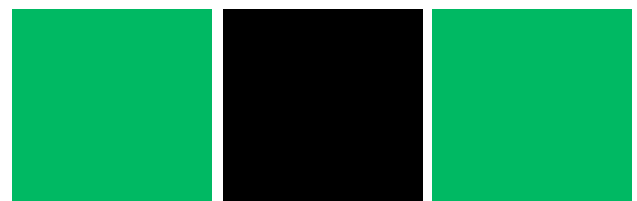




VIRGINIA
4-H ONLine Enrollment



Family and Leaders User's Manual

2017





VIRGINIA

4-H ONLine Enrollment

Virginia 4HOnline Family and Leaders User's Manual

I Pledge

my **Head** to clearer thinking,
my **Heart** to greater loyalty,
my **Hands** to larger service, and
my **Health** to better living for
my club, my community, my
country, and my world.

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Introduction

4HOnline is an online member enrollment and event management software owned and developed by RegistrationMax LLC. 4HOnline is highly customizable and thus is always improving. Please use the following manual as a guide to getting started with 4HOnline. **Please note that 4HOnline works best with the following internet browsers: Google Chrome, Firefox, and Safari. The program is not compatible with Internet Explorer.**

4HOnline Structure

In order to understand how the program works, it is necessary to understand the structure upon which it is built. 4HOnline is built on a hierarchical structure. Each level has access to the information in the levels below it. The structure from the top down is as follows:

- State Administrator Account (program set-up)
- State Account (State 4-H Office)
- County/Unit Account
- Club Account (some units may not use this level)
- Family Account
- Member Profile (must log in to a family account to access the member profile)

The 4HOnline Users Guide includes resources for using the program at the District, County/Unit, Club, and Family levels.

Short-Term Youth vs. Youth

Even though 4-Hers participating in groups (Jr. Camp, Day Camps, 4-H Day at the Capitol, etc.) are receiving a minimum of six hours of educational programming and in many cases, a lot more, they are still considered short-term. It is realized that this isn't the best terminology but it is how "group only" 4-Hers are defined within 4HOnline. With that being said, for smaller groups or those you work closely with, like Jr. 4-H Camp, those 4-H'ers should be entered individually within 4HOnline. Youth members are defined as those who are enrolled in a 4-H Club and taking a 4-H project. Youth members can also be enrolled into groups, but club enrollment is what differentiates short-term youth from youth.

For smaller groups or those you work closely with, like Jr. 4-H Camp, those 4-H'ers should be entered individually within 4HOnline. Please note that short-term members can ONLY be

added at the unit level. Families cannot add short-term members to their account. Thus, a family profile should be created and the child added to that family as a short-term member if they are a “group only” participant. When added as a short-term member, you will need to enter the profile information for each child but the majority of that information is collected on the camp registration form. After profile information has been entered, the system bypasses the club and project tabs since they aren’t involved in either and takes you directly to the groups tab. For those youth who participate in a group but also are “regular” 4-H members, meaning they are a member of a 4-H club and taking a project, you would enter them in as a “Youth” member. Doing this will allow you to select their club, projects, and add them to a group. Please note that for all groups you create, a group enrollment summary will need to be completed in order for it to count on the ES237 report. The “total” on the group enrollment summary would be all participants, regular and short-term members, and the “new” total would be those who were entered as short-term members. For larger groups, like Character Counts!, in-school programming, etc., these group members don’t need to be entered individually because in many cases, the profile information is difficult to collect. Thus, for these groups, you would create the group and complete the group enrollment summary to include these numbers on your ES237 report.

Contacts vs. Adult Volunteers

Within Virginia Cooperative Extension, there are two primary enrollment types for 4-H volunteers, Contacts (low-level screening/short-term volunteers) and Adults (high-level screening/long-term volunteer).

For further clarification, frequency of the volunteer role is not the primary consideration when selecting the appropriate volunteer type, but the nature of the position and whether the position is a high-level or low-level screening position is most important. A volunteer would be entered as a “contact” within 4HOnline for those volunteers working under the direct supervision of a VCE faculty member or another high-level screened volunteer. The “contact” volunteer type is also appropriate for our collaborative volunteers, any person, who, as a part of their normal compensated employment, assists VCE in the accomplishment of a shared goal (teachers, Parks and Recreation staff, etc). These are volunteers that may be serving as an in-school leader, after-school leader, guest speaker, or any other role that is an active part of their employment. – See Enter Contacts (Short-Term Volunteers).

