

NC STATE UNIVERSITY

#### 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.

	Montana 4-H Youth Development Powered by 4hOnline Brett (State)	Home   Logout
After logging in navigate to the SEARCH	Enrollment Connect Data	
screen "under the Enrollment tab."	Image: Search         Image: S	Reports Reporting
	Quick Exports Quick Reports	
	Members/Volunteers Families Projects Activities Awards Groups Training	
	Keyword(s) (4H Age, Address, Birthdale, Email, First Name, Preferred Name, Last Name, Primary Phone) Search Clear Filter	rs
	Select a county   From To Clear Date  Fagged Gender  From To Clear Dates  From Make Date  From To Clear Dates  From From To Clear Dates  From From From From From From From From	3 Female
Click on ADD FAMILY to begin creating the		lunteer Yes 🔲 No
family.	1-200 Reserved related	< >
	Reset Flag Add Flagged Add Family	
	MEMBERS/VOLUNTEERS	•
	Name V Years Member # County Status 4H Age Role Gender Primary Club Enrollment Approved	Login
	HOnline, Adult 1         V         1         460532         Demo         Inactive         Adult         Female         Demo         Sep 18, 2012         Sep 18, 2012         Sep 18, 2012	Login 💠



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.

milies	Projects	Activities	Awards	Groups	Train	ing		
Birthdate, Ema	il, First Name	e, Preferred Name,	Last Name, P	rimary Phone)		_		
						S	earch	Clear
	Creat	e a new family	y		[close]			Com
-	County				~		Flagged	Gen
	Demo		-	1			🔲 Yes 🔲 I	No 🔲 M
	Enter Fam	nily Name		-				
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Youth		r@yahoo.com				Penc	ling 🔲 Shor	rt-Term
	Enter Fam							
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	Confirm	n Add New Family			-			
		Add Fan	nily Ca	incel				
Add Family	6							
		MEMBE	RS/VOLUNTEE	RS				
			4-H					

North Carolina State University and North Carolina A&T State University commit themselves to positive action to secure equal opportunity regardless of race, color, creed, national origin, religion, sex, age, veteran status or disability. In addition, the two Universities welcome all persons without regard to sexual orientation. North Carolina State University, North Carolina A&T State University, U.S. Department of Agriculture, and local governments cooperating.



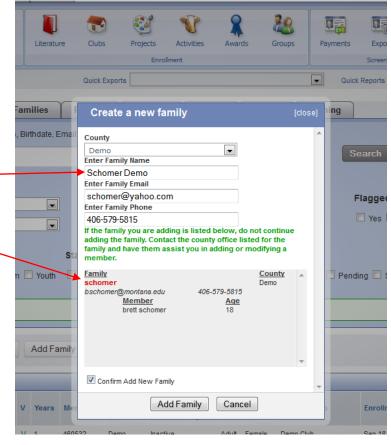
NC STATE UNIVERSITY

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"

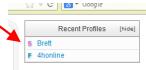
### Notice when you get to this point you are logged in as the "family" name.

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.

