

4HOnline

4HOnline – Family Enrollment -Quick start guide

Updated: September 6, 2012

LOGGING IN

Start by going to <https://ut.4honline.com>

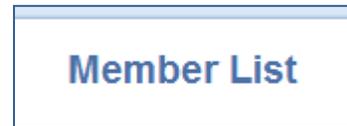
- a. **New 4-H families**
 - i. Select [I need to set up a profile].
 - ii. Supply requested information and continue.
- b. **Previously enrolled 4-H families**
 - i. Select [I have a profile] or [I forgot my password].
 - ii. After logging in, click on “Continue to Family”

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 INFORMATIONS SCREENS

These screens contain authorization statements and information, along with important health and emergency contact questions.

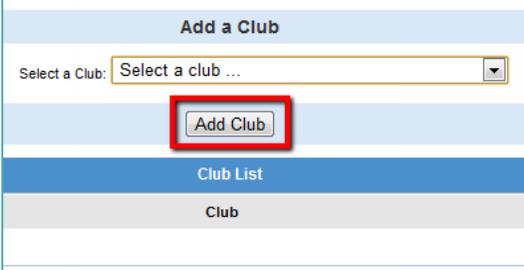
Participation screens

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**



The screenshot shows a web form titled "Add a Club". At the top, there is a dropdown menu labeled "Select a Club:" with the text "Select a club ..." and a downward arrow. Below the dropdown is a button labeled "Add Club" which is highlighted with a red rectangular box. Below the button is a section titled "Club List" with a sub-section "Club".

You MUST click on [Submit Enrollment] to finish!

ENROLLING ADULT 4-H VOLUNTEERS

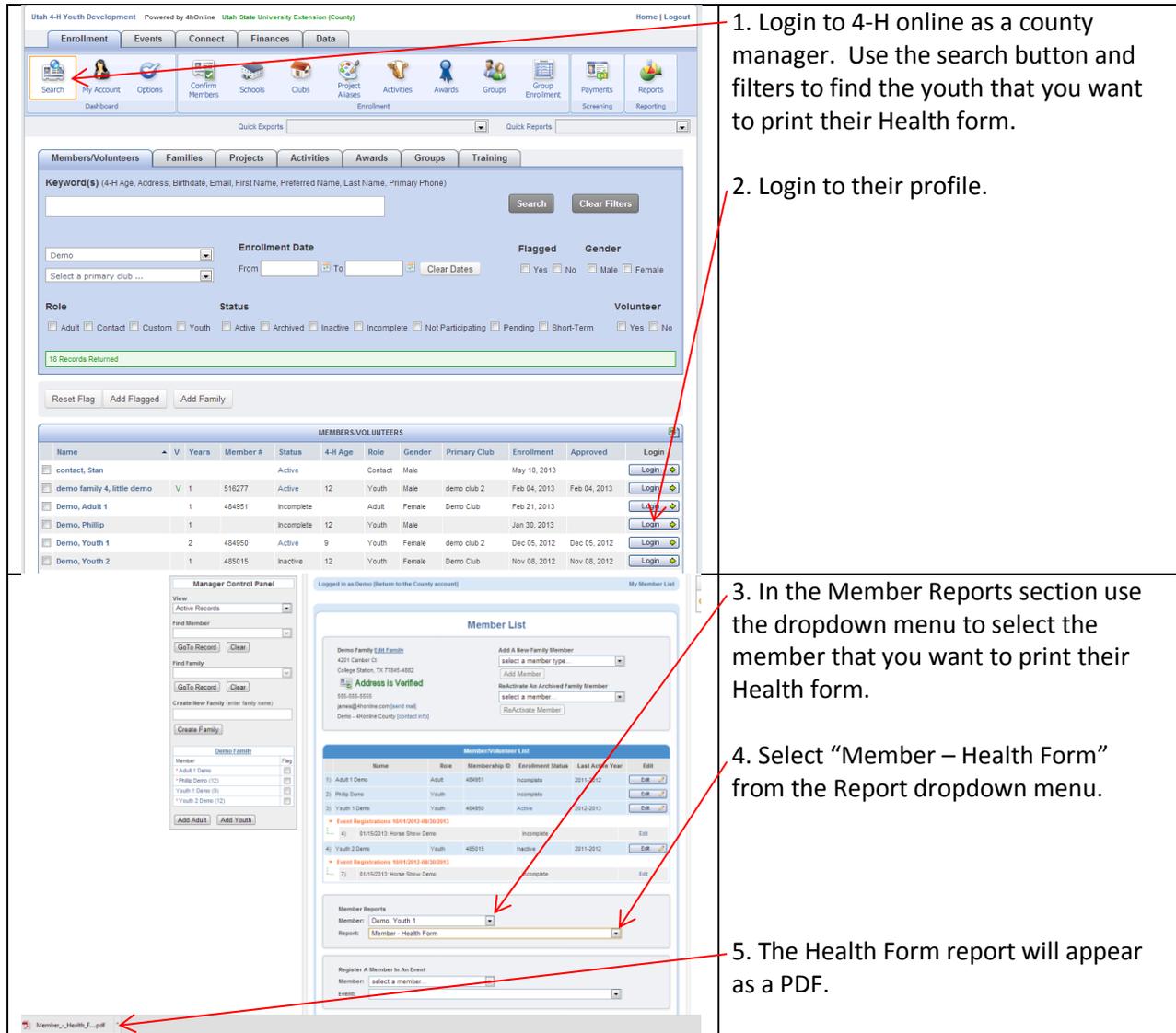
4-H depends on the caring adults who are willing to offer their time and talents to make a difference. If you are already screened and serving as an adult 4-H Volunteer - thank you!! If you are interested in a volunteer role, the first step is to complete the volunteer screening process. Learn more at <http://www.utah4h.org/htm/volunteers>