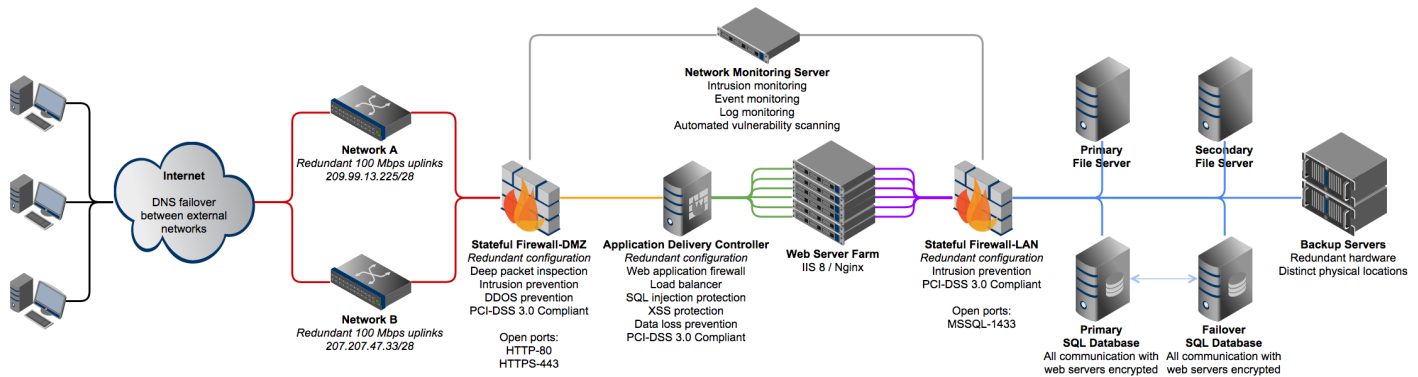
If the volunteer works independently with 4-H as a club leader or camp volunteer or in any additional high-screening level roles outside the scope of their employment, they would then be enrolled into 4HOnline as an “adult” - See Add a New Family and Adult. In 4HOnline, volunteers that complete the 4-H Occasional/One Time Volunteer Form are considered “Contacts.”

Volunteer Position Descriptions & Screening Requirements

Volunteer Type	Position Description	Criminal Background Screening	Interview	Reference Check
Adult	Volunteers that provide direct supervision to 4-H youth programs, handle 4-H club funds, or transport youth.	REQUIRED*	YES	YES
		*Criminal Background Screening Required every 3 years, with the exception of 4-H camp volunteers age 18 and older which must complete annually		
Contact	Volunteer positions identified with low-level screening requirements as determined by the completion of the Volunteer Position Analysis and Description Form VP-112 .	NO	NO	NO
		These Occasional/One-Time Volunteers will be under constant/direct supervision of a VCE faculty/staff member or designated volunteer and will not be left alone with vulnerable program participants. Examples may include: Reality Store Volunteers, Guest Speakers, teachers in the classroom during school hours.		

4HOnline Infrastructure and Security Measures

Logical Network Map:



***This is a logical representation of the traffic flow of the network. A physical wiring diagram would look quite different.*

Firewall Security

All traffic flowing through the firewall is subjected to a full packet inspection; this allows 4HOnline to run IPS (Intrusion Prevention), IDS (Intrusion Detection) and anti-virus/anti-malware scanners on all requests. All traffic to and from botnet servers are blocked. In addition, only traffic originating from US or Canada IP addresses are even allowed to get to point of packet inspection, all other traffic is dropped immediately.

VPN Security

4HOnline uses a VPN tunnel to connect to our servers for maintenance and development. VPN stands for “Virtual Private Network”, it creates a virtual encryption tunnel through which all traffic flows. This completely blinds anyone not authenticated from seeing the information that is inside the VPN tunnel. The system uses AES-256 encryption, which is currently the most secure encryption method available. It is said that it would require several billion years with modern computing hardware to crack an AES-256 cypher.

Website Security

All web traffic to and from our web servers run through TLS (replaced SSL) encryption. This encrypts all data and prevents anyone other than the users' browser and our web servers from knowing the information that is being requested and sent.

Webserver Security

4HOnline maintains web servers with the latest security patches and updates. They also run anti-virus software on the web servers themselves in addition to the anti-virus on the firewall as an extra measure. All web servers run their own local firewalls that only allow necessary traffic in. Only the Chief Executive Officer (CEO) and Chief Technology Officer (CTO) are allowed to login (via VPN) to the servers themselves, narrowing the possibility of a brute force password attack.

Database Server Security

4HOnline maintains the database servers with the latest security patches and updates. All internal network traffic between the web and database servers is encrypted with TLS encryption to prevent any unauthorized computers from snooping database credentials. While public Internet traffic should never touch the database servers, 4HOnline runs anti-virus software on the database servers as an extra measure. All database servers run their own local firewalls that only allow necessary traffic in. Only the CEO and CTO are allowed to login (via VPN) to the servers themselves, narrowing the possibility of a brute force password attack.

Database Security

Access to the databases is only allowed from authenticated users who are coming to the server through the VPN tunnel. Only the CEO and CTO are allowed to login directly to production databases. Developers are not allowed to login to production databases and each developer maintains their own username and password on the development databases. Each application also has a separate login to the database. 4HOnline uses fine-grained permissions and do not allow developers access to the data that they don't need. 4HOnline maintains logs of all logins.

Data Security

All sensitive data is encrypted in the database using an AES-256 encryption algorithm. All passwords are "one-way hashed", meaning the hash itself cannot be decrypted to show a password. This is why 4HOnline has to reset passwords and cannot tell you what the existing password is.

Network Monitoring

All network physical and virtual assets are monitored in real-time with a SIEM system. This system will alert system administrators immediately in the case of suspicious activity on a server or network device. 4HOnline runs weekly security vulnerability scans on each system on the network and immediately patch all units with manufacturer recommended/required updates.

Database Backups

All database backups are encrypted using AES encryption. The database logs are backed up every 30 minutes throughout the day with full backups being performed every night. 4HOnline currently maintains 30-minute steps of backups going back 2 weeks, full backups for 6 months. The data is archived to mirrored backup servers at the datacenter in addition to the local copies. Weekly full database backups are archived to a US based secure triple-replicated off-site backup service that provides an additional AES-256 encryption of the already AES-256 encrypted backups. Only the CEO and CTO have access to the archived backups.

