

New Youth Member Enrollment in 4-H Online

Authored by State 4-H Online 2.0 Training Team

Creating a Family Profile

4-H Online profiles are family-based, which means every family creates a “master” profile with its own login ID and password. A family profile may contain both youth and adults. A member file is then created within the family profile for each family member involved in Virginia 4-H. Once a family profile is created, it will exist for as long as members of that profile are involved in the 4-H program. New members may be added to the family profile at any time, and members who are no longer involved in 4-H may be archived.

If someone in your family was involved in Virginia 4-H after 2015 you likely already have a family profile in 4-H Online. Use your existing login and password to access your family profile in the 4-H Online platform. If you need assistance accessing your existing family profile, review the steps in this guide. If necessary, contact your [Local Cooperative Extension Office](#) for assistance.

PLEASE DO NOT CREATE ANOTHER ACCOUNT. If you do this error message will appear: “An account with this email has already been found, please sign in or recover the password.” If you need assistance accessing your existing family profile, review the steps in this guide. If necessary, contact your [Local Cooperative Extension Office](#) for assistance.

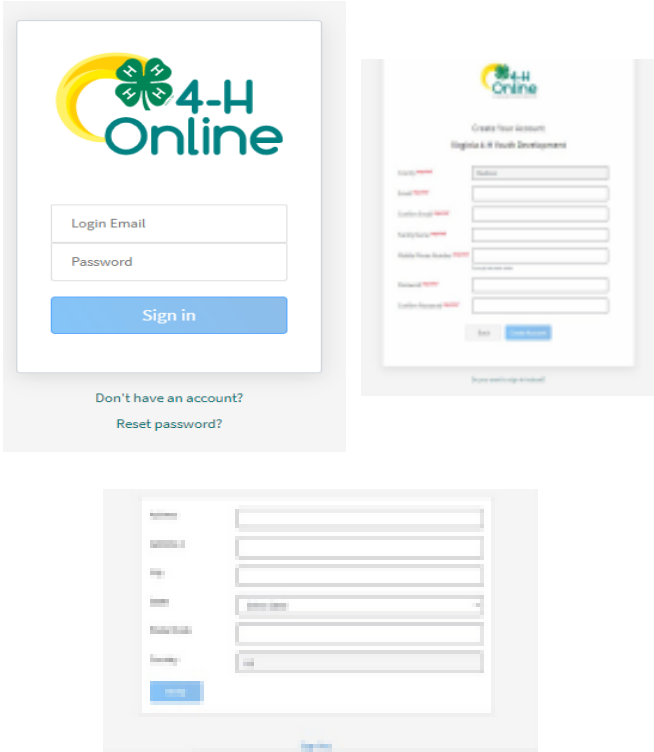
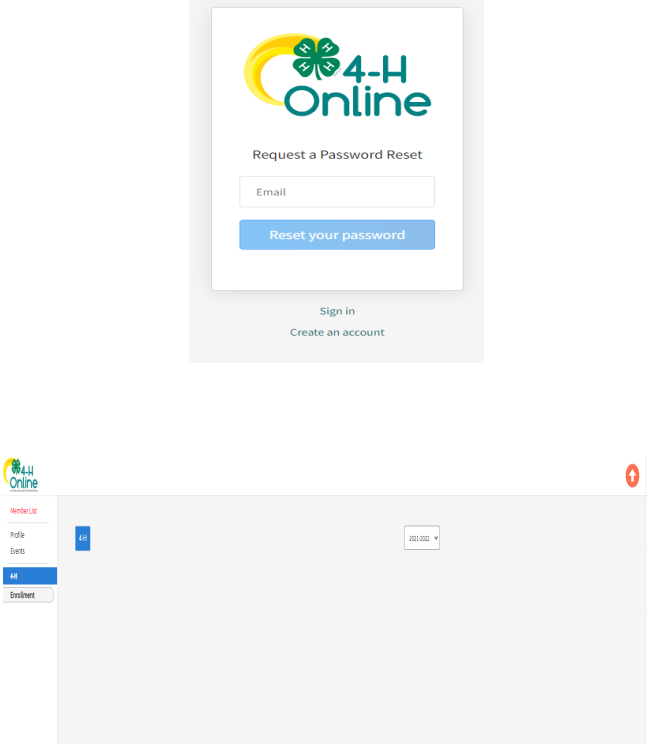
Types of Youth Member Profiles/Enrollments:

