

4HOnline

Entering 4-H Member Data

If your county has chosen to enter enrollment date rather than having members enroll themselves you will start here.

1 CREATE A FAMILY

Before entering any members or volunteers you will need to create a family. Even if only one member of that family is enrolled in 4-H, a family must be created before enrolling any individuals. It may be helpful to group your enrollment.

After logging in navigate to the **SEARCH** screen "under the Enrollment tab."

Click on **ADD FAMILY** to begin creating the family.

Select your County from the drop down menu.

Type in the family name, family email and family phone number.

Check "confirm add new family" then click "add family".

NOTE: Last names can be hyphenated like Smith-Jones.

The next screen checks for duplicate families. If there is a family already entered that has the same LAST name you will see a warning.

If the family is a duplicate DO NOT CONTINUE! Click "Cancel" and return to the search screen to edit that family.

NOTE: If **this family** and **this family** Are the same family DON'T continue! Click cancel.

If the family is **different** check "confirm add new family" and click "add family".

Enter the "family information".

This should be the MAIN family contact information not information specific to an individual member.

Click "Continue"

Notice when you get to this point you are logged in as the "family" name.

If at any point you want to return to the "home" screen you can either click on "[return to County account]" or in the top right corner of your screen you will see a box called "recent profiles". In that box you will see "see {your profile name}".

Note: **Encourage** families to change their passwords after you've created their account.

However if you do this before you click continue the family you are trying to create will not be saved.

2 ENTERING MEMBERS

You have successfully created a new family!

Now you are ready to add members and/or volunteers to this family. After creating a family you will come to the screen below. **You can continue from here and begin entering members of THIS family.**

4Honline North Carolina 4-H Youth Development

Logged in as Downing

Member List

Member List

Member Types

Adults: 4-H volunteers, both direct and resource. Parents do not enroll as adults unless they are active 4-H volunteers.
 Contact: Adults who are NOT active volunteers, non-members or guests, and youth younger than cloverbud age (5-8).
 Youth: 4-H members between the ages of 9 and 18 and 4-H cloverbuds between the ages of 5 and 8 who are involved in a 4-H program.
 You will need to enroll as a family and as an individual. Volunteers, when you get to the question "Are you a volunteer?", you must check YES in order have access to volunteer training.

Downing Family | Edit Family

123 Clover
 Raleigh, NC 27612
 919-423-3542
 downingmiller@gmail.com
 Asst. State 4-H & Fcs Program Leader County [contact info]

Add A New Family Member
 select a member type...
 Add Member
ReActivate An Archived Family Member
 select a member...
 ReActivate Member

If your enrollment status is "inactive" or "incomplete", click the "Edit" button to review and submit your record for approval

Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
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To add members from the home (search) screen click on the "families" tab

To find a particular family you can type the family name in the search field and click "search". This will show only the families with that name in the list below.

If you DO NOT search, all of your families will be listed.

To add members to a family start by clicking "login" next to the family record.

Enrollment Connect Data

Search My Account Managers Literature Clubs Projects Activities Awards Groups Payments Export Confirm Volunteers Reports

Families | Projects | Activities | Awards | Groups | Training

Keyword(s) (Address, Email, Last Name, Primary Phone)
 schomer

Family Enrollment Date
 From To Clear Dates

2 Records Returned

Name	County	Address	Phone	Email	Enrollment Status	Created	Login
Demo Schomer	Demo	210 Taylor Bucanen MT, 58717	406-894-1721		Active	Sep 18, 2013	Login
schomer	Demo	1725 Indger Dr Bucanen MT, 58715-2329	406-579-5815	bschomer@montana.edu	Active	Sep 18, 2012	Login
Schomer Demo	Demo	1725 Indger Dr Bucanen MT, 58715-2329	406-579-5815	schomer@yahoo.com	Active	Sep 18, 2013	Login

You are now logged in to the family record and can add members, adults or contacts to this family.

Only ADULTS that are VOLUNTEERS should be entered. Parent/guardian information will be entered on a youth member record. **Begin here**

Once you have entered members to this family, they will be added to the member list here. To edit an already created member record click "edit" to open that record.