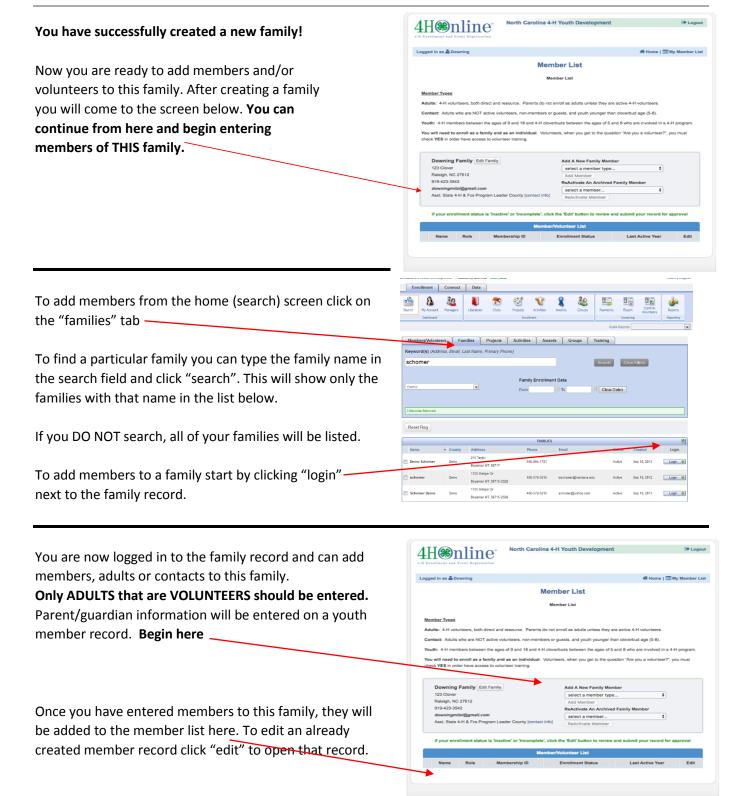
Logged in as 🚢 Smi	ith				🕈 Home   🥅 My Memi
Credit Cards	Email History Family	Family 5	Settings Login History		
		Fan	nily Information		
	-	Р	rofile Information		Required Fit
		• Email:	downingmitzi@gmail.com		joe@4honline.c
		ast Name:	Smith		
	- Mailing	Address:			
/		• City:			
		• State:	North Carolina	0	
		Zip Code:			12345
•	Correspondence P	ry Phone:	Mail	0	555-555-1234
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			Please double-check your Cos		
Update men	nber records with the sam	e address	0		
		Pas	sword Management		
	Current	Password:			
	New	Password:			
<b>7</b>	Confirm New	Password:			
			Update Password		
			Continue >>		
(			Contract yy		
Delete Family Only delete a family	y if they will never return.				





#### NC STATE UNIVERSITY

### **2** ENTERING MEMBERS





NC STATE UNIVERSITY

This is the Youth information screen. The family information has already been entered.	Personal Additional Participation Information Information Youth Personal Information	
If the youth has an email address	Profile Information	* Required Fields
that is specific to them (and	Email: pattystumpf@gmail.com	joe@4honline.com
different than the family email) it	• First Name:	
can be added here.	Middle Name:	
The field in <b>POLD</b> are the required	Last Name: Stumpf	
The field in <b>BOLD</b> are the required fields.	Suffix:	
inclus.	Preferred Name:	
Enter as "much information as	Mailing Address: 1220 Hamiltons Cross Rd	
possible" here.	Mailing Address 2:	
	City: Marshville	
Note: Section for Text messaging.	★State: North Carolina	12345
The ball of the first second states	• Birth Date:	mm/dd/yyyy
The bottom half of the screen is the	Gender: Select gender	
demographic information about their parent / guardian.	• Primary Phone: 704-624-6565	555-555-1234
parent / guardian.	Cell Phone:	555-555-1234
	You wish to receive notices via text message:	
	* 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:	555 555 4004
	Parent 2 Cell Phone:	555-555-1234
	Parent 2 Work Phone:	555-555-1234

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 County:	Beaverhead 🔹
School District:	Beaverhead County H S
School Name:	Select a school name
School Name:	Select a school type
School Type:	Select a school type 💌
-	Select a school type 💌





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.

