## North Carolina 4-H

# Re-Enrolling in 4HOnline



### **UPDATING UP A 4HONLINE PROFILE**

4-H requires annual updates of membership information within our 4HOnline program. 4HOnline is the on-line North Carolina 4-H Enrollment and event registration program. \*If you have an existing Family Profile please take a few minutes and make any necessary updates (new address, changes in clubs, medical information, etc.) during the re-enrollment period which begins each year on January 1st. The website can be found at https://nc.4honline.com

#### Who Needs to Re-Enroll

Effective January 1, 2019, only youth members and 4-H volunteers who are enrolled in 4HOnline will be considered active members and / or active 4-H volunteers.

#### How to Re-Enroll

- 4-H members and volunteers must enroll in 4-H annually.
- On or after Jan. 1 of the current year, go to the 4HOnline login screen at https://nc.4honline.com \*4-H enrollment is ongoing throughout the calendar year.
- Login to your family account.
- Review and update the information for each youth member and / or yourself.
  - Click on the "Edit Tab" to access the youth / volunteers personal information and click Enroll for current 4-H year.
  - Continue through profile and make any necessary changes.
  - Health Information and 4-H Authorizations (Photo Release, Volunteer Screening, etc.) must be updated annually.
  - o If you need to add/delete a club do so at this time.
    - Youth members must enroll in a 4-H Club (members can select multiple clubs) and youth members will need to designate at least 1 project they plan to participate in during the year (previous projects remain in the members enrollment history).
- When you've made all the necessary updates Click "submit enrollment."

Once your enrollment has been submitted, it is sent to the local Extension Office to be approved. You should get a message back indicating your enrollment has been submitted. If there are any problems with your enrollment - you will get an e-mail with instructions for logging back in (with the same email / password you set up) and correcting those. If there are no problems, you will receive an e-mail stating that you have been accepted and will have access on-line to your enrollment to make any updates throughout the year, to register for events, etc.

We encourage you to keep your login (family e-mail address and password) written down in a secure location so, that you can access your profile at your leisure.

Note: If you've forgotten your password - you will need to click on "I forgot my password" and follow the instructions. \*If you know you have an account but can't remember the Email address you used to set up your account you'll need to contact your 4-H agent - they can provide you that information.

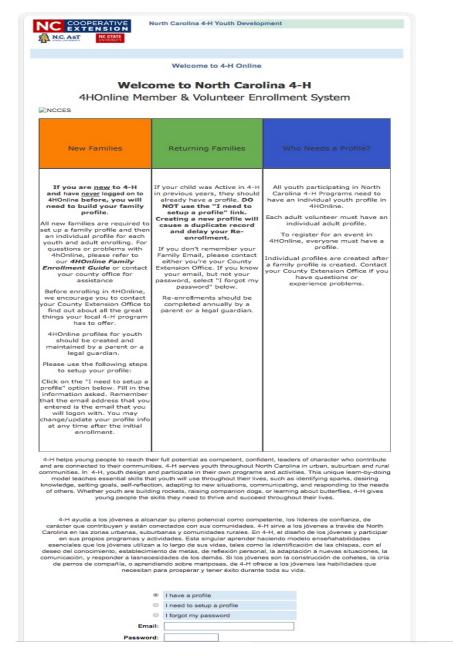
#### Additional Information & Troubleshooting Resources

- Wait, what does the log-in screen look like? \*Here's a screen shot on the right. \*\*If you've forgotten your password the system can resend it to the e-mail account linked to the profile.
- Once logged in the system continue through the profile prompts and update any needed information. Once you've completed the on-line process click "submit enrollment."
- Question: Will 4HOnline keep my changes if I leave the system before completing the re-enrollment process? Yes, it should keep your profile changes.

Remider: Set Up Only One (1) Family Profile Per Household!

#### **Additional Troubleshooting Resources**

Question: I see where the system has a place for "Adult" enrollments - should parents / guardians set up accounts in 4HOnline? \*Adult records should only belong to 4-H Volunteers. Parents / Guardians (who are not 4-H volunteers) do not need to create accounts under their family profile.



**Question:** What do I do if I do **not** see my 4-H Club listed on the drop down menu this year? \*Contact your 4-H agent.

Question: What do I do if our school is not on the drop down list? \*Contact your 4-H agent.

**Question**: Why do I need to update our family 4HOnline profile annually? \*NC 4-H operates under both NC State and Cooperative Extension's strict "Child Protection Safety" guidelines, and as part of the new requirements much of the information needed for registration must be verified annually.

**Question:** What do I do if I do **not** have an e-mail account and / or have access to the Internet? \*If you would like to set-up an e-mail account but you need assistance - please contact your 4-H agent (there are several free account services like gmail.com, yahoo.com, etc.). \*\*If you do **not** have an e-mail account nor access to the Internet, you can complete the enrollment process via paper forms (Note: Paper forms will be inputted into the 4HOnline system at the local level).