4Honline North Carolina 4-H Youth Development

Logged in as Downing

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------	------	---------------	-------------------	------------------	------

This is the Youth information screen. The family information has already been entered.

If the youth has an email address that is specific to them (and different than the family email) it can be added here.

The field in **BOLD** are the required fields.

Enter as "much information as possible" here.

Note: Section for Text messaging.

The bottom half of the screen is the demographic information about their parent / guardian.

Personal Information
Additional Information
Participation Information

Youth Personal Information

Profile Information

Email:

pattystumpf@gmail.com

joe@4honline.com

* First Name:

Middle Name:

* Last Name:

Stumpf

Suffix:

Preferred Name:

* Mailing Address:

1220 Hamiltons Cross Rd

Mailing Address 2:

* City:

Marshville

* State:

North Carolina

* Zip Code:

28103-9512

12345

* Birth Date:

mm/dd/yyyy

* Gender:

Select gender ...

* Primary Phone:

704-624-6565

555-555-1234

Cell Phone:

555-555-1234

You wish to receive notices via text message:

☐

@

Select your provider ...

* Years in 4-H:

1

#

* Parent 1 First Name:

* Parent 1 Last Name:

Parent 1 Cell Phone:

555-555-1234

Parent 1 Work Phone:

555-555-1234

Parent 2 First Name:

Parent 2 Last Name:

Parent 2 Cell Phone:

555-555-1234

Parent 2 Work Phone:

555-555-1234

Second Household Send Correspondence:

☐

The School Information section asks for a county because this may be different than the 4-H County. This list is pre populated.

If the school is not in the top list you can add the school here. *Use this for indicating homeschool.*

Select a grade and click "continue."

School Information

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

School County:

Beaverhead

School District:

Beaverhead County HS

School Name:

Select a school name ...

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:

Select a school type ...

Select school grade

Grade:

Select grade ...

Return to Member List

Continue >>

The “ADDITIONAL INFORMATION” screen is where you can track of required forms. *If you have questions about the fields listed on this page contact the **State 4-H Office**.*

PLEASE NOTE: The fields in yellow are only seen by you. If a member signs in to their own account they would only see the fields in purple on this page.

If you are entering **ALL** enrollment data you must collect the **paper forms, etc. and record.**

- that the document was received
- the date it was received
- the consent given

Health Forms must be re-newed every year!

4-H Code of Conduct & Media Release are only required to be completed once.

****This is information you may need to come back to. To return to this screen you will:**

- login to family record
- click “edit” in the member list
- click continue at the bottom of the “youth information” screen.

****We HIGHLY recommend that you only add the basic information to the "family profile" AND then encourage the families to enter their personal information.**

Personal Information
Additional Information
Health Form
Participation

Additional Information

4-H MEDICAL INFORMED CONSENT FOR TREATMENT

Parent/Guardian Authorization: This health history is correct and complete as far as I know. The person herein described has permission to engage in all 4-H activities except as noted.

I hereby give permission to the NC 4-H to provide routine health care, administer prescribed medications, and seek emergency medical treatment including ordering x-rays or routine tests. I agree to the release of any records necessary for treatment, referral, billing or insurance purposes. I give permission to NC 4-H to arrange necessary related transportation for me/my child.

The person herein described has permission to engage in all 4-H activities except as noted here: -

In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by NC 4-H to secure and administer treatment including hospitalization, for the person named above. This completed form may be photocopied for trips out of county.

I agree ☐

No, I do not consent ☐

Parent/Guardian Signature

REQUIRED

Code of Conduct

4-H Code of Conduct and Disciplinary Procedure

North Carolina Cooperative Extension Service

Department of 4-H Youth Development

I. Purpose and Application:

A. The 4-H Code of Conduct is intended to foster a safe environment that is conducive to optimal learning and growth. Toward that end, youth participants are expected to behave in a way that respects the rights and property of others, and that will not disrupt or interfere with 4-H program goals.

B. This 4-H Code of Conduct and Disciplinary Procedure is a condition of participation in any North Carolina 4-H activities or programs.

