
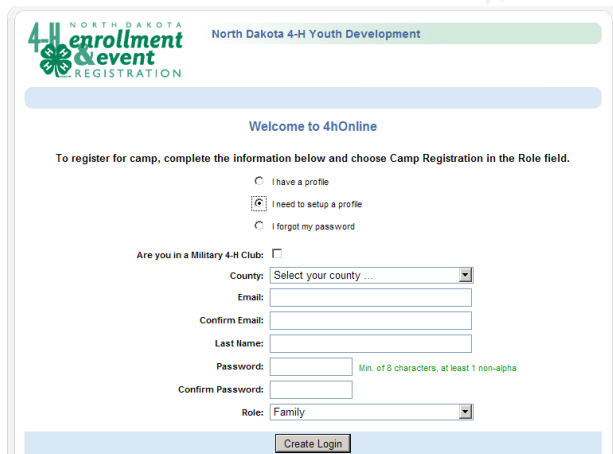
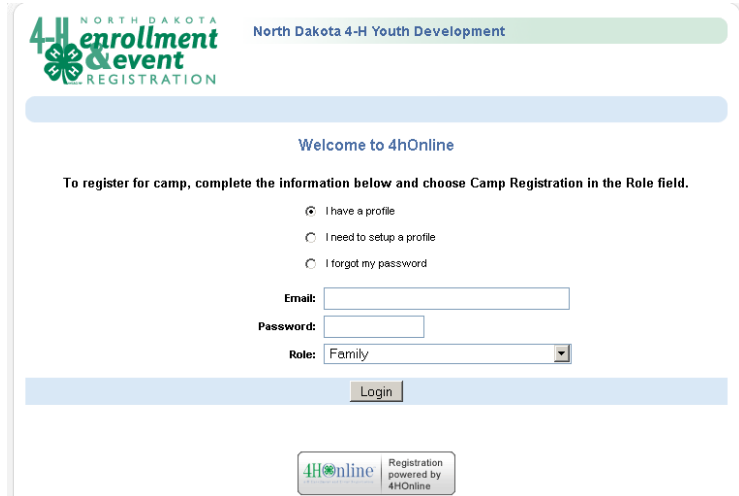


Family 4-H Enrollment on-line Information <https://northdakota.4honline.com/>

Follow step **1)** if you were enrolled in the previous 4-H year or **2)** if you are a new family

- 1) Go to the web site listed above. If you forgot your password click on “I forgot my password” Enter the e-mail address designated as your family e-mail. Click on send my password. You will receive an email from 4honline.com with a temporary password. You may want to change it to something you remember. If you remember your password select **I have a profile** enter in the info and click **Login**. After you have logged in – go to **3)**.
- 2) For “first-time” enrollment into the 4honline system, click on “I need to setup a profile.” The screen will change to look like this. 

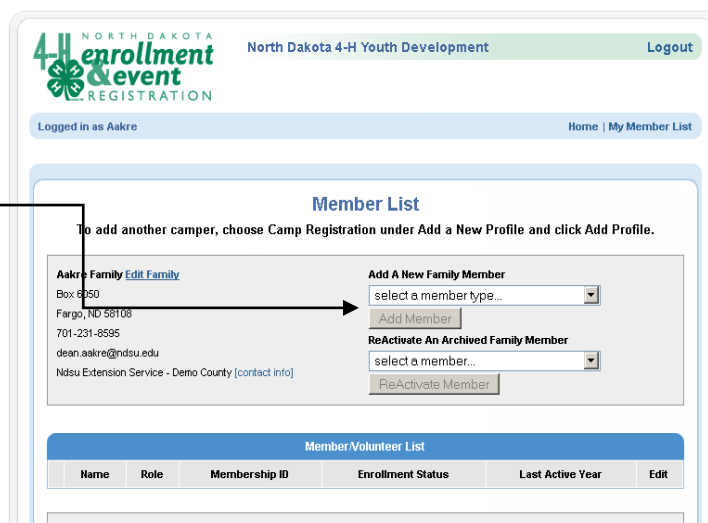


- 1) Check the box if members of your family belong to a military 4-H Club.
- 2) Select the county you are enrolling in. For most this will be the county where you live.
- 3) Provide your family email – this will be the primary field to identify your record.
- 4) Fill in the family name.
- 5) Create a password to use for this account.
- 6) The role should be “family”
- 7) After you have completed this and logged in, go to **3)**.

1) After you have logged in to your family account (for everyone).

Now that you have added the basic family information, you need add family members to enroll in the program. This will include youth as members and adults serving as volunteers. **Only add parents** if they are serving as volunteers.

- 1) To add a new member: Select member type “Youth” or “Adult” (volunteer), click on Add Member



For each member or volunteer to be enrolled, you will go through a series of information. The fields in **bold** are required fields for the 4honline program.

Notice that all information within the Family Record populates the Youth profile information screen. Enter additional information.

*Birthdate must be entered as shown at left. Or select birthdate using the calendar button. If the date is entered in a different format, it will cause a validation error.

Enter information for the parent(s) that live in the same household as the youth. Parent 1, for instance, could be Mom; and Parent 2 could be Dad. The two same-household parents can be specified with different last names if necessary. The only reason to add address info for Parent 2 is if the parents live in separate households. If a second household is to receive information, check box by **Second Household Send Correspondence** and complete address information.

Enter

Enter emergency contact information if there is someone else that can be contacted. Be sure to enter the county where enrolling.

Complete the rest of the personal profile.

If a member of your family is serving in the military, please indicate who and select the branch of service and branch component. Select your school from the list. If your school is not listed, check the related statement and fill in your school name and type. Select current grade, click **Continue>>**.