- Youth ages 5-8 (as of Sept 30) can enroll in the 4-H Cloverbuds program
- Youth ages 9-19 (as of Sept 30) can enroll in the 4-H Youth program.
- Youth who want to attend a 4-H event or activity, but do not want to join 4-H will create a Participant profile

Before beginning enrollment, please read the following notes:

1. The 4-H Online data management system is for Youth Members and Adult Volunteers within the 4-H program. Parent contact information is linked in youth member records. If you are interested in becoming a Volunteer please contact your
2. Please allow up to 30 minutes for the enrollment process.
3. Throughout the enrollment process, you will see an “Invoice” box located on the right side of your screen. Please disregard this feature as it does not apply to the task of enrolling 4-H members and volunteers..
4. As you use the 4-H Online system, you may have a need to navigate “back” to a previous page. Do NOT use your browser’s back button as this will cause you to lose the information you just entered. Instead, please USE THE BACK BUTTON at the BOTTOM of the system page.
5. Within each enrollment section are “*required*” questions. If these questions are not answered you will not be able to continue to the next section.

Enrolling a New Member

Instruction	Image
<p>Login: Need a new Family Account</p> <ol style="list-style-type: none"> 1. Go to 4-H Online 2.0: https://v2.4honline.com 2. Select “Don’t Have an Account” 3. Select Create Your Account 4. Select Virginia, then Virginia 4-H Youth Development 5. Select Your County 6. Complete your family’s information on the screen and click “Create Account.” 7. Enter your address information and click the “Verify” button. The verification process may require you to select an appropriate USPS format 	
<p>Login: Have a Family Account</p> <ol style="list-style-type: none"> 1. Log in to 4-H Online 2.0 at https://v2.4honline.com <ol style="list-style-type: none"> a. Using your original 4-H Online email address and password, login to your account. b. *If you do not remember your family email address, please contact your local Virginia Cooperative Extension office for assistance. If you do not remember your family password, click “Reset password.” 2. You may be required to reset your password. Passwords should be at least ten characters and include a capital letter, a numeral, and a special character. Once logged in, you will see a blank screen. 3. Once logged in you will see a blank screen. 	

Pause Enrollment

If you have to pause your enrollment for any reason, close the website.

- When you return later, login and go back to the Member List screen. It will show the status **“Youth- Incomplete.”** Click **“Continue Enrollment”** to continue at the last saved screen

Member	Programs
checking Vol #161032 Oct 1, 1975	4-H Adult - Incomplete Continue Volunteer Application

Member and Program List

Add Member

- Click **“Member List”** from the left side menu on your screen.
- Select **“+ Add Member”** on the upper right side of the screen.

Member List

Family
Events
Credit Cards
Login History
Email History

+ Add Member

Fox - Enrollment1 (HOLD)
michelefox98@gmail.com
432 Payne Ln
Winners, IA 52117-2148
904-625-1222
Training County

Member	Programs
Carson Fox #153005 Mar 24, 2015	4-H Enroll Now
Mackenzie Fox #103370 Jun 8, 2020	4-H Enroll Now
Michelle Fox #159387 Dec 21, 1984	4-H Enroll Now

Welcome to the new version of 4-H Online!
Add family members by clicking on **add member** at the top of this page. To enroll in a program click on the **enroll** link under the program name. If it shows **continue enrollment** - under a program, that means you have not completed enrollment, no worries, just click on the link to pick up where you left off. To enroll to a family member click on the **view** button to the right of the name. When you are finished viewing the selected member click on the **Member List** link at the top of the menu to the left.

Member and Program List

Inactive Members:

- Select **4-H** and click **“Next”** to continue

Add Member

1 Join a Program 2 Profile 3 About You 4 Participation

Which program would you like to join?

4-H

Cancel Next

- A window will appear asking you to the grade level of the 4-H member with the Drop-down menu.
- Select the correct grade level and click **“Next”** to continue.
- Enter Member Profile information: Name, Birthdate, Email, Mobile Phone.

