Family 4-H Enrollment on-line Information  
https://www.ndsu.edu/4h/  
Click on this icon:  

New Families:  
If you are a new family to 4-H, click on “I need to setup a profile.” The screen will change and you will create a log-in.

Returning Families:  
You have a profile, enter your email associated with 4honline and your password. If you do not know your password click on “I forgot my password” and check your email for a new temporary password. When logged-in, click on

For All Families: Select either 1) or 2) below

1) To re-enroll a member of my family:  
Find the family member (youth member or adult volunteer) and click on Edit:

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>ID</th>
<th>Status</th>
<th>Year</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Betzi Aakre</td>
<td>Youth</td>
<td>2362589</td>
<td>Active</td>
<td>2018-2019</td>
<td>Edit</td>
</tr>
</tbody>
</table>

Review the information in the member profile, correcting anything that has changed. Some items such as age, grade, years in 4-H, etc. will automatically increment.

You will re-enroll for the new year and proceed to selecting clubs and projects. The club and projects the member was enrolled in last year, will automatically be listed. You can delete any club or project you will not be involved in for the new year. You can Add a project and also request specific literature if interested. You must select at least one club and one project. Do not add information to Activities, Awards or Groups, click on Submit Enrollment.

2) To enroll a new member from a new family or an existing family:  
Select the member type (Adult for volunteers, Youth for members) and click on Add Member.

For each member or volunteer to be enrolled, you will go through a series of information fields. 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 mm/dd/year. Or select birthdate using the calendar button. If the date is entered in a different format, it will cause a validation error.

Check the box if members of your family belong to a military 4-H Club.
Enter information for the parent(s) that live in the same household as the youth. 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 emergency contact information if there is someone else that can be contacted. Be sure to enter the county where enrolling.

If a member of your family is serving in the military, please indicate that and select 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.

Authorization Statements
Each member and parent must read and give permission or acknowledge agreement to specific code of conduct and expectations as well as some Authorization statements.

The statements shown here with a red circle require agreement in order to join 4-H. Your (member and parent/guardian) typed name serves as a signature and implies agreement.

The medical authorization statement does not take the place of a health form, required for some activities. It does provide authorization to seek medical attention if needed and the parent or guardian cannot be immediately reached.

The statements with the blue circle, must be answered, but you can choose to allow or not allow participation in Evaluations and Media Releases.

Click on Continue to Participation.

Each member must enroll in one club and one project.
Select the club you wish to join. If uncertain, contact your county Extension Agent for help to identify a club.
Next, select one or more projects you wish to study and learn about this year. Again, you can consult your county Extension Agent for help.

When you have completed the project selection, click on Previous if you want to go back and change information. Click on Submit Enrollment if no changes are needed. 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.