<u>_</u>				
	Persona	I Additional Health Form P	articipation	
	mornau	Additional Information		
	4-H MEDIC	AL INFORMED CONSENT FOR	TREATMEN	
Parent/Guardian Authorization permission to engage in all 4-P	: This health h I activities exc	nistory is correct and complete as far as cept as noted.	I know. The person herein	described has
I hereby give permission to the medical treatment including on	NC 4-H to pr	rovide routine health care, administer p or routine tests. I agree to the release o	rescribed medications, and	seek emergency r treatment,
referral, billing or insurance pu	rposes. I give	permission to NC 4-H to arrange nece	ssary related transportation	for me/my child.
In the event I cannot be reache	ed in an emer	gency, I hereby give permission to the p	physician selected by NC 4-	H to secure and ocopied for trips
	io, i do not c Guardian Sig			REQUIRED
	ouuruun oig		of Conduct	
		4-H Code of Conduct	and Disciplinary Proced	ure
			perative Extension Servi	
		Department of 4	I-H Youth Development	
I	. Purpo	ose and Application:		
c	rowth. Towar thers, and tha	H Code of Conduct is intended to foster rd that end, youth participants are expec at will not disrupt or interfere with 4-H p	ted to behave in a way that rogram goals.	respects the rights and property o
E	<ol> <li>This 4- activities or pro</li> </ol>	-H Code of Conduct and Disciplinary Pro- ograms.	edure is a condition of parti	cipation in any North Carolina 4-H
I	I. <u>Beha</u>	viors Prohibited at 4-H program Act	ivities:	
, v		ssion, selling, and/or use of alcoholic bev als are using alcohol, tobacco products a		
E		nd of sexually related physical contact		
0		sion of weapons or firearms (except whil or that violates state or local laws	e participating in a 4-H Shoo	oting Sports Event)
E		ge to property of others		
F		misuse or abuse of public or personal pr	operty	
c	G. Conduc	ct that jeopardizes the safety of self or o	thers	
ŀ	I. Conduc	ct that disrupts or interferes with 4-H pro	ogramming	
I	. Leavin	ng a program or facility without permission	on of parents or 4-H staff (in	cluding authorized volunteers)
J	lisruptive to th	opriate dress, including but not limited to ne operations or goals of 4-H. Examples i adia/Publicity Release		
				re should be no
North Caro		Photographic, Video, and Au licity Release	dio	
tension program for Nort btographs and/or record enesses of me and/or my approfit educational, prom	h Carolina video and property otional, a	ate University, through its Co 4-H, and local County Extens /or audio or otherwise record and to use these for 4-H You nd/or marketing materials. I f vealed therein or by descripti	ion staff, to take images and th Development urther consent	
d assigns from and any a nt of publicity, defamatio	nd all claim n, copyrig tation, rep	te University, its agents, emp ms which I may have for inva ht infringement, or any other production, distribution, broac a, or likeness.	sion of privacy, causes of action	
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oproved 3/02/06				
	l agree 🔍 not agree 🔍			
	not agree U Signature		REQUIRED	
Parent/Guardian			REQUIRED	
T-5	Shirt Size: Yo	outh Large 🗘	)	

<< Previous Continue >>



4H®nline

Logged in as 🛔 Stumpf: Jim

Clubs

Clubs

Select a m

Primary

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Another Demo Club

Demo Club

Enrollment Member Setting

Select a minimum of 1 club(s

<< Previous

#### NC STATE UNIVERSITY

North Carolina 4-H Youth Developmen

Additional Health Form Participation

member who does not belong to a 4-H club, please select the "Member at Large" club option from the drop d

Add a Club

Add Club

<< Previous Continue >>

Submit Enrollment

Return to Member List Continue >>

If you are a 4-H Volunteer who is not a Club Leader, you may skip this page and click "Continue."

Select a Club: Select a club ..

Add a Club

Add Club

Club Lis

Submit Enrollment

Club

ect a Club: Select a club

Degout

希 Home | 🚍 My Member List

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-

Edit

Delete

Delete

#### 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 clocking the button in the primary column.

\*Note: The Member-at-Large Option

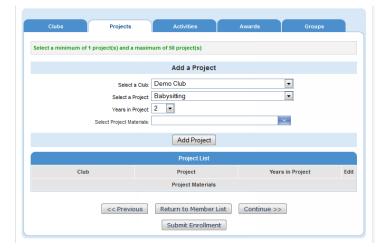
If they ever drop from a club "they can return" to this screen and click the "delete" button to remove them from participation in that club.

#### 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.

Clubs	Projects	Activities	Awards	Groups
		Add an Activit	у	
	Project Related:	012-2013 Select an item		•
		Add Activity	]	
		Activity List		
Year	Activity		Project	t Edit
	<< Previous	Return to Member Submit Enrollme		

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 **PARTICIPTATION** 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.

Message to member (optional)
Accept Member         Send Back To Member         Delete Member         Cancel
4H@nline Registration powered by 4HOnline

- 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".

	Schomer Demo Family Edit Fa	mity	Add	A New Family Membe	er.	
	1725 Bridger Dr		sele	select a member type		
	Bozeman, MT 59715-2329		Ac	ld Member		
	Address is Verifie	d	ReAd	tivate An Archived Fa	amily Member	
	406-579-5815	_	sel	ect a member	-	
	schomer@yahoo.com [send mail] Demo - Admin County [contact.		Re	Activate Member		
			Membership ID	Enrollment Status	Loot Active Veer	
	Name	Role	membership ib		Last Active Teal	Ed
1)	Name Lucy Schomer Demo	Youth	Membership ID	Incomplete	Last Active Tear	Edi Edit
		_	584068		2012-2013	