

Welcome to the 2016-2017 4-H Year!



Dear Florida 4-H Families,

We hope you are ready for another exciting year in Florida 4-H. Please remember that all youth members and volunteers are required to enroll, or re-enroll, for the new 4-H year at **4HOnline**, the online enrollment and event registration system of Florida 4-H. To help ensure your first time enrollment, or your re-enrollment, is as easy as possible, please read the information below and contact your County Extension Office if you have any questions prior to you beginning the enrollment process.* If this is your first year in Florida 4-H, or it has been a few years since you have been involved with Florida 4-H, we recommend that you contact your local County Extension Office before enrolling in 4HOnline and let them know you would like to enroll.

Sincerely,

Florida 4-H State Headquarters

4HOnline Enrollment Opens August 18

Visit <http://florida.4honline.com> to enroll for the new 4-H year!

Parents and Guardians are responsible for creating and maintaining family and member profiles. Youth should not be given passwords to access 4HOnline profiles.

FOR NEW YOUTH MEMBERS

- ◆ When you are ready to enroll in 4HOnline, you will create a new family profile.
- ◆ Once your family profile is created, you may begin adding new youth member profiles to your family profile.
- ◆ For each youth profile you will complete the Profile Information, Authorizations, Health Form and the Participation sections of the enrollment.
- ◆ Each youth member must have a club and a project assigned to his or her profile in the Participation section. Some clubs have specific age and project requirements. Therefore, you should contact your County Extension Office to see what clubs are available for your youth before making a selection.
- ◆ When finished click Submit Enrollment.
- ◆ If you are a family with community club youth members (4-H ages 8-18*) please visit <http://florida4h.org/membershipfees> to complete the 4-H enrollment process by submitting the annual Florida 4-H community club membership fee.
- ◆ You will be contacted by your County 4-H Staff and/or your 4-H Club Leader once your enrollment is reviewed and made active for the new year!



FOR RETURNING YOUTH MEMBERS AND ADULT VOLUNTEERS

- ◆ DO NOT establish another family or member profile in 4HOnline if you are a returning 4-H member. Log into 4HOnline with your family e-mail address and password.** Click edit next to the individuals you wish to re-enroll.
- ◆ Review profile information very carefully and update all required information in the Profile Information, Authorizations, Health Form and the Participation sections of the enrollment.
- ◆ When finished click Submit Enrollment. You will be contacted by your County 4-H Staff and/or your 4-H Club Leader once your enrollment is reviewed and made active for the new year!

FOR NEW ADULTS WANTING TO VOLUNTEER

- ◆ All potential volunteers must complete an application. Your 4HOnline enrollment is considered your application. Create a new family profile, unless members of your household are already members.
- ◆ Once a family profile is setup, you will then add an individual adult profile. Complete all sections of the enrollment, including the Screening section.
- ◆ Make sure that you answer "yes" to the are you a volunteer question when completing the enrollment sections. This will allow you to see the enrollment fields that are relevant for volunteers.
- ◆ When finished click Submit Enrollment. You will be contacted by your County 4-H Staff with further instructions for completing any required background screenings and required volunteer trainings.

FOR ALL MEMBERS AND ADULT VOLUNTEERS

**At any time if you lose your e-mail or password, contact your County Extension Office for assistance - DO NOT SET UP ANOTHER FAMILY and/or MEMBER PROFILE! Please write down your email address and password and place both in a secure location.

*Step by step instructions for enrollment in 4HOnline are available at the 4HOnline homepage: <http://florida.4honline.com>.