

Dear 4-H Family,

Beginning last year, the Virginia 4-H Program began utilizing a new online enrollment system called *4HOnline* for all new and existing Virginia 4-H members and volunteers. Virginia Cooperative Extension's 4-H Youth Development program and *4HOnline* work closely to monitor and ensure the highest level of protection for information stored on the system. Neither Virginia 4-H nor *4HOnline* will share or sell any personal information to third party vendors without your knowledge or permission.

For those of you who were involved in 4-H during the 2014-2015 year, either you or your unit office created a family profile and added youth members and/or volunteers to your family. With the new 4-H year quickly approaching on October 1, 2015, this letter provides some guidance on what to expect and how to re-active membership after roll over, which occurs at midnight on September 30, 2015.

For returning families who were entered into *4HOnline* by the unit office, please contact your local 4-H Agent, to obtain the email address that was used to set up your family profile. Once you have this information, please visit va.4honline.com and select the "I forgot my password" option. Enter the email address your agent provided you with, leave the role as family, and click the "Send My Password" button. You will receive an email directly from *4HOnline* including a temporary password to access your account. Once received, go back to the va.4honline.com website and enter your email address, temporary password, leave the role as family and click "Login". Click the orange "Continue to Family" button. Login to each family member's account, review and update information, and then click "Enroll for 2015-2016". Your membership will be updated and sent to your unit office for approval.

For returning families who entered themselves into *4HOnline*, login to each family member's account, review and update information, and then click "Enroll for 2015-2016". Your membership will be updated and sent to your unit office for approval.

For new families, you must create a family profile first. Once the family profile is set up you will then add individual youth and volunteer members to your family account. Your 4-H Extension Agent can provide you with a tip sheet how on to do this.

Important Information to Note:

- ❖ All member and volunteer information must be entered into the ***4HOnline*** system and be in ACTIVE status for membership to be granted. Any paper enrollment forms will not be official until entered into ***4HOnline*** and given ACTIVE status.
- ❖ You can only create one (1) family profile per household. Be sure to write down the e-mail address and password and keep in a secure place.
- ❖ If you lose your e-mail or password, contact your 4-H Educator for assistance. **DO NOT SET UP ANOTHER FAMILY PROFILE.**

Please don't hesitate to contact your unit office should you have any questions. We look forward to working with you this year.

Invent the Future

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

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Sincerely,