Physical Security

The 4HOnline servers are located at Data Foundry datacenters in Austin, Texas. Access to the cabinet requires passing through 4 stages of biometric authentication in addition to a personal ID check in order to get the key to the cabinet itself. More information is available at <http://www.datafoundry.com/data-centers/>

4HOnline takes the security of your data very seriously. The company understands the sensitivity of the data that they manage. 4HOnline does everything within its capacity to insure that the information is kept safe for your peace of mind as well as ours.

Used with permission from RegistrationMax LLC.

How to Enroll in 4-H

4-H began over 100 years ago, and has since grown into the largest youth development program in the nation. 4-H prepares young people to be leaders in their community and around the world through hands-on experiences alongside their peers and caring adults. 4-H is delivered through the Cooperative Extension Service—reaching every corner of our nation. Community clubs, afterschool programs, school enrichment, camps/workshops, and special interest programs are all ways youth can be involved with the 4-H program.

Contact your local Extension Office to find out the 4-H programs offered in your area.

Select a club/activity in which you wish to participate and give it a try! Attend meetings, get involved!

Once you've selected a club/activity, you're ready to enroll in 4-H!

Enrollment is handled online through the 4-H Online system. <https://virginia.4honline.com>

However, if you don't have access to a computer or are having trouble navigating the system, please contact your local Extension Office to complete hard copies of the enrollment and authorization forms.

To utilize 4-H Online, you will need:

- A computer
- Internet access. If you need assistance accessing the internet, please contact your county Extension office.
- A valid e-mail address
- A web browser (Ex: Firefox, Google Chrome) Please note: Internet Explorer is not compatible with 4HOnline.

Your local Extension office or club leader will have detailed instructions on how to complete your online enrollment or click on this link: <http://www.pubs.ext.vt.edu/4-H/4H-385/4H-385.html>

Enrollment must be completed/updated annually.

Processes and Help Sheets for Club Leaders & Families

How to Create a Family Account

A Family account must be created first. You will enroll each individual member under the family account.

1. Go to the 4H Online login screen at: <https://va.4honline.com>.
2. Select I need to set up a profile. A drop down menu will appear.
3. Select the county in which you wish to join/enroll.
4. Enter a valid family email 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.*
5. Confirm your e-mail address.



The screenshot shows the 4H Online login page. At the top, it says "4Honline Virginia 4-H Youth Development". Below that, it says "Welcome to 4-H Online". There is a paragraph of text about the organization's commitment to equality. Below the text are three radio buttons: "I have a profile", "I need to set up a profile" (which is selected), and "I forgot my password". There is a checkbox for "Are you in a Military 4-H Club?". Below that is a dropdown menu for "County" with the text "Select your county...". There are input fields for "Email", "Confirm Email", "Last Name", "Password" (with a note "Min. of 8 characters, at least 1 number and 1 capital or non-alpha"), "Confirm Password", and a dropdown menu for "Role" with "Family" selected. At the bottom of the form is a "Create Login" button.

6. Type in your parent/guardian/household last name. (This will be the name that appears on mailing labels—"The Smith Family" for example.)
7. Create your password – must include letters and numbers/symbols with a minimum of 8 characters.
8. Click on Create Login.

- This is the Family Information page. Fill in all your personal information correctly and completely. Make sure that you:

Choose your correspondence preference as 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.



How to Add a New Youth Enrollment

- Log into the Family Account.
- From the member list page, In the drop down box under Add a New Family Member, select Youth and click on Add Member.

Member List

Adams Family [Edit Family](#)

123 S Main St
Harrisonburg, VA 22801

Address is Verified

555-555-5555
adams7@noemail.com [send mail]
Virginia 4-H County [contact info]

Add A New Family Member

select a member type... ▼

[Add Member](#) [Add Short-Term Member](#)

ReActivate An Archived Family Member

select a member... ▼

[ReActivate 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)	Charity Adams	Youth	875607	Active	2015-2016	Edit
2)	JC Adams	Contact		Active		Edit
3)	Joe Adams	Youth		Pending		Edit
4)	Joe Adams	Youth		Incomplete		Edit

3. The next screen 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 are to be filled in as appropriate.

Important Fields:

- If the youth 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 on this page.
- For the Years in 4-H, enter 1 if this is the first year otherwise enter number of years.
- If there are parents/guardians that do not live in the same residence as you, you may enter their mailing information under Secondary Household.
- 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

Personal Information Additional Information Participation

Youth Personal Information

Profile Information ★ Required Fields

Email: joe@4honline.com

★ First Name:

Middle Name:

★ Last Name:

Suffix:

Preferred Name:

★ Mailing Address:

Mailing Address 2:

★ City:

★ State:

★ Zip Code: 12345

★ Birth Date: mm/dd/yyyy

★ Gender:

★ Primary Phone: 555-555-1234

Correspondence Preference:

Cell Phone: 555-555-1234

You wish to receive notices via text message: @

Years in 4-H: #

★ Parent 1 First Name:

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.

You are now at the Authorizations and Releases page

1. All fields are required.
2. Select an option if there is a choice, or check the I agree... box.
3. You MUST check a box on the
 - o Equine Waiver
 - o Media Release
 - o Privacy Statement
 - o Code of Conduct.

You will not be able to move forward without these fields being completed.

