



4-H Online Help Sheet for Returning Families

1. Go to id.4honline.com.
2. Do not set up a new profile. You already have a profile. If you set up a profile, you will create a duplicate record of your child. On the bottom of log in page, check "I forgot my password".
3. Enter the family email address you gave the extension office. If this email does not work, call the office to confirm we have the correct email address.
4. Click "Send My Password". Do not close the internet window.
5. Go to your own email account and find the email sent to you from 4HOnline. It will have your temporary password.
6. Return to 4H Online. Click "I have a Profile"
7. Paste or type your password exactly as sent by 4H Online. It is CASE SENSITIVE.
8. The email box should still have your family email in it. You should still have "Family " chosen as your Role.
9. Click "Log In"
10. Enter (twice) a new family password. Click 'Continue' Your passwords must be a minimum of 8 characters, and must contain 2 of the 3: letters, numbers, symbols.

This will take you to the **Member List** which includes all family members enrolled in 4-H: members, leaders, volunteers.

Click "Edit" to the right of the "Inactive" member listed. On the Personal Information screen, scroll to the bottom of the page and click "Enroll for 2013-2014"

Now you will have and editable **Personal Information**. Please complete all information that applies to you. Fields in **bold** are required.

A few notes:

- Years in 4-H includes the year of 4-H that you are entering.
- Ethnicity: You must mark whether you feel you are of Hispanic decent. Other ethnic fields may be checked or mark "prefer not to state"

- Fill out Residence and Military Service of Family as they apply to your family.

Correspondence Preference: This is not required but is very helpful for the office. Please select your preference of receiving newsletters, reminders, paper work, etc. via either mail or email.

Text Messaging: This is optional and still in development. Check mark 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.

When you have completed this page, click “Continue” This brings you to the **Additional Information** Page.

Additional Information: Code of Conduct, Media Release (Photograph Permission), Project Waivers. Please review the waivers that apply to you. By checking the box, you agree to the terms of the appropriate agreement.

When you have completed this page, click “Continue”. This brings you to the **Club Enrollment** page.

Your Primary club should be listed at the bottom in the Club List. If you have involvement with a secondary club, locate it in the dropdown box and select it. Be sure to click “Add club.”

Click “Continue” to enroll in projects.

You will see a list of the projects you were enrolled in last year. If you wish to NOT continue in a project area listed, click “Edit”, then “Delete”. To add a new project: Choose your primary club in the dropdown box (each time you select a project). Then, select a project area in the 2nd dropdown box. Select your years in this project area.

When you have selected all of your projects, click “**Submit Enrollment**”.

When you have completed your re-enrollment, click “Log out” in the upper right-hand corner.

You may return to this page by logging in, at any time during the year-to view or edit your information, and add/delete projects within our county guidelines.

Please mail or bring your enrollment fees to the Gooding County Extension Office.

Refer to the your projects deadlines for due dates.

If you have any questions don't hesitate to call us at 934-4417