II. Behaviors Prohibited at 4-H program Activities:

A. Possession, selling, and/or use of alcoholic beverages, tobacco products, and illegal drugs OR being present where individuals are using alcohol, tobacco products and/or any illegal substances

B. Any kind of sexually related physical contact

C. Possession of weapons or firearms (except while participating in a 4-H Shooting Sports Event)

D. Behavior that violates state or local laws

E. Damage to property of others

F. Theft, misuse or abuse of public or personal property

G. Conduct that jeopardizes the safety of self or others

H. Conduct that disrupts or interferes with 4-H programming

I. Leaving a program or facility without permission of parents or 4-H staff (including authorized volunteers)

J. Inappropriate dress, including but not limited to clothing that is sexually suggestive, indecent, or otherwise disruptive to the operations or goals of 4-H. Examples include clothing with negative or hateful language or symbols; and excessively tight clothing

Youth Media/Publicity Release

North Carolina 4-H: Photographic, Video, and Audio

Publicity Release

I give permission to North Carolina State University, through its Cooperative Extension program for North Carolina 4-H, and local County Extension staff, to take photographs and/or record video and/or audio or otherwise record images and likenesses of me and/or my property and to use these for 4-H Youth Development nonprofit educational, promotional, and/or marketing materials. I further consent that my name and identity may be revealed therein or by descriptive text or commentary.

I expressly release North Carolina State University, its agents, employees, licensees and assigns from and any and all claims which I may have for invasion of privacy, right of publicity, defamation, copyright infringement, or any other causes of action arising out of the use, adaptation, reproduction, distribution, broadcast or exhibition of such recordings of my image, voice, or likeness.

I understand this permission is entirely optional, and that participants who do not give permission will remain eligible for 4-H services, benefits, and privileges the same as those who do give permission.

Approved 3/02/06

I agree ☐

I do not agree ☐

Member Signature

Parent/Guardian Signature

T-Shirt Size:

REQUIRED

REQUIRED

<< Previous Continue >>

The “PARTICIPATION” screen is where you will:

- select a club or clubs for this member
- select the projects they have chosen
- select state and county activities they participate in
- select state or county groups that they are members of

This page will be an ongoing record of this member’s participation and can be used to keep track of helpful program information.

Add club(s) to member record:

Select a club from the drop down list. Only your county clubs will be listed. **-OR-** Click “add club”.

Once the club has been added it will appear in the “club list”.

If the member is in more than one club repeat this. You can indicate which club is the “primary” club by clicking the button in the primary column.

*Note: The Member-at-Large Option

If they ever drop from a club "they can return" to this screen and click the “delete” button to remove them from participation in that club.

Add project(s) to member record:

“Select a Club” from the drop down list. ONLY the clubs you have added to this member’s record in the previous screen will be available in this list.

“Select a project(s)”

*Members are REQUIRED to select at least 1 project a year!

When you have added all of a member’s projects click “continue”

Add awards and activities to member record:

You can use these screens to keep track of a member's activities and awards.

Members are NOT required to participate in "activities."

Both activities and awards can be added to previous years. They can also be project specific. If you check "project specific" only those activities associated with that project will appear in the list.

This is a great way to track who has received an award or participation in an activity over a long period of time.

Once you have added all of the **PARTICIPATION** information for this record (remember you **CAN** return to this screen to update throughout the year) click "submit enrollment".

You will see a review screen with all of the information you have entered and selected for this member. At the bottom you will see these options:

- **Accept Member:** if everything is entered and you want to make them an active member, click "accept member". You will still be able to edit this record, but their enrollment will be complete.
- **Send back to member:** if you "want / need the member" to complete their own enrollment you can use this to send it back to them with a "message to member".
- **Delete Member:** if you want to delete the record completely and start over. ****This action can NOT be un-done!**
- **Cancel:** this will save everything you have entered and return you to the "member list".

Once you have clicked "**ACCEPT MEMBER**" their record will appear as "**ACTIVE**" in the member list. If you have **not accepted** them their record will appear as incomplete.

To continue adding member to THIS family use "**add a new family member**"

To return to the home screen click 'return to county account'.

Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1) Lucy Schomer Demo	Youth		Incomplete	2012-2013	Edit
2) Sydney Schomer Demo	Youth	584968	Active	2012-2013	Edit