4. Digital Signatures
 - o Enter both the name of the parent/guardian and the youth. Both fields must be filled in before you can click the "Continue" button.

The screenshot displays the 'Additional Information' page in the Virginia 4HOnline system. At the top, it shows the user is logged in as 'Carter: lam'. A progress bar indicates the current step is 'Additional Information', with previous steps 'Personal Information' and 'Health Form' completed, and 'Participation' yet to be reached. The main content area is titled 'Approval/Emergency Authorization' and contains the following text:

APPROVAL / EMERGENCY AUTHORIZATION

If the participant is under 18, parents/guardians must sign in the space provided. If you are over the age of 18, please sign for yourself. If you cannot sign this due to religious reasons, you must contact your Extension office to obtain a legal waiver that must be signed. If this section is not signed, participation in the 4-H event/activity will not be allowed. You must contact your Extension office if there is a change in health status after submitting the form.

1. I give my permission for the participant named on this form to attend the designated 4-H program. He / She has permission to participate in all activities which may include swimming and other water sports under the supervision of (the)guard(s) and to take part in other scheduled activities such as firearm safety, horsemanship, archery, low ropes, physical activity/exercise and related activities under the supervision of instructors, subject to limitations noted herein.

2. I hereby give permission to the medical staff person selected by the event/activity director to order X-rays, routine tests and treatment for my child (or for myself if I am a participant over 18 years old) as medically necessary. I also give permission for the participant to receive over-the-counter medication as needed under the guidance of the medical staff person. I understand that all attempts will be made to notify parents/guardians of any serious injury or illness to their child. If I cannot be reached in an emergency, I hereby give permission to the medical staff person to hospitalize, secure proper treatment for, and to order injection and/or anesthesia and/or surgery for me/or the participant named on this form. This form may be photocopied for use outside of the event/activity location.

3. I understand and agree to abide by any restrictions placed on my activities according to this form.

At the bottom of the form, there is a checkbox: 'By checking this box, I indicate that I have read and agree to the above statements.' This checkbox is marked as 'REQUIRED'. Below this are two signature fields: 'Member Signature' and 'Parent/Guardian Signature', both of which are also marked as 'REQUIRED'.

By logging on with your user ID and password, you are indicating that you are the correct person to agree to the terms.

5. Additional Information
 - o Type in Office Held if applicable.
 - o T-shirt Size
6. When you have completed this page, click Continue.

You are now at the Health page

7. Please provide detailed health information for determining appropriate supervision, support, and accommodations.
8. Be sure to include all persons with permission to pick-up the youth from a 4-H event. ONLY the people listed will be allowed to pick-up the youth from a 4-H event or activity.
9. When you have completed this page, click "Continue."

You are now at the Clubs/Projects/Groups page. This is where you will select a 4-H club and projects for the current 4-H year.

Clubs

10. Click on the Club tab.
11. Select the correct club from the drop down menu and click on it.
12. Select Add Club.

What if I belong to more than one club?

13. If your child is a member of more than one club, add the next one the same way.
14. If your child is a member of more than one club, you will need to select a primary club. Click on the dot next to their primary club.

The screenshot shows the 4Honline interface for Virginia 4-H Youth Development. The user is logged in as Carter, Ian. The interface includes a progress bar with steps: Personal Information, Additional Information, Health Form, and Participation. The 'Clubs' tab is selected, and the 'Add a Club' section is visible. A dropdown menu for 'Select a Club' is open, showing options like 'Centaurus' and 'Home Economics'. Below the dropdown is a table with columns for 'Primary', 'Club', and 'Edit'. The 'Centaurus' club is selected as the primary club. At the bottom, there are buttons for '<< Previous', 'Continue >>', and 'Submit Enrollment'.

15. Click the Continue button.

Projects

16. Click on the Projects tab.
17. Under Select a Project, click on the drop down menu and select the first project for this youth.
18. Years in Project – must have 1 for 1st year members.

- For returning members, the years are automatically updated.

19. Click on Add Project.
20. For each additional project that you want to add, repeat the steps above.

Club	Project	Years in Project	Edit
4-H Craft Club	4-H Other	1	Edit

Groups

21. This tab is used when you belong to a group that is not an organized club. For example: you are part of the County Youth Leadership Council that is not a club, but a 4-H group. Your local Extension office can help you determine if you need to use this tab.

Once you have entered all your clubs, project(s), and groups, click on Submit Enrollment and you are done!

I have another youth in my family I need to enroll

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 to Copy Parent Information from Another Youth Record drop box that will shorten the process some for the second (and beyond) youth.

My enrollment(s) are done. Now What?

Once your enrollment has been submitted, it is sent to the Unit Extension Office to be approved. You should get a message back indicating your enrollment has been submitted. 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 as needed.

