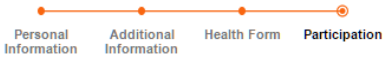
The Health Form gives valuable information to staff regarding any health or dietary needs. Please be accurate, but concise. Notate any relevant information that may be needed by a health professional in case of an emergency.

Additional Information, Health-Care Provider, and Medical Insurance Information

- Notate any additional information that may be relevant to your child's participation in 4-H programs, the information for your primary care physician (if you have one), and medical insurance information.
- Read the authorization statement, giving WSU permission to obtain emergency medical care for your child.
- Sign by typing your name in the "Parent/Guardian Name" box, and provide the date you have signed the agreement.
- Press Continue >>

Note: If your child needs a reasonable accommodation to participate in 4-H activities, please notify your local extension office two weeks prior to the event to accommodations can be made.

Participation



On this screen you will sign up for clubs and projects you want to participate in. You can sign up for multiple clubs and projects.

There are three tabs: Clubs, Projects, and Groups. For now, you will only worry about Clubs and Projects.

Clubs

- Click the dropdown list "Select a Club" and choose the club you want to enroll in.
- Click the Add Club button.
- Repeat for each club you want to enroll in.
- If you desired club is not listed, check with your county extension office.
- Verify that your primary club is notated with the radio button.
- Repeat for each club you want to enroll in.
- You will only be able to enroll in clubs in your primary county at this point.
- Click Continue >>

Projects

- Click "Select a Club" and choose your club. Clubs chosen on the club tab will show here.
- Click "Select a Project" and choose the project. If a project isn't visible, it is either not offered or full.
- Indicate how many years you have participated in this project with the "Years in Project" dropdown. If you are new, select "1."
- Click the Add Project button.
- Repeat for each project you with to participate in.
- Click Continue >>

Note: If you do not click "Continue>>" after adding your club, it will not show as available on the projects screen. If you do not hit "Continue>>" after selecting your project, your enrollment in that projects will not be

New this year

There will be 'Invoice' and 'Payment' sections at the end of the enrollment process. The invoice will have 2 items, the $25 State fee and the $10 County fee (Cloverbuds are not charged the County fee). Choose to pay by cash/check in the payment section. Make checks payable to 'Asotin County 4-H'. Asotin County will not accept credit card payments for the enrollment fees at this time. All fees must be paid before enrollment is approved. Enrollment deadline is Nov 1st 2017. Contact the Asotin County for scholarship assistance.

Submit Enrollment

- Once you are sure that all your information is accurate click Submit Enrollment
- **DO NOT** click "Submit Enrollment" unless you are 100% sure the information is complete. Once it is submitted, you won't be able to adjust it unless there is an issue.
- Once submitted, the enrollment goes to your county for approval.
- You will be notified of any issues with your enrollment via email. Once your enrollment has been accepted, and enrollment fees (if applicable) are paid, you will receive an email stating that you have been accepted and will have access online to your enrollment.
- When you go to re-enroll next year, you'll use the same information to login to the system, so keep it safe!

New Families Help Sheet

Frequently Asked Questions

Login Trouble

Q: I forgot my login credentials. Can I just set up a new profile?
A: NO! If you create a second profile you will duplicate your information and we can't track your information properly. Contact your County Extension office and they will look it up!

Q: I forgot what email address I used. How can I get it?
A: Contact your county extension office. They will look it up!

Q: I forgot my password, how do I get it?
A: On the login page, click "I forgot my password," type your email in the box, and click "Send My Password."

Q: I requested my password be reset, but never got it. Now what?
A: Contact your county extension office for help.

Q: I had my password reset, but it isn't working. Help!
A: Passwords are sensitive, and we recommend you "copy and paste" the provided password the first time. You will have the option to reset your password once you get in the system.

Profile Questions

Q: When a new 4-H year starts, will I need to do this all over again?
A: Nope! When you go to re-enroll, you will only need to verify your information is correct. Log into your profile, click on each member enrolling (youth and adult) and review the information for correctness. Once complete, submit your enrollment and you're done!

Q: I completed my profile a while ago, and it's still pending. What do I do now?
A: Contact your county extension office to see if there were any issues with your enrollment. During peak enrollment times we can get very busy, so your patience is appreciated!

Do not be afraid to contact your local extension office for help! We are here to help make your enrollment in 4-H smooth and successful

Thanks for your interest in joining 4-H!

4-H
Washington State University Extension