Thank you for considering this opportunity!

MORE INFORMATION AND ASSISTANCE

- Utah 4-H website: <http://www.utah4h.org/>
- Online enrollment: <https://ut.4honline.com>
- Project resources and information: <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.

The screenshot shows the following interface elements:

- Navigation Bar:** Enrollment, Events, Connect, Finances, Data. Search button highlighted.
- Search Filters:** Keyword(s), Enrollment Date, Role, Status, Gender, Volunteering options.
- Members/Volunteers Table:**

Name	V	Years	Member #	Status	4-H Age	Role	Gender	Primary Club	Enrollment	Approved	Login
contact, Stan				Active	Contact	Male			May 10, 2013		Login
demo family 4, little demo	V	1	516277	Active	12	Youth	Male	demo club 2	Feb 04, 2013	Feb 04, 2013	Login
Demo, Adult 1		1	484951	Incomplete		Adult	Female	Demo Club	Feb 21, 2013		Login
Demo, Phillip		1	484950	Incomplete	12	Youth	Male		Jan 30, 2013		Login
Demo, Youth 1		2	484950	Active	9	Youth	Female	demo club 2	Dec 05, 2012	Dec 05, 2012	Login
Demo, Youth 2		1	485015	Inactive	12	Youth	Female	Demo Club	Nov 08, 2012	Nov 08, 2012	Login
- Member List:** Shows details for "Demo Family 4, little demo" with an "Address is Verified" message.
- Member Reports:** Dropdown menu showing "Member - Health Form" selected.
- PDF Output:** "Member_Health_F_...pdf" file icon at the bottom left.

4HOnline

Demo, Phillip

Demo

james@4honline.com

Name		County	Family Email	
First Name	Phillip	Middle Name		
Last Name	Demo	Mailing Address	4201 Camber Ct	
Mailing Address 2		City	College Station	
State	TX	Zip Code	77945-4882	
Birth Date	12/29/2000	Gender	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	
Primary Phone	555-555-5555	Cell Phone		
Grade	06			

Parent / Guardian 1

First Name	dad	Last Name	demodad
Cell Phone		Work Phone	
Work Extension			

Parent / Guardian 2

First Name	Stanley	Last Name	Guy
Cell Phone	435-797-3221	Work Phone	435-797-3221
Work Extension			

Second Household

Family Name		First Names	
Primary Phone	435-797-3221		

Emergency Contact

Name	democcontact	Phone	555-555-5555
Email	stanley.guy@usu.edu	Relationship	Uncle

Health Questions

Emergency and Medical Information

Relatives or friends to act in my behalf in case of emergency if I cannot be reached:

Second emergency contact name		Second emergency contact phone	
Second emergency contact cell phone		Second emergency contact relationship	
Family physician	Dr. Suess	Physician's phone number	555-555-5555
Date of last tetanus		My child has the following allergies, medical concerns or special needs (please include any food or drug allergies)	

Note: If bringing medications to the event, please make sure your name is on them and that the adult in charge is advised of the directions.

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".