How to Add a New Volunteer Enrollment

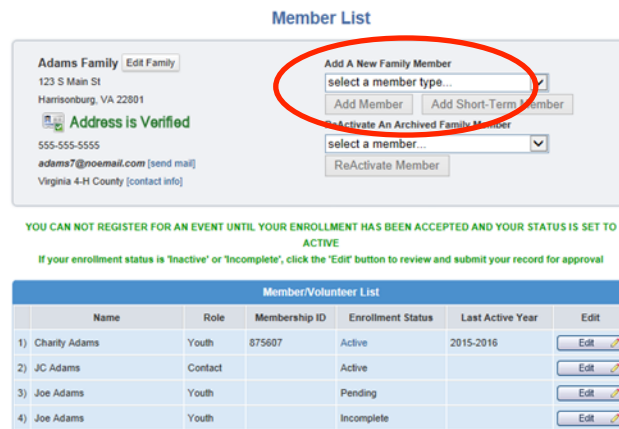
Determine what type of volunteer you are. Use the [Volunteer Position Descriptions & Screening Requirements](#) chart found on page 8

If you are new to 4HOnline, and do not already have a family profile, follow the steps on [How to Create a Family Account](#)

If you have a family account, login to 4HOnline at: <http://va.4honline.com>

Once you create your account, or login to your family account:

1. In the drop down box under Add a New Family Member, select adult and click on Add Member.



The screenshot shows the 'Member List' page for the 'Adams Family'. The 'Add A New Family Member' dropdown menu is circled in red. Below the dropdown, there is a table of family members.

Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1) Charity Adams	Youth	875607	Active	2015-2016	Edit
2) JC Adams	Contact		Active		Edit
3) Joe Adams	Youth		Pending		Edit
4) Joe Adams	Youth		Incomplete		Edit

2. The next screen is the Adult Personal Information screen. Fill in all information correctly and completely. Fields with the red star or that are bold are required, other fields fill in as appropriate.

Important Areas:

- If the adult has a DIFFERENT e-mail address than the family one entered at login, enter it in the top box.
- If their last name is different than the household name, make that change on this page.



The screenshot shows the 'Adult Personal Information' form. The form is divided into sections: Personal Information, Additional Information, and Participation. The 'Profile Information' section is highlighted. Fields with a red star indicate required fields.

Profile Information ★ Required Fields

Email: lamme@me.com joe@4honline.com

Prefix:

★ First Name:

Middle Name:

★ Last Name: Carter

Suffix:

Preferred Name:

Job Title:

Organization Title:

★ Mailing Address: Po Box 1

Mailing Address 2:

★ City: Madison

★ State: Virginia

★ Zip Code: 22727-0001 12345

Birth Date: mmdd/yyyy

★ Gender: Select gender...

★ Primary Phone: 540-177-4967 555-555-1234

- Choose your correspondence preference
- 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.
- For the Years in 4-H, enter 1 if this is the first year otherwise enter number of years
- 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?
- Date last trained – Please provide the date of your most recent volunteer training
- 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.
- When you have completed this page, click Continue.
- This brings you to the Additional Information Page.

You are now at the Additional Information page

3. All fields listed below are required.
 - o Approval/Emergency authorization
 - o Enrollment Agreement
 - o Equine Waiver Release
 - o Privacy statement
 - o Standards of Behavior
 - o Volunteer Self-Disclosure
 - o Media release
4. Select an option if there is a choice, or check the I agree... box.

5. You will not be able to move forward without these fields being completed.
6. Only the volunteer enrolling can provide consent and digital signatures. By logging on with your user ID and password, you are indicating that you are the correct person to agree to the terms.
7. Complete all Additional Information fields
8. When you have completed this page, click Continue.

You are now at the Clubs/Projects/Groups page. This is where you will select a 4-H club/project you are volunteering with for the current 4-H year.

Clubs

9. Click on the Club tab
10. Select the correct club from the drop down menu and click on it.
11. Select your volunteer type/role
12. Select Add Club.

What if I volunteer for more than one club?

If you volunteer for more than one club, add the next one following the steps listed above.

13. Click on the dot next to your primary club.
14. Click the Continue button.

Projects

15. Click on the Projects tab
16. Under Select a Project click on the drop down menu and select the first project for this volunteer.

17. Years in Project – must have 1 for 1st year members.
 - For returning members, the years are automatically updated.
18. Click on Add Project.
19. For each additional project that you want to add, repeat the steps above.

Groups

20. This tab is used when you belong to a group that is not an organized club. For example: you are part of the County youth leadership council that is not a club, but a 4-H group. Your local extension office can help you determine if you need to use this tab.
21. Once you have entered all your clubs, project(s), and groups you can to click on Submit Enrollment and you are done!

My enrollment (s) are done. Now What?

Once your enrollment has been submitted, it is sent to the Unit Extension Office to be approved. You should get a message back indicating your enrollment has been submitted. 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.

How to Login to an Existing Family Account

1. Go to va.4honline.com
2. The system will default to the option I have a profile. Enter your email address and password.
3. Leave your role as Family and click Login.

4Honline™ Virginia 4-H Youth Development
4-H Enrollment and Event Registration

Welcome to 4-H Online

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 employer. Issued in furtherance of Cooperative Extension work, Virginia Polytechnic Institute and State University, Virginia State University, and the U.S. Department of Agriculture cooperating. Edwin J. Jones, Director, Virginia Cooperative Extension, Virginia Tech, Blacksburg; Jewel E. Hairston, Administrator, 1890 Extension Program, Virginia State, Petersburg.