Add Member

1 Join a Program 2 Profile 3 About You 4 Select Participation

First Name **required**

Middle Name

Last Name **required**

Preferred Name

Birth Date **required** Ex. 1/1/2001

Email

Mobile Phone

Format: 000-000-0000

Number Of Previous Adult Years In Program

Next

- If a youth does not meet 4-H age requirements the system will not let them enroll.
- Youth who are 18 will be asked if they wish to enroll as youth or volunteer. Please select youth. **“Youth Volunteer”** should only be selected if directed by your Local Extension Agent and have been given specific instructions.
- Click **“Next”** to continue.

7. Enter Gender, Grade, Demographics Emergency Contact (This should be someone to contact in case a parent is not available.) Parent contact information is added on another screen.
8. Click “Next” to continue.
9. Next enter Demographics and Emergency Contact information. Click “Next” to continue.

Add Member

Join a Program Profile **About You** Select Participation

About You

Gender required

Grade required

Demographics

Residence required

Are you of Hispanic or Latino ethnicity? required

Race required

American Indian or Alaskan Native
 Asian
 Black or African American
 Native Hawaiian or Pacific Islander
 Other (race not listed)
 White
 Prefer Not To State

Emergency Contact

Full Name required

Relationship to member required

Contact Phone required

Contact Email

Participation

1. Click “I want to join as a New or Returning 4-H Youth.”
2. Click “Finish” to continue.

Add Member

Join a Program Profile About You **Select Participation**

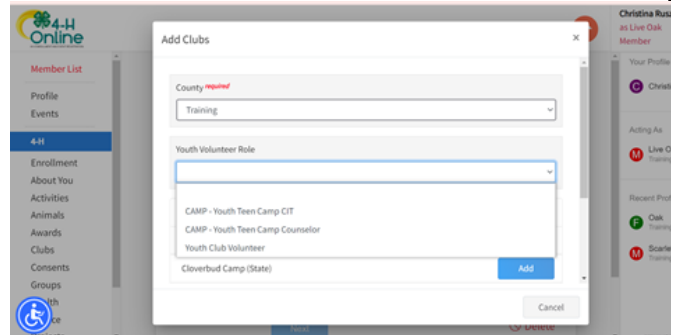
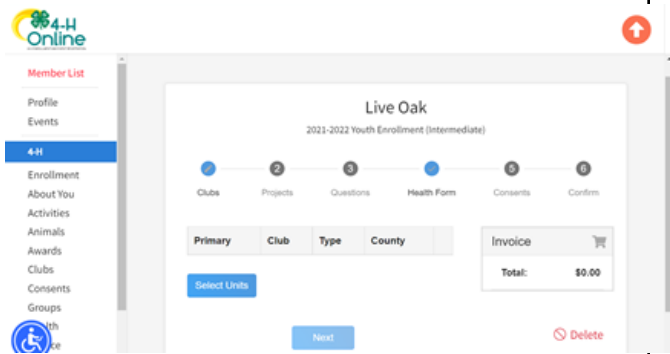
How would you like to participate?

I want to join 4-H as a New or Returning 4-H Adult

I want to participate in 4-H but NOT as a 4-H Adult at this time.

