

Florida 4-H Online Instructional Manual

The Florida 4-H Youth Development Program is introducing the 4-H Online member enrollment. This will address the concerns of reduced staff support in many of our county offices and to modernize the capabilities of 4-H in providing quick response to our clientele.

4-H Online was designed to allow 4-H members and volunteers to enroll on-line while maintaining contact with their club and county through the certification process. By the integration of 4-H Online, the club and county are not removed from the enrollment process, but instead, are provided the time saving process of not having to enter re-enrollment information every year. After the first year re-enrollment can be renewed quickly online with minimal paper forms.

As the utilization of this system increases, the Florida 4-H Youth Development Program will incorporate additional components into 4-H Online. As we look at new components, in addition to ways of minimizing the amount of 4-H program management that is required on staff, we will also look at 4-H club management and events registration.

Some of the features of the new Florida 4-H enrollment system include:

- ✿ All members (youth and volunteers) are issued a life-time membership identification number that can be used for 4-H management procedures (enrollment, registration, etc).
- ✿ Members will have the opportunity to sign up for multiple 4-H clubs with a minimum of one project in each club. Approval of club membership and project participation will be provided by the club organizational leader and the county Extension office.
- ✿ Once a member has established a membership record, re-enrollment will be done through a certification process at the start of the new 4-H year. In Florida the new 4-H year will always begin on September 1. On or after September 1, 4-H members will have to update their information in order to re-enroll.

4-H Online will continue to be vital part of the Florida 4-H Youth Development Program. While our society has changed greatly to be more reliant on the use of technology in common everyday actions, 4-H must continue an aggressive position in providing avenues of technology for our clientele.

The following instructions will help you successfully enroll your family and 4-Hers in your club and county. We are grateful for your cooperation and support of these changes. We feel in future years you will see a significant savings in time and cost (less travel and postage). This will decrease your trips to the extension office in order to meet those many program deadlines.

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Family Instructions Section

I. Logging onto 4-H Online

- A. Open your web browser (Internet Explorer, Firefox, etc.).
- B. Go to: <https://florida.4honline.com>
- C. Select "I need to setup a profile" (This will be your family profile).
- D. Click on the drop down menu and select the County that you are enrolling in.
- E. Type in your family email address. Confirm email address by typing again.
- F. Type the Parent/Guardian last name.
- G. Password Options:
 1. Select a password and confirm by retyping in the appropriate boxes. Make sure to write down your password. If you forget your password contact the county 4-H office and they will provide a new password to your family profile. You can then change your password once you login. (You are the only one who knows your password.)
 2. If your county is entering your family's enrollment online, you will receive an email that contains your password. You can then change your password for your family profile.
- H. Role: Select "Family" from the drop down menu.
- I. Click "Create Login".

II. Personal Information

- A. Email, Last Name and County self populate from login.
- B. Type in your address, city, zip code and primary telephone number (if you have one). Be sure to follow the examples for numerical data (phone numbers, zip codes, dates, etc.). Select "Florida" from the state drop down menu. Double check the county is the county in which you are enrolling into 4-H.
- C. Password Management: If you need to change your password, type in your current password and then type in your new password and confirm. If you do not have your current password, contact the county office and they will send you a new password to your email address.
- D. Click "Continue".

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III. Member List

- A. If you need to update your family profile (i.e.: Phone, address, password, etc.), click on “Edit Family”. Otherwise you may now add a new member.
- B. On the “add new family member” drop down menu, select either “youth” (4-H member) or “adult” (volunteers only).
- C. Click “Add New Member”.
- D. To edit a current member, in the member/volunteers list select the member and click on Edit.

IV. Youth Personal Information

- A. Type in first and middle names. (Middle names are needed as we often have members with identical first and last names.) Email, last name, phone number and county self populate. If youth has a different email address, please change accordingly.
- B. Type in “preferred name”.
- C. Type in birth date following example: mm/dd/yyyy.
- D. The cell phone should be the member’s cell phone, this field is not required.
- E. Years in 4-H: This is the member’s total years in 4-H plus one. If this is your first year, enter the number 1.
- F. Parent/Guardian: First and last name required. Continue completing all the applicable blanks.
- G. 4-H County: This is the county in which you are a 4-H member. If a member in two counties, choose your county of residence instead.
- H. Volunteer: this information is only for teen and adult volunteers, ages 14 and older as of September 1 of the current 4-H year.
- I. Gender is a required field, please select male or female. Ethnicity and race is voluntary information. The information is used for mandatory USDA reports.
- J. Military: For active service only. Florida 4-H has an active 4-H military support program and enables 4-H families and clubs to support our soldiers when they are on active duty.
- K. School Grade is for the current 4-H year. (Grade entering)

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- L. Click “Continue” for next screen. If any fields on the personal information page are highlighted in RED, you must fill in those blanks as they are required. Once finished, click continue. Do not click DELETE unless you wish to delete the record.

V. Additional Information

- A. Additional information is voluntary, but quite helpful. If you require specific assistance due to a disability you are encouraged to provide this information to assist your county office.
- B. Military Service: Summer camp financial assistance is available to children of deployed soldiers. This information will help your county keep you informed about services available to your child.
- C. Member: Full name of school, not abbreviations. (Ex: Alachua Elementary, do not enter Alachua only.) Home school members should use Home School as the school title. If your child is home schooled but also is attached to an organization such as “New Century Academy,” we still need Home School specifically listed. Complete additional blanks for member.
- D. Overnight Camps: (Will not appear for Cloverbuds.) This will facilitate your county’s ability to update you on this year’s camping programs.
- E. Official Authorizations: REQUIRED. Adult volunteers, members and parent/guardians need to complete all applicable sections.
 - 1. Please Note: Each field will default to a YES response. You must manually change your response to No (if applicable).
- F. Florida 4-H Participation – Medical: This information is the same you have provided in the past and is a requirement for all out of county travel. Having it online will facilitate your ability to keep it up to date with never having to submit a new form again. It will be accessible to your club organizational leader, your county office and the persons in charge of state and national events. This is considered confidential information and all volunteer leaders and faculty are required to follow UF confidentiality policies.
 - 1. Most health questions default to NO. If your child has any of these you need to change the response to Yes and provide a description.
 - 2. Over-the-Counter medications default to YES. If you do not authorize some of these, you must change the response to No.
 - 3. Health Form Completion Date: Change this date every time you make a revision.
- G. Click “Continue”.

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VI. Add a Club

- A. Click on the club drop down menu to select your club. Select your primary club first. Then click on “Add Club”. If the 4-H member is in more than one club, select additional club from the drop down menu and click “Add Club”. (NOTE: you cannot be in a club AND be an individual member at the same time.) If more than one club, select the club that is primary by clicking on the bubble next to the club name.
- B. After selecting your club, go to the TABS above and click on “Projects”. (NOTE: You are required to enroll in at least one project.) Select the projects for each club (if applicable).
- C. Project Selection: Click on the drop down menu. Select your project by clicking on it. Then select the project book you would like. If you do not need a book, do not make a selection.
 - 1. For a description of the projects and the materials available for each project, go to the Florida 4-H Curriculum website. Click on Previous at bottom. At the bottom of the previous page is the link to the State 4-H Website. Click on the second link and it will take you directly to the Project Selection Guide.
 - 2. Not all counties will be able to offer all of the materials listed. If this is true in your county your agent will let you know.
 - 3. Year in project is the current year plus one.
- D. Click “Add Project”.
- E. When you have completed your project selections click on “Continue”.

- VII. You should be back at the Member List. Here you can add another youth member or an adult volunteer.