



Virginia Cooperative Extension
Caroline County
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Dear Caroline County 4-H Camp Families,

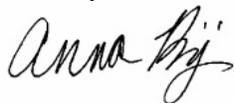
The Caroline County 4-H Office is excited to announce that the State of Virginia is in the process of transitioning all 4-H enrollments to the **4HOnline** enrollment system. Beginning immediately, if you have not already enrolled using the **4HOnline** system (i.e., turned in paper copies) please log on to <http://virginia.4honline.com> to enroll in 4-H. **All Campers, CITs, and Teens must be registered using this system by July 17, 2015 in order to attend the 2015 4-H Camp.** Please find attached instructions to help you set up your account from home. Starting October 1, 2015, all 4-H enrollments will be done exclusively through the **4HOnline** system.

In order to assist our families with this transition process, the Caroline County 4-H Office will be open at the following times for families who would like to come in, set up their accounts, and ask any questions. To ensure someone is available to help you, an appointment is recommended.

- Monday – Friday, 8am to 4:30pm (after hours by appointment only)
- Or you may schedule Miss Anna to come to one of your club meetings

If you have trouble enrolling your family please call or stop by the Caroline Extension Office located in Bowling Green, VA. We look forward to a great year and appreciate your support as we work together to *Make the Best Better* for Caroline County 4-H.

Warmly,



Anna Rij
4-H Youth Development Agent
(804) 633-6550

Invent the Future

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

Extension is a joint program of Virginia Tech, Virginia State University, the U.S. Department of Agriculture, and state and local governments.

Virginia Cooperative Extension programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law. An equal opportunity/affirmative action

Enrolling in 4HOnline

To enroll in Virginia **4HOnline**, you need a computer, internet access, a valid e-mail address and a web browser.

1. Go to <http://virginia.4honline.com> (notice there's no "www" in that address).
2. Click "I need to set up a profile". A drop down menu will appear. Select the county you want to join "Caroline", then type in your **valid** family e-mail address. **E-mail addresses must be valid in order for you to have access to your enrollment information—it's your account login as well as how you receive information. If you do not have an email address, contact your local extension office for assistance.**
3. Confirm your e-mail address
4. Type in your parent/guardian/household's 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 on "Create Login"

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.

- This is the Family Information page. Fill in all your personal information correctly and completely. Make sure that you choose your correspondence preference to either "Mail" or "Email".
- Check the "update member records" box at this time. This will carry the information over amongst family members and it will not have to be re-entered for each person.
- Password Management is used only when you need to change your password.
- Click on the "Continue" button at the bottom of the page.

- You are now at the "Member List" page. In the drop down box under "Add a New Family Member", select "youth" and click on "Add Member".

Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit

This is the “Youth Personal Information” screen. Fill in all information for this member correctly and completely. Fields with the red star or that are bold are required, other fields fill in as appropriate.

- If he/she has a DIFFERENT e-mail address than the family one entered at login, enter it in the top box.
- If his/her last name is different than the parent/guardian/household name, make that change page.
- For the “Years in 4-H”, enter “1” if this is the first year.
- If there are parents/guardians that do not live in the same residence as you, you may enter their mailing information under Secondary Household.
- Are you a volunteer? Examples for youth volunteers are club officers, junior leaders, etc.
- Ethnicity – if you consider yourself/child to be a part of the Hispanic culture, mark “yes”.
- You may choose any of the other options listed below or mark “prefer not to state”. The choice is yours.
- Choose your residence.
- Complete the Military Service of Family only if it applies.
- Select your child’s current grade in school.
- **Text messaging:** This is optional. Enter a cell number, check the box if you are willing to receive text messages via 4-H Online and choose your provider from the list. Texts will be used for last minute meeting notices and other priority information, only from county staff, not auto-generated through the program. Standard text message charges may apply; see your carrier for details.
- Be sure to enter an **emergency contact** name and at least one phone number (required fields). This should be someone OTHER than a parent, if possible. Parents are always contacted first, but who should be called if the parents are not available?
- **When you have completed this page, click "Continue." This brings you to the Additional Information Page.**

Authorizations and Releases

- All fields are required. Select an option if there is a choice, or check the “I agree...” box.
- You must check a box on the Equine Waiver, Media Release, Privacy Statement and Code of Conduct. You will not be able to move forward without these fields being completed.
- **Digital Signatures**
- Enter both the name of the parent/guardian and the youth.
Both fields must be filled in before you can click the Continue button.
- *By logging on with your user ID and password, you are indicating that you are the correct person to agree to the terms.*
- **Additional Information**
- Type in Office held if applicable.
- When you have completed this page, click "Continue."
- This brings you to the Health Page.
- When you have completed this page, click "Continue."

Health/Medical Form – Including allergies and special needs

*****Please be sure to fill in ALL health information as fully as you possibly can, this is what will allow us to provide your child with the best medical care should an accident or illness occur.*****

The Clubs/Projects/Groups page is where you will select a 4-H club and projects for the current 4-H year.

Click on the “Club” tab

- Select the correct club from the drop down menu and click on it.
- Be sure to click “Add Club”.
- If your child is a member of more than one club, add the next one the same way. Make sure that the primary club has the dot next to it.
- Click the “Continue” button.

Click on the “Projects” tab

- Under “Select a Project” click on the drop down menu and select the first project for this youth.
- “Years in Project” – must have 1 for 1st year members. For returning members, the years are automatically updated.
- Click on “Add Project”.
- For each additional project that you want to add, repeat the steps above.

Once you have entered all your project(s), you can to click on **“Submit Enrollment”** and you are done!

Click on the “Groups” tab (optional)

- Select a group from the pull down menu
- Select and add group
- If you add a group, then you should click on “Submit Enrollment.”

If there is another youth (or an adult leader) in your family enrolling in 4-H, you will need to repeat this process for them. There is an option for to “copy parent information from another youth record” drop box that will shorten the process some for the second (and beyond) youth.

Once your enrollment has been submitted, it is sent to your Unit Extension Office to be approved. If there are any problems with your enrollment – incorrect or missing information, etc. – you will get an e-mail with instructions for logging back in (with the same email/password you set up) and correcting those. If there are no problems, you will receive an e-mail stating that you have been accepted and will have access online to your enrollment to make any updates throughout the 4-H year.

Keep your login (family email address) and password handy so that you can log in to the program and update your records whenever you need to.

Next year, when it’s re-enrollment time, you’ll log in to the records you created this year, and simply “reactivate” any members or adult volunteers in your family—the family information only needs to be entered once—when your family begins your 4-H adventure!

FAQ – Frequently asked Questions

Passwords and E-mail Addresses

Q: I forgot my password, how can I get it?

A: On the login page, click on "I forgot my password" and then click "Send My Password"

Q: I forgot the e-mail address that I used, how can I get it?

A: You will need to contact your Unit Extension office and ask them to look at your profile for the correct e-mail address.

Q: I requested my password to be sent, but it never came, what can I do?

A: Contact your Unit Extension office and ask for your password to be reset.

Q: If I forgot my e-mail and/or password, can I just set up another profile?

A: NO! If you do that it duplicate the enrollment numbers in the system and creates multiple profiles for families and 4-H members and does not allow you to create a "transcript" of all your 4-H events.

Q: I was given/e-mailed a password but when I typed it in, it did not work?

A: Because of the sensitivity of the passwords it is recommended that you "cut and paste" the password into the password field. Then once you are logged into the system, you can reset it to something more memorable, as long as it has a minimum of 8 characters & includes letters, plus numbers and/or symbols.