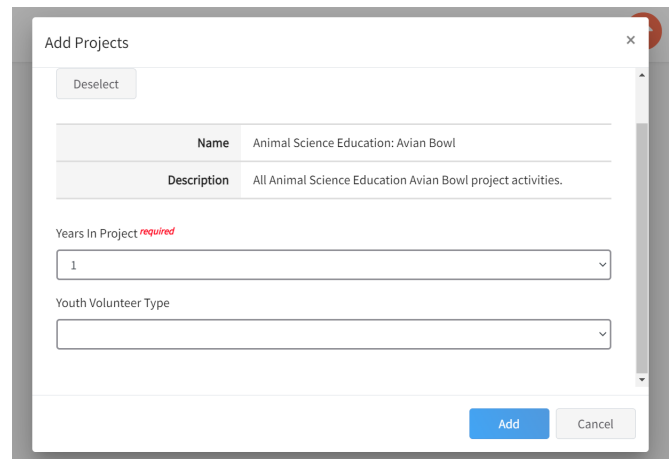
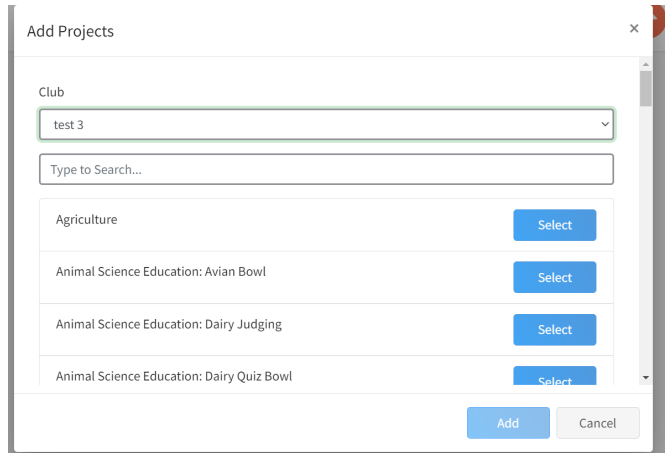
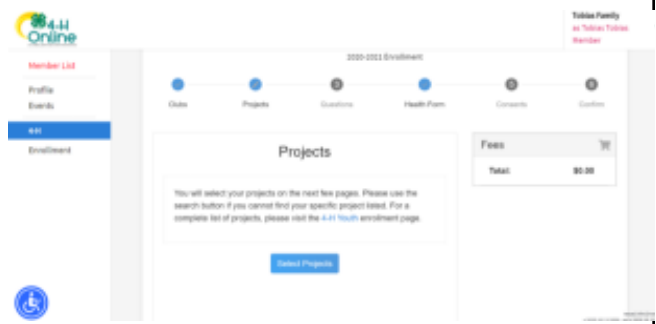
Clubs

1. The member name will be at the top of the screen and the enrollment year.
2. Select the club the Member will participate in by clicking, **“Select Units.”** *When 4-H Online lists the word “Unit” it refers to clubs.*
3. On this next screen, a list of clubs for the State and the Primary County will be listed.
4. Select the club you wish to enroll in and click **“Add.”**
5. There will also be a Youth Volunteer Role Drop Down, if the youth is a CAMP- Youth Teen Camp CIT or Youth Teen Camp Counselor you can select it here. If the youth is a Club officer you can select Youth Club Volunteer. If none of these you do not have to use the drop down box
6. To enroll the 4-H member in multiple clubs, click **“Select Units”** and repeat until the appropriate clubs have been selected. Then, click **“Next.”**
7. *If multiple clubs are selected, you can indicate which club will be the 4-H members primary club by clicking **“Change to Primary”** beside the appropriate club, then click **“Next.”**
8. If you have questions about this designation, please contact your [*Local Cooperative Extension Office.*](#)



Projects

1. The Project screen is next. Select the appropriate projects the 4-H member will complete in the 4-H year by clicking “Select Projects.”
2. To filter your search by keyword, use the “Type to search” text box to type your search. Otherwise, you may scroll through the list to find the appropriate project, then click “Add.”
3. For Project Descriptions go to: [Virginia 4-H Project Descriptions.pdf \(vt.edu\)](#)
4. You will have to use the drop down box to select years in the project.
5. To add additional projects and/or select projects for another unit/club, click, “Select Projects.” Repeat Steps 12-14 until the appropriate project(s) for each unit/club has been selected. Then, click “Next.”
6. *Per 4-H Policy, youth are only allowed to enroll in a project area in one club. the system will not allow you to enroll in the same project in two clubs.
7. *If you are uncertain which project(s) to select, please contact your 4-H Club Leader or [Local Cooperative Extension Office](#).



