

Some tips to consider throughout the 4HOnline family enrollment process:

Log-In Screen

- The family will be asked to create an account using a last name and an e-mail address. The e-mail address will be the account log-in name.

Family Information Page

- The family can select their correspondence preference: e-mail or mail.
 - If the family does not use e-mail, make sure they select mail, especially if they are using a 'dummy' e-mail address to log-in.
- Check the box to "update records with this address" to only enter the family address once.

Member List Page

- Only parents or guardians intending to enroll as adult volunteer leaders should be added as members.

Youth Personal Information Page

- If the youth has a different e-mail address, it can be entered here.
 - This means that communication will come to the youth when e-mails are sent out.
 - Any *enrollment* related e-mails will still go to the family e-mail address.
- You can add a preferred name on this page. If the member prefers to go by a nickname, enter that name here.
- Years in 4-H: With the new system, it will be defaulted to 1. Be sure to enter the actual years of membership.
- Second Household Information: If there are parents/guardians that live in a different residence, include that contact information under the Second Household section.

Health Form Page

- This health form is **optional** at the time of enrollment. It will be required for some 4-H events such as summer camp, day camp, older youth trips, etc.
 - This health form will serve as the health information needed for 4-H events throughout the year, and will only need to be filled out once.
 - This information can be updated when health conditions or insurance providers change.

Adding Additional Members

- There is an option to check "Copy Parent Information from Another Youth Record", which will transfer info and shorten the process for entering additional youth family members.

Adult Volunteer Screening

- **Adults enrolling as leaders must complete this page.** If you are continuing as an enrolled leader, the background check will be conducted on the normal 4 year rotation. If you are new, the background check will be conducted before approving your enrollment.