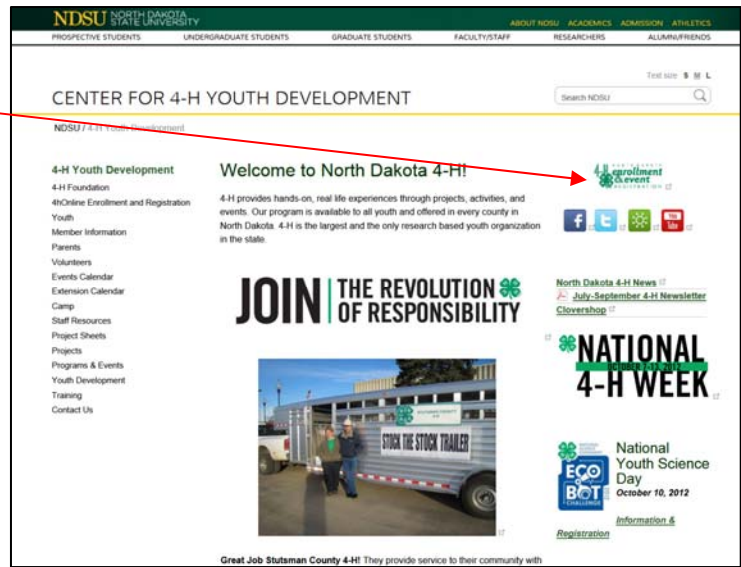


Logging in as a Club Leader

1. Access 4hOnline from the state 4-H web site at www.ndsu.edu/4h. Click on the link and add the web site to your bookmarks.



Welcome to 4hOnline

Returning Members, to re-enroll or register for an event: September 1 starts a new 4-H enrollment year. If you were a member in a previous year, you already have an account. Your login is your email address (must be the same email provided to the County Extension Office). If you have forgotten your password, please select that option. Your password will be sent to your email address.

You are required to re-enroll for the 2012-13 4-H year. Profile information may have changed, so it is important that everyone (youth and adults) update their profile before submitting. If you need to make changes after you have submitted your re-enrollment, please contact your county Extension office with the changes. To register for an event, log in with your family account and select "Register Member for an Event."

Non 4-H members, to register for an event: If you have never registered for an event with 4honline before, select "I need to set up a profile". Complete the information and click on "Create Login" to create your family record. Add participants in an event by adding a "Short-term Member" and selecting "Register Member for an Event."

If you have previously registered for an event, select I have a profile and enter your email address and password. If you have forgotten your password, select that option and then check your email for a message from 4honline.

For help with this program, visit:
www.ndsu.edu/4h/4honline_enrollment_and_registration/

I have a profile
 I need to setup a profile
 I forgot my password

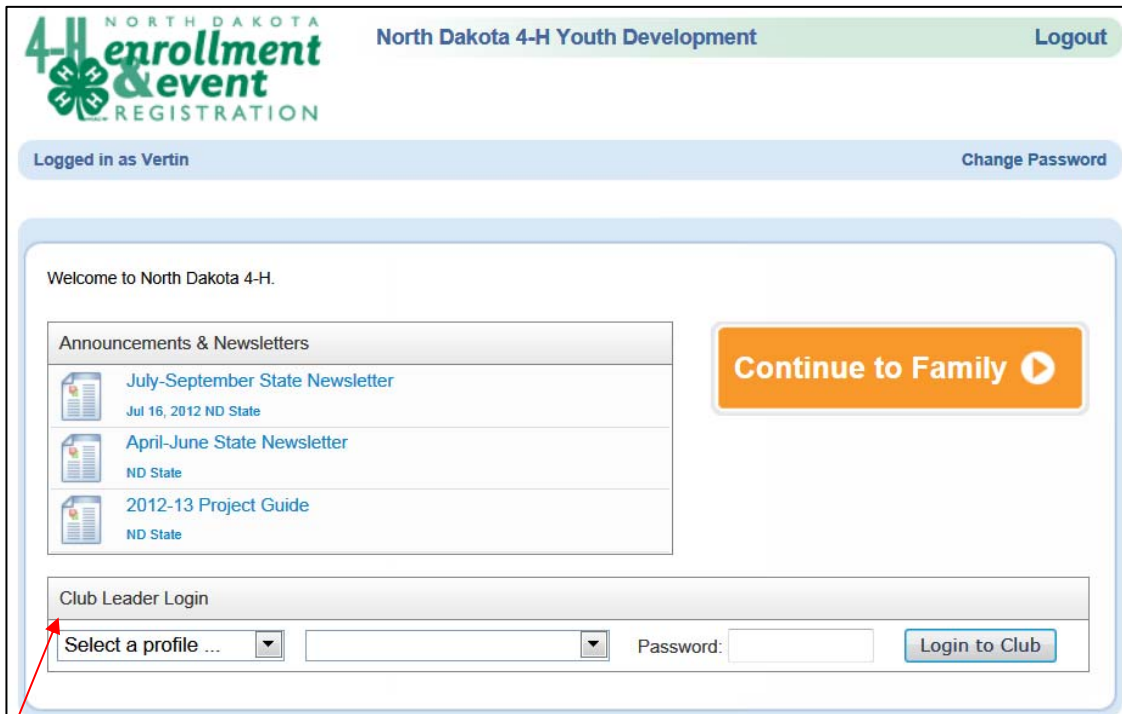
Email:

Password:

Role: Family

2. Click "I have a profile." Club Managers must have an established family profile and have indicated their volunteer status on the profile, and have been approved for administrative access by the county office.
3. Type your e-mail address and password.
4. Select "Family" on the Role drop down menu.

5. Click "Login" at the bottom of the screen to access the system. This will bring you to a second log in screen.



6. Under the "Club Leader Login" section, select the user, club and enter your club password. YOU MUST HAVE RECEIVED THE PASSWORD TO YOUR CLUB(S)/PROJECT GROUP(S) FROM YOUR COUNTY EXTENSION OFFICE.
7. Click "Login to Club."



8. In order to access your family profile when you are finished with your club management duties, click "Return to Family Login" at the top right of the screen. You can also logout and login again.