SETTING UP A PROFILE

You will be required to set up a family profile on 4HOnline, the on-line Alabama 4-H Enrollment and event registration program. The family profile will be where the members will enroll. The website can be found at https://al.4honline.com.

1 You will need to create a profile. Select *I need to setup a profile*, complete the fields required, and click *Create Login*. For Out-of-State residents, select **State Office** as your County on this screen.
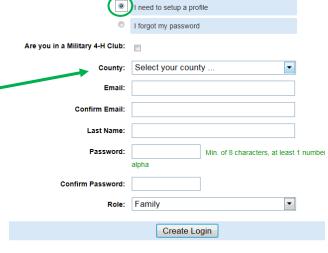
○ I have a profile
◉ I need to setup a profile
○ I forgot my password

Are you in a Military 4-H Club: ☐

County: Select your county ... ▼
Email:
Confirm Email:
Last Name:
Password: Min. of 8 characters, at least 1 number alpha
Confirm Password:
Role: Family ▼

Create Login

2 Follow the instructions on the Family Information page and click *continue*.
SET UP ONLY ONE FAMILY PROFILE PER HOUSEHOLD!

After adding the family, add your family members to that family profile. **IMPORTANT! Only adult records should belong to 4-H Adult volunteers**. Use the follow to determine the type of membership to add:

- **Adult:** 4-H adult volunteers who have been background checked and screened at the local level.
- **Contact:** Adults who are NOT volunteers and youth under the age of 8. Use this option when registering family members for an event.
- **Youth:** 4-H youth between the ages of 8 and 19.

Add A New Family Member
Youth ▼
Add Member   Add Short-Term Member
ReActivate An Archived Family Member
select a member... ▼
ReActivate Member

*NOTE***: If you are an out-of-state youth, select Youth and click the Add Short Term Member button.**

3 For adults and youth, the next pages are Authorization Releases and Health Forms for risk management. These are important to have completed in case you get injured during a 4-H event. Your registration will not be accepted unless all authorizations and health information fields are complete. Click *Submit Enrollment* to send in your enrollment.

You are now ready to register for an event. Follow the tip sheet for that event for registration details.

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