I have a profile
 I need to setup a profile
 I forgot my password

Email:

Password:

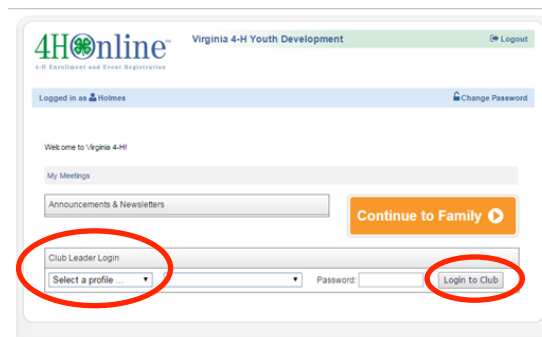
Role: Family ▼

Login

How to Log into a Club Account

1. Only those who are enrolled as long term volunteers are given club access
2. If you are an enrolled long term volunteer contact your local Extension office and ask them to give you permission to access the club
3. Extension staff and/or the 4-H club leader must approve your request for Club access
4. You will receive confirmation of access and a password (different from your family login password). This is the password you will use to log into your club account.
5. Once you have permission to access the club, login via: <https://va.4honline.com>

7. This screen on the right will appear
8. Find your name under Select Profile
9. Once you select your name the club will automatically fill in
10. Enter the case sensitive club password.
11. Click Login to Club
12. This will take you to your club screen/ dashboard
13. The first screen is to confirm any members needed club approval



The screenshot shows the 4Honline login interface. At the top, it says "4Honline Virginia 4-H Youth Development" and "Logged in as Holmes". Below this, there's a "Welcome to Virginia 4-H" message. The main area has a "My Meetings" section with a search box for "Announcements & Newsletters" and a "Continue to Family" button. Below that is the "Club Leader Login" section, which includes a dropdown menu for "Select a profile", a "Password" field, and a "Login to Club" button. Red circles highlight the "Select a profile" dropdown and the "Login to Club" button.

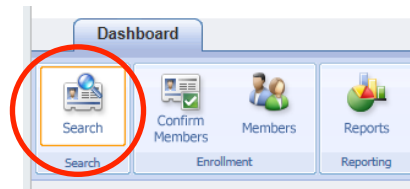


The screenshot shows the 4Honline dashboard for a club leader. At the top, it says "Virginia 4-H Youth Development (2/11/2016) 4-H Va Farm Club (2546)". Below this is a "Dashboard" section with icons for "Search", "Dashboard", and "Reporting". There's also a "MEMBER VOLUNTEERS NEEDING CLUB APPROVAL" section with a "There are no records" message.

Running Member Reports

Running Member Reports – From Club Account

For all member reports, you need to login to 4HOnline, and then login to the club. Once at the club dashboard, select search



This will bring you to a list of club members. Use this as the Home page for running member reports.

Members/Volunteers

Keyword(s) (4-H Age, Address, Birthdate, Email, First Name, Preferred Name, Last Name, Primary Phone)

Enrollment Date: From To

Flagged: Yes No

Gender: Male Female

Role: Adult Contact Custom Youth

Status: Active Archived Inactive Incomplete Not Participating Pending Short-Term

Volunteer: Yes No

5 records returned

MEMBERS/VOLUNTEERS											
Name	V	Years	Member #	Status	4H Age	Role	Gender	Primary Club	Enrollment	Approved	Login
Adams, Charity		2	875607	Active	14	Youth	Female	4-Honey Club II	Oct 05, 2015	Nov 04, 2015	Login
Adams, Pete		2	1485784	Active	9	Youth	Male	4-Honey Club II	Nov 13, 2015	Nov 13, 2015	Login
Appleton, Maggie		1	1498958	Active	11	Youth	Female	4-Honey Club II	Nov 17, 2015	Nov 17, 2015	Login
Flowers, Brandon	V	1	1610724	Active	0	Adult	Male	4-Honey Club II	Feb 29, 2016	Feb 29, 2016	Login
Flowers, Brandon	V	1	0	Pending	0	Adult	Male	4-Honey Club II	Mar 01, 2016		Login

Follow the steps listed at the reports below for specific forms.

How to Run Member Reports – From Family Account

1. Login to a family account
2. Find Member Reports box on the Member List page
3. Select the Member's name and the report. The report will show in PDF format

Member List

Flowers Family [Edit Family](#)

12 Grimmauld Pl
Herdon, VA 20171

Address is Not Verified

703-555-5309
bflow@noemail.com [send mail]
Virginia 4-H County [contact info]

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

ReActivate An Archived Family Member
select a member...
[ReActivate 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)	Brandon Flowers	Adult	1610724	Active	2015-2016	Edit

Member Reports

Member:

Report:

Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register

Member:

Event:

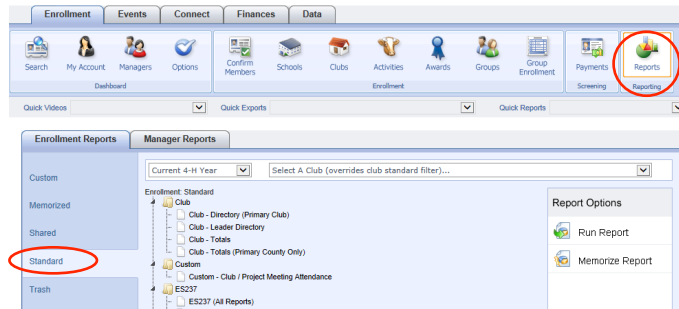
Keep in mind - Both the Health Form and Authorization form are needed if a member needs medical attention. This is due to the fact that the permission to treat is found on the authorization form, and the health information is found on the health form.