Questions

1. In the next screen verify the information currently in the system.
2. Click “**Show Questions.**” Verify and update the information as necessary.
3. *Pay close attention to the “**required**” fields labeled in red.
 - a. About You
 - b. Demographics
 - c. Address
 - d. Emergency Contacts 1 & 2- someone other than a parent if possible.
 - e. Parent/Guardian 1 & 2
 - f. School- *If you do not see the appropriate school listed, select the option that reads, “If you are unable to locate your school...”. Then, type the correct information into the appropriate fields. Complete the remaining required fields.
 - g. Military Info
 - h. Other
 - i. Files: Members participating in overnight camp upload their COVID Vaccination card and Medication Form here.
4. Click “**Next**” to continue.

Hailey Johnson
2021-2022 Youth Enrollment (Senior)

Clubs Projects Questions Health Form Consents Confirm

Questions

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, M. Ray McKinney, Administrator, 1890 Extension Program, Virginia State University, Petersburg.

Show Questions

Back Next

Invoice
Total: \$0.00

Gender **required**

Grade **required**

Demographics

Residence **required**

Are you of Hispanic or Latino ethnicity? **required**

Race **required**

American Indian or Alaskan Native
 Asian
 Black or African American
 Native Hawaiian or Pacific Islander
 Other (race not listed)
 White
 Prefer Not to State

School

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

School County **required**

School District **required**

School Name **required**

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

COVID Vaccination Card

No Image Selected

Upload

4-H Event Medication Form

Download Template

PDF
No File Uploaded

Upload

Back Next

Health Information

1. The next screen will take you to the Health Form section.
2. Click “**Show Health Form.**” Verify and update the information as necessary.
3. Again pay close attention to the “**required**” fields labeled in red. Complete all “required” fields with current information, if needed.
 - a. Tests
 - b. Exposures
 - c. Restrictions
 - d. Vaccinations
 - e. Care
 - f. Remarks
 - g. History
 - h. Health Insurance
 - i. Conditions
 - j. Devices
 - k. Allergies
 - l. Authorized Medications
 - m. Approval/Emergency Authorization

4. Click “**Next**” to continue.

Exposure

Please list below any infectious disease that you might have been exposed to within the past year.

List Any Infectious Exposure

- Yes
 No

Restrictions

Please list any Restrictions below that 4-H staff need to be made aware of?

List Any Restrictions

- Yes
 No

Vaccinations

Are the child, teen or adult, whom is applying for enrollment, immunizations up to date?

- Yes
 No

Approval/Emergency Authorization

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 this 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 lifeguard(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 with any restrictions placed on my activities according to this form.

By marking this option, I indicate that I have read and agree to the above statements.

Member Name (Full Legal) **required**

Parent / Guardian Name (Full Legal) **required**

Back

Next

Electronic Consents

1. Next is the Consents section. **Ensure all consents have been confirmed by “Marking this option…” and by entering signatures from the appropriate parties.**

Registration

Volunteer Type Clubs Projects Questions Health Form Consents Confirm

Media Release

4-H PARTICIPANT MEDIA RELEASE

The Virginia Polytechnic Institute and State University/College of Agriculture and Life Sciences (CAL S), Virginia State University/College of Agriculture, and/or Virginia Cooperative Extension periodically uses electronic and traditional media (e.g., photographs, video, audio footage, testimonials) for publicity and educational purposes.

By checking yes, I acknowledge reading this statement and give permission to the College of Agriculture and Life Sciences (Virginia Polytechnic Institute and State University, the College of Agriculture (Virginia State University), and Virginia Cooperative Extension, or its designee, to use such reproductions for educational and publicity purposes in perpetuity without further consideration from me. I understand that I will need to notify Virginia Polytechnic Institute and State University/Col

By checking no, I decline to give permission for any photograph, digital image, videotape, or other picture to be used for promotional purposes by Virginia Polytechnic Institute, Virginia State University, and/or Virginia Cooperative Extension.

Manager Name Certifying Paper Consent *required*

Invoice

Total: \$0.00

2. The Parent/Guardian signature must be completed by the legal Parent/Guardian of the 4-H member being enrolled.
 - a. Media Release
 - b. Privacy Statement
 - c. Standardized Code of Conduct

Privacy Statement

Virginia Cooperative Extension has created this privacy statement in order to demonstrate our firm commitment to privacy. The following discloses the information gathering and dissemination practices for this Web page: va.4honline.com and its subdomains.