Additional Information

For the 2013-14 4-H year, each member and volunteer must complete the authorizations in 4HOnline. These include Assumption of Risk and Release statement, Code of Conduct statement, a health/medical authorization statement, and a Media Release form. In addition, a health form is required for overnight tips, check with your County Extension staff.

The parent/guardian agrees to the each of the statements below on his or her own behalf and on behalf of the member; the member, if eighteen years or older, agrees, on his or her own behalf, to each of the above statements; the member, if under eighteen years old, agrees to abide by the Code of Conduct.

Assumption of Risk and Release Statement

I hereby release, waive, discharge and covenant not to sue North Dakota State University, its officers, agents, employees, and North Dakota 4-H all of which hereinafter known as "NDSU" from all liability to the undersigned. In consideration of being permitted to participate in North Dakota 4-H, the undersigned in full recognition and appreciation of the dangers and hazards inherent in the above activity, does hereby agree to assume all the risks and responsibilities surrounding my participation therein, and further, do for myself, my heirs, and personal representatives, hold harmless, release and forever discharge NDSU from and against any and all liability, damages, claims, demands, actions, or causes of actions, on account of damage to personal property or personal injury or death which may result from my participation therein whether caused by the negligence of NDSU or otherwise. The undersigned hereby assumes full responsibility for, and risk of bodily injury, death or property damage due to the negligence of the releases or otherwise while in, about or upon the premises of NDSU or while participating in the above described event.

I agree to the Assumption of Risk and Release Statement **REQUIRED**

Media Release Statement

I hereby give permission to the NDSU Extension Service to use any photographs, video or audio of me taken by designated 4-H activity photographers for programs, promotions, web sites or for any other educational use by the NDSU Extension Service. I also recognize that these photographs, video or audio tape are the property of the NDSU Extension Service.

I give permission.

Participant Expectations and Code of Conduct

I have read and agree to abide by the North Dakota 4-H Participant Expectations and the North Dakota 4-H Code of Conduct Policy and Procedures. The full policy is available online at www.ndsu.edu/fileadmin/4h/ClubMaterials/IPB731.pdf. I am aware that my actions and decisions affect myself as well as others. I am aware that violations may result in consequences.

Parents and legal guardians attending or participating in 4-H youth development programs also agree to conduct themselves according to the North Dakota 4-H Participant Expectations and the North Dakota 4-H Code of Conduct Policy and Procedures, and assist and support youth in their efforts to adhere to the Expectations and Code.

I agree to the Participant Expectations and Code of Conduct **REQUIRED**

<< Previous Continue >>

Additional Information

In this section you will need to read over the statements and electronically “sign” the agreement by clicking on the box stating, “I agree to the...”

You are required to agree to the **Assumption of Risk and Release Statement** and the **Participant Expectations and Code of Conduct** authorizations. The **Media Release Statement** you have the option to give permission or to not give permission.

This section of the Enrollment is required. You must complete the **Additional Information** in order to move on to the **Participation** section.

After reading the statements and completing this section click on **Continue>>**.

Participation Information

This next section asks for **Clubs, Projects** and **Groups** that your or your youth will be participating in in the new 4-H year. If you are a member of a club please select the club from the dropdown list provided and click **Add Club**. If you are a member of multiple Clubs please add them all but be sure to select your Primary Club. If you are not a member of a club yet please leave this area blank and your county office will contact you at a later date with information on clubs near you.

Participation

Clubs Projects Groups

Select a minimum of 1 club(s) and a maximum of 3 club(s)

Add a Club

Select a Club:

Select a Volunteer Type:

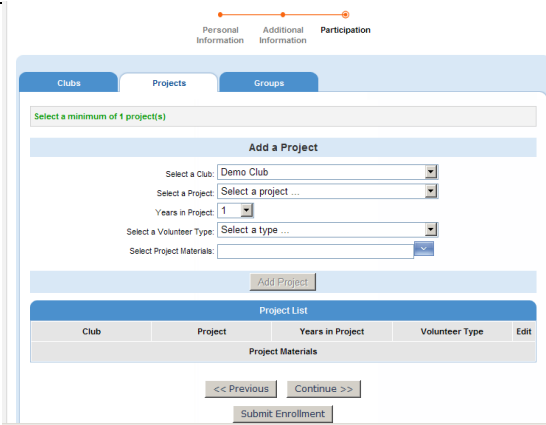
Add Club

Primary	Club	Volunteer Type	Edit

<< Previous Continue >>

Volunteers should select the volunteer type. Select **4-H Club Leader** if you are the organizational (main, key) leader for the club. Select **4-H Leader** if you are volunteer leader in the club – but not the main contact for the club. Select **4-H Project Leader** if that is your role in the club.

Click **Continue>>** to save the record and go to project tab.



The club you selected will appear in the Select a Club field. Most members belong to one club, however, if you are a member of more than one club, select the appropriate club for the project and then select a project. Select the number of years in the project. If you wish to order literature for the project, click on Select Project Materials. A drop down list of the literature available for that project will appear. When you click on **Add Project**, the project and literature needed (if selected) will appear under project list. It will also state which club the member is in for this project.

When you have completed the project selection, click on Previous if you want to go back and change information. The **Groups** section is optional. If you would like to select a Group you may however you do not need to in order to Enroll. If you are confident that you have everything correct click on **Submit Enrollment**. County Extension staff will approve your enrollment application or ask for additional information if needed. You will receive an email (to the family email) when they have approved your enrollment – this may not happen until you have submitted any specific forms required.