How to Access and Print Authorization Forms (Individual)

Follow the steps above under [Running Member Reports](#). Under the Report drop down menu, select "Authorization Form"

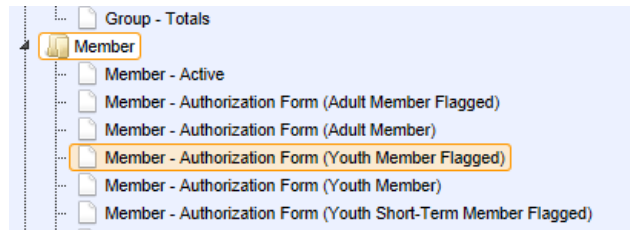
How to Access and Print Authorization Forms (Multiple)

1. On the Enrollment Home page search for members you wish to run the authorization forms for, and flag their names



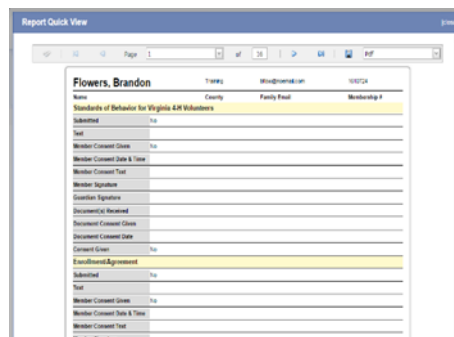
2. Click on Reports

3. Select Standard Reports



4. Click on Member-Authorization form – Youth/Adult Flagged (you can select Adult member or Youth member)

5. The report will appear in a preview format. You can save it as a PDF or Excel format, or print the document.

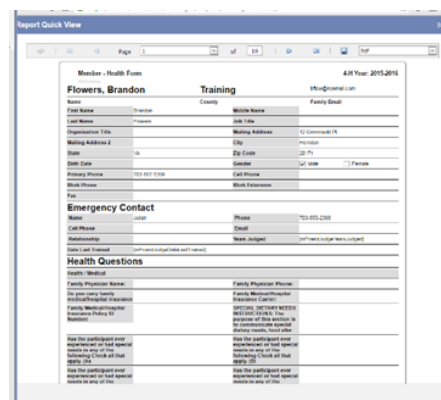
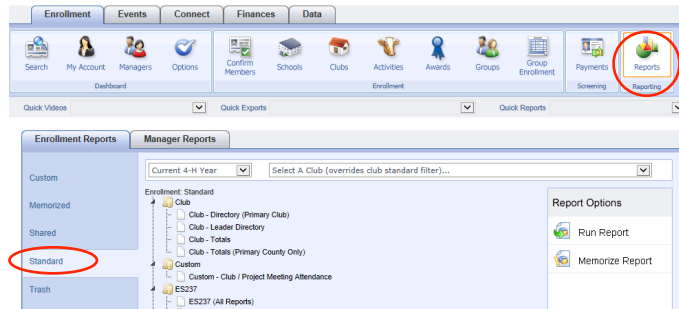


How to Access and Print Health Form (Individual)

Follow the steps above under [Running Member Reports](#). Under the Report drop down menu, select Health Form

How to Access and Print Health Form (Multiple)

1. On the Enrollment Home page search for members you wish to run the health forms for, and flag their names
2. Click on Reports
3. Select Standard Reports
4. Click on Member-Health form – Youth/Adult Flagged (you can select Adult member or Youth member)
5. The report will appear in a preview format. You can save it as a PDF or Excel format, or print the document.



How to Re-Enroll in 4-H

1. Members/volunteers must enroll in 4-H annually.
2. After Oct. 1 of the current 4-H year, go to the 4H Online login screen at <https://va.4honline.com>
3. Login to your family account using the steps found at [How to Login to an Existing Family Account](#)
 - a. If you do not have a family account, you need to follow the steps on [How to Create a Family Account](#).
 - b. DO NOT ENTER ANOTHER EMAIL OR SET UP ANOTHER ACCOUNT. Contact your local Extension office for assistance.
 - c. If you forgot your password you will need to click on I forgot my password
4. Review and update the information for each youth.
 - a. Click on the Edit tab to access the youth/volunteers personal information.
 - b. Make necessary changes.
 - c. DO NOT update the school grade - it will automatically update. You may need to update school name.
 - d. Health Information will roll over from previous year. Please review and make changes as necessary.
 - e. If you need to add/delete a club or project do so at this time.
5. Click Enroll for [dates of current 4-H year].

My enrollment(s) are done. Now What?

Once your enrollment has been submitted, it is sent to the Unit Extension Office to be approved. You should get a message back indicating your enrollment has been submitted. 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 login to the program and update your records as needed.

How to Edit Family Contact Information

1. Go to <http://va.4honline.com> and login to your existing profile. For assistance, see [How to Login to an Existing Family Account](#)

2. Next to your family name on the left hand side of the screen click Edit Family.

3. The system will then take you to the Family Information page where you can update your Family Contact Information. Update your information and click Continue. Your Family Contact Information has now been successfully updated.

4HOnline Quick Resources

4-H Delivery Modes

Community clubs:

Typically meet in the evenings or on weekends and offer self-chosen multiple learning experiences and activities.

In-school clubs:

Meet during school hours, but have officers and planned activities beyond school enrichment.

4-H after-school clubs:

Organized within after-school programs administered by Cooperative Extension staff or other organizations (i.e. other youth development organizations, housing authorities, faith-based groups). Participants identify themselves as 4-H members and/or volunteers. They may have officers as well as elements of a club structure.