This site does not request any personal information or collect any information that personally identifies you or allows you to be personally contacted without your permission. Personal information that may be requested include your name, e-mail address, physical address, and telephone number.

All forms on this site collect information exclusively for the stated purpose of the form.

We do not share any personal information with any third parties nor do we use any personal information for purposes other than the reason stated when collected.

By marking this option, I indicate that I have read the VCE Privacy Statement

Manager Name Certifying Paper Consent *required*

Virginia 4-H Standardized Code of Conduct for 4-H Programs/Events

Purpose

The purpose of the 4-H program is the positive development of youth. We believe in creating a safe learning environment that encourages the four-fold development of a young person (i.e., Head, Heart, Hands, and Health). We expect all persons involved in 4-H (youth members, parents, teen/adult volunteers) to practice behaviors that foster the total development of youth. Each 4-H member and associated individuals participating in 4-H activities must accept the responsibility of creating a positive image that reflects 4-H ideals. Furthermore, the Virginia 4-H program recognizes that CHARACTER COUNTS! All 4-H participants are representatives of the program and should always strive to uphold the following standards: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. In seeking uniformity in the conduct expected at 4-H programs/events, the following code of conduct has been developed to provide a clear understanding of expectations. Participants and parent/guardians must sign this form in order to participate.

Code of Conduct

1. For the safety and wellness of all participants, a completed and signed 4-H Health History Report Form is required for participation in 4-H events. In addition, medications and medication forms (for all participants under 18 years old) must be turned in at the registration table upon arrival at the 4-H event (or according to another system outlined in the registration/orientation information).
2. Participants should attend and be actively involved in all scheduled activities as part of this 4-H program/event (unless under the supervision of a medical staff person.) Curfew is to be followed as specified in the schedule for overnight events. Failure to be in assigned locations may lead to dismissal from the 4-H event. Some areas are off-limits to participants (ex: swimming pool/bodies of water such as lakes and rivers; challenge course, etc.) unless under appropriate instructor supervision.
3. Visitors to a 4-H program/event must check-in with the Extension Agent, Program Director, or other adult in charge of the 4-H program/event upon arrival.
4. Participants should remain at a 4-H program/event until the program/event is scheduled to end. Participants may not leave a 4-H program/event without prior permission from Extension Agent, Program Director, or other adult in charge of the 4-H program/event. Participants may only be picked up from a 4-H program/event by the person designated on the 4-H Health History Report Form. Identification may be requested at the time of pick-up.
5. Participants are expected to follow the directions of 4-H volunteers and paid staff. All 4-Hers are under the supervision of the Extension Agent, Program Director, or other adult 4-H leader responsible for the 4-H program/event.
6. Participants should respect the property of others and be responsible for themselves. Deliberate destruction or removal of facilities or equipment is not permitted. Financial responsibility for any damages caused by deliberate destruction will be assumed by the participant and/or parent/guardians. The same applies to the property and personal items of other participants.
7. Participants should treat all others and themselves with respect. Aggressive, abusive, vulgar, or violent language and behavior towards others (ex: fighting, threats, insults, cursing, discrimination, etc.) are not permitted.
8. Participants should respect the privacy of others. Girls are not permitted in boys' lodging rooms nor are boys permitted in girls' lodging rooms.
9. Participants are expected to dress appropriately based upon the guidelines established by the person in charge of the 4-H program/event.
10. Possession, distribution, or use of fireworks, weapons, knives, or other items that can be used as a weapon are not permitted at 4-H programs/events, except under adult supervision in scheduled instructional activities (ex: shooting education class supervised by a certified instructor, etc.).
11. Possession, distribution, or use of alcoholic beverages, marijuana, illegal drugs, tobacco products, and unauthorized prescription drugs are not allowed at any 4-H sponsored program/event and must be reported to law enforcement. The Virginia 4-H program reserves the right to conduct a search of a participant's outer clothing, luggage, personal belongings, lodging rooms, and furniture being used by a participant(s) if there is reasonable suspicion that the participant has drugs, alcohol, or weapons.
12. Animals and pets are not allowed at 4-H programs/events unless needed to accommodate a disability or as part of an organized program, or through specific authorization from Extension Agent, Program Director, or other adult in charge of the 4-H program/event. Animals that are used as part of a 4-H program/event should always be provided with proper care.
13. Electronic and mechanical devices (ex: cellular phones, pagers, walkie-talkies, video games, radios, CD players, TV, laptop computers, etc.) are not allowed at 4-H programs/events unless they are needed as part of an organized 4-H program/event, or with authorization from the Extension Agent, Program Director, or other adult in charge of the 4-H program/event. Without authorization, these items will be confiscated and returned to the participant (or the participant's parent/guardian) at the end of the program/event.

