4HOnline – Family Enrollment -Quick start guide

Updated: September 6, 2012

LOGGING IN
Start by going to https://ut.4honline.com

a. New 4-H families
   i. Select [I need to set up a profile].
   ii. Supply requested information and continue.

b. Previously enrolled 4-H families
   i. Select [I have a profile] or [I forgot my password].
   ii. After logging in, click on “Continue to Family”

MEMBER LIST SCREEN
You will then be on the “Member List” page where you can:
   1. Enroll new 4-H members
   2. Re-enroll existing 4-H members and adult volunteers

Click on “My Member List” at any time to return to this screen

PERSONAL INFORMATION SCREEN
Every youth and adult volunteer in a family will have a “Personal Information” page. Please carefully enter, review and update this information.

- Give special attention to the cell phone/text message section, so that if possible, we may communicate with you via text messaging.

ADDITIONAL INFORMATION AND HEALTH INFORMATION SCREENS
These screens contain authorization statements and information, along with important health and emergency contact questions.

*Utah State University is an affirmative action/equal opportunity institution.*
Participation screens
4HOnline then presents a series of screens/tabs that offer Participation options.

1. Select the desired club, project, etc. from the drop down menu, then click the [Add...] button.
In addition to clubs and projects, you will have the option of adding the following:

- **Activities**: ie: camps, contests, events
- **Groups**

**You MUST click on [Submit Enrollment] to finish!**

**ENROLLING ADULT 4-H VOLUNTEERS**
4-H depends on the caring adults who are willing to offer their time and talents to make a difference. If you are already screened and serving as an adult 4-H Volunteer - thank you!! If you are interested in a volunteer role, the first step is to complete the volunteer screening process. Learn more at [http://www.utah4h.org/htm/volunteers](http://www.utah4h.org/htm/volunteers)
Thank you for considering this opportunity!

**MORE INFORMATION AND ASSISTANCE**

- Utah 4-H website: [http://www.utah4h.org/](http://www.utah4h.org/)
- Online enrollment: [https://ut.4honline.com](https://ut.4honline.com)
- Project resources and information: [http://utah4h.org/htm/resource-library/projects-resources](http://utah4h.org/htm/resource-library/projects-resources)
Running Member Health Forms

1. Login to 4-H online as a county manager. Use the search button and filters to find the youth that you want to print their Health form.

2. Login to their profile.

3. In the Member Reports section use the dropdown menu to select the member that you want to print their Health form.

4. Select “Member – Health Form” from the Report dropdown menu.

5. The Health Form report will appear as a PDF.
6. This is what the Health Form report looks like.

You will need to do this for each youth that you want a hard copy of the health form report. Parent signatures are not included on this form. The “signatures” are included in the “Member-Authorization Form”.