Military 4-H clubs:

Organized by the Armed Forces, often on military installations, and principally for military dependents.

Special-Interest and Short-Term Programs:

Groups of youth meeting for a specific learning experience that involves direct teaching by Extension staff or trained volunteers, including teachers. The program is not part of school curriculum and not restricted to members of 4-H Clubs. Multiple-day meetings, for example on college campuses, should be reported as short-term programs. The direct audience contact duration should be at least six hours for enrollment to be reported.

Overnight Camping Programs:

The youth taking part in an Extension-planned educational experience of group living in the out-of-doors. Overnight camping includes being away from home at least one night (resident, primitive, or travel camping) and is not restricted to members of organized 4-H Clubs.

Day Camping Programs:

The youth taking part in an Extension-planned educational experience of group living in the out-of-doors. Day camping consists of multiple-day programs, with the youth returning home each evening.

School Enrichment Programs:

Groups of youth receiving a sequence of learning experiences in cooperation with school officials during school hours to support the school curriculum. Involves direct teaching by Extension staff or trained volunteers, including teachers.

Individual Learning/Mentoring/Family Learning Programs:

Planned learning that occurs independently of a formal group setting, such as a club, an individual, paired, or family learning effort. This is self-directed, usually with limited adult involvement except for parents (or mentor). Examples include self-study, home study courses, advanced placement courses, mentoring or shadowing with an "expert," and/or whole families learning together.

School-Aged Child Care Education:

After-School educational programs offered to youth outside of school hours, usually in a school or other community center. The after-school program must be supported by Extension by training the after-school staff, infusing 4-H curricula into the program, and/or other significant support such as conducting needs assessments, evaluations, and/or resource development. The primary purpose of the program is to provide care, developmental, and educational experiences for youth while parents are working or unavailable. As general guidance, facilities or settings should operate approximately three days per week and two hours per day (e.g. six hours per week) for about five months of the academic year or three days per week for six hours per day (e.g. 18 hours per week) and/or for at least eight weeks in the summer. The youth in these programs should be enrolled as 4-H members in the county program, have the benefits of all 4-H programs and activities, and identify themselves as 4-H members (4-H Clubs in after-school settings should be reported under Organized 4-H After-School Clubs).

TV/Video/Web Programs:

Youth offered learning experiences through Extension via broadcast or closed circuit television, including satellite transmission or videotape replays of such series; may also include instruction delivered by internet.

Glossary of 4HOnline Terms

4-H Age: A member's age calculated as of 12:01 a.m. on October 1 of the current program year instead of by his or her actual birthdate. The 4-H Age cut-off is 11:59 p.m. on September 30.

Active: The status of a member who has completed all of the steps required for enrollment

Activity: Activities in which members participate that should be part of the enrollment record.

Adult: A registered adult volunteer

Archived: A member who was active at one time, but is not participating this year

Authorizations: Legal agreements (usually on an enrollment or registration form) that require a parent or member signature

Cloverbud: A 4-H participant who is 5, 6, 7, or 8 years old

Club: 4-H clubs follow a planned program and offer multiple learning opportunities for youth that are self-directed. Clubs can meet in a variety of locations and typically meet in the evenings and on the weekends. Types of clubs include: community, in-school, after-school, and military. [Click here of a definition of each.](#)

Club Leader: An adult volunteer responsible for a local 4-H club

Contact: A non-4-H member associated with 4-H in some way. Contacts can include board members, committee members, donors, etc.

Delivery Mode: a classification for the various types of 4-H Clubs or areas of involvement

Ethnicity: Different than race, ethnicity has two classifications: Hispanic or Latino or Non-Hispanic or Latino. Hispanic or Latino is a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. Non-Hispanic or Latino is all others.

Family Account: Is your family profile inclusive of family email address, last name, mailing address, phone number, and unit. All members within the family will be enrolled in 4-H using the family account.

Group: Any group of people that the user would like to keep track of together. These could be camps, classes, committees, etc.

Help Sheet: A quick reference that describes how to perform a specific task in 4HOnline

InActive: A member who was active at one time, but has not re-enrolled for the current program year

Incomplete: Member has started the enrollment/registration process, but has not submitted it to the unit office for approval

Intermediate: A 4-H member who is 12 or 13 years old

Junior: A 4-H member who is 8, 9, 10, or 11 years old

Manager: A State or County employee using 4HOnline as a state or county administrator

Member ID: An ID number unique to each member enrolled through 4HOnline in Virginia

Pending: Members have submitted their enrollment information, but need to be confirmed at the Unit and/or State level

Primary Club: A club in which a member participates most often

Profile: Each individual member (youth or adult) will create a profile within the family account to enroll in 4-H.

Project Leader: An adult volunteer responsible for certain project area vs. a specific club

Project: A specific area of study or concentration for the 4-H program year

Re-enrollment: When an existing member enrolls for the next program year

Second 4-H County: A county, outside the member's home county, in which the member participates; often in a single project area

Secondary Club: A club in which a member participates, often in a single project area

Senior: A 4-H member who is 14, 15, 16, 17, 18 or 19 years old

Youth (Short-Term): A youth member who only participates in a 4-H group, not a 4-H Club, for a portion of the year. Often Jr. Camp members may be short-term.

Youth: A youth 4-H member (ages 5 – 19)

4-H is a community of young people across America who are learning leadership, citizenship, and life skills.

Publication 4H-716P

2017

www.ext.vt.edu

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