CONSEQUENCES

Unacceptable behavior during a 4-H program/event (as defined within this Virginia 4-H Standardized Code of Conduct or through a review process by 4-H staff/volunteer) will result in consequences to the participant. Consequences may include:

1. early release from this 4-H program/event without refund.
2. restitution or repayment of damages.
3. denial of future participation in the 4-H program/event at the local, district, state and national levels for one or more years (as determined by the unit staff in charge of, or responsible for, the 4-H program/event).
4. forfeiture of financial support for a 4-H program/event
5. removal from 4-H offices held (if applicable), and
6. releasing the youth to the appropriate law enforcement agency and/or the proper authorities.

NOTE: Any conduct not specifically covered by this Virginia 4-H Standardized Code of Conduct, but deemed inappropriate by those responsible for the 4-H program/event will be viewed as a violation and appropriate action will be taken. If an infraction occurs, the person in charge of the 4-H program/event will provide appropriate communication to parent/guardians.

I have read and understand the above "code of conduct" and will abide by the exceptions described in the Code-of-Conduct. I understand that if I act inappropriately I will have to accept responsibility for my actions that may result in the consequences listed above. I have discussed and reviewed this "Code of Conduct" with my child. I understand that failure to abide by this "Code of Conduct" may result in the consequences listed above which includes no refund.

Member Name (Full Legal)

Hayley Johnson

Parent / Guardian Name (Full Legal)

Melissa Johnson

3. These consents are mandatory and must be digitally signed before continuing to the next section. Please contact your [Local Cooperative Extension Office](#) with any questions. Click **Next** to continue.

Enrollment Confirmation

1. The next page will be the Confirm section. Review the information listed on the final page about the 4-H member, club and projects they are enrolled in.
2. If you wish to enroll the member, click **“Submit.”**
3. If changes need to be made use the **“Back”** button at the bottom of the screen.

Hailey Johnson
2021-2022 Youth Enrollment (Senior)

Clubs Projects Questions Health Form Consents Confirm

Hailey's Enrollment

Birth Date: 1/18/2005, Age: 16, Grade: 11
Role: Club Member, Youth Division: Senior

Invoice
Total: \$0.00

Selected Units
Hanover Volunteers, Hanover - Primary

Selected Projects
Personal Development - Hanover Volunteers

Back Submit

Enrollment Status

1. After confirming enrollment the next screen is the “Member List” under the family profile.
2. If you wish to enroll a new member in the same family, click **“Add Member”** next to the family information and enter information.
3. If you have no other family members to add or enroll, you may exit the system.
4. Status of the enrollment can be confirmed on the **Member List** screen beside the member name.
5. An email will be sent via 4-H Online once approved. If corrections are needed or more information is necessary an email will be sent asking for that information prior to approval.

Camper Family
camperfamily@noemail.com
, Unknown
555-555-5555
Training County

Add Member

Member	Programs
Camper Family #162896 May 8, 2010	4-H Youth - Awaiting Review Enrollment Submitted

Welcome to the new version of 4-H Online!
Add family members by clicking on **Add Member** at the top of this page. To enroll in a program click on the **Enroll** **Now** link under the program name.

4-H Online
AN ESTABLISHED AND GROWING ORGANIZATION

Hello Melissa:

Welcome to the Virginia 4-H Youth Development Program in . Your membership request for enrollment as Adult has been accepted for the current 4-H year. We look forward to having you actively involved in our program!

Virginia 4-H

Comment

This email was sent to melissacourtney1222@gmail.com by 4-H Online.
RegistrationMax LLC - 4301 W. William Cannon Drive Austin, TX 78749