

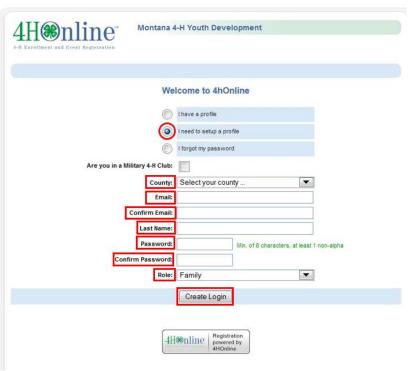
# **Enrolling in 4HOnline**

Your <u>county Extension office</u> staff can help you find a club, get the forms you need, and begin the enrollment process, whether you do that with a paper form, or electronically using the 4HOnline software. Please call the Extension Office if you have any questions or need assistance when enrolling online.

To enroll using Montana 4HOnline software, you will need a computer, Internet access, a valid e-mail address and a web browser.

- Go to <a href="http://mt.4honline.com">http://mt.4honline.com</a>
   (notice there's no "www" in that address).
- 2. Click "I need to set up a profile". A drop down menu will appear.
- 3. Select the county you want to join.
- 4. Type in your **valid** family e-mail address.
  - \*E-mail addresses must be valid in order for you to have access to your enrollment information. Your email is your account login as well as how you receive information.
- 5. Confirm (retype) your e-mail address
- 6. Type in your parent/guardian/household's last name. (This will be the name that appears on mailing labels—"The Johnson Family" for example.)
- Create your password –
   Which must be a minimum of 8 characters and contain at least one capital letter or one number/symbol.
- 8. Click on "Create Login"

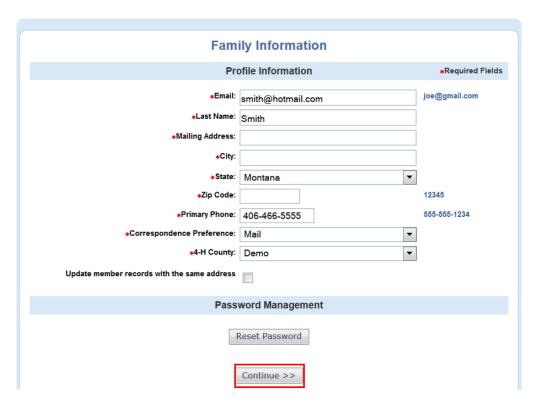
To move between boxes, you need to use your mouse or the TAB key. Don't press the ENTER key or click on the BACK ARROW – you will lose any information that you have entered.





### **Family Information page**

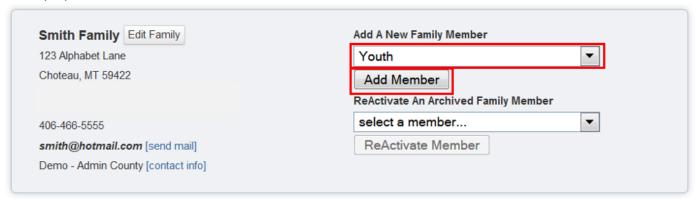
- Fill in all your personal information correctly and completely.
- Make sure that you choose your correspondence preference to either "Mail" or "Email".
- <u>Do not check</u> the "update member records" box at this time.
- Click on the "Continue" button at the bottom of the page.

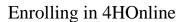


# Member List page

In the drop down box under "Add a New Family Member", select "youth" and click on "Add Member".

**NEW adult volunteers** must complete and submit **paper** copies of the <u>Volunteer Application</u>, <u>4-H</u>
<u>Volunteer Agreement</u> and <u>Volunteer Disclosure & Consent Form</u> to their County Extension Office to be approved as a 4-H volunteer. The County Extension Office will add the enrollment information to your family's profile.



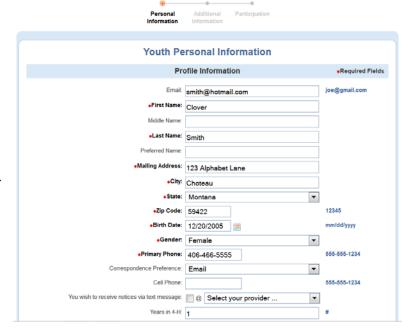




# **Youth Personal Information page**

Fill in all information for this member correctly and completely.

- If he/she has a DIFFERENT e-mail address than the family one entered at login, enter it in the top box.
- If his/her last name is different than the parent/guardian/household name, make that change on this page.
- For the Years in 4-H, enter "1" if this is your first year. If you are reenrolling in the 4-H program, enter the number of years you have been a member.
- Enter parent's first and last name, along with their cell phone number, if applicable.



	*4-H County:	Demo ▼	
	Emergency Contact Relationship:		
	Emergency Contact Email:		joe@gmail.com
	Emergency Contact Celll Phone:		555-555-1234
	Emergency Contact Phone:		555-555-1234
	Emergency Contact Name:		
	Second Household Email:		joe@gmail.com
	Second Household Zip Code:		12345
	Second Household State:	Montana ▼	
	Second Household City:		
	Second Household Address:		
	Second Household Mailing Title:		
	Second Household Primary Phone:		555-555-1234
	Second Household First Names:		
	Second Household Family Name:		
ecor			

- If there are parents/guardians that do not live in the same residence as you, you may enter their mailing information under Secondary Household.
- Mark the check box if the parents/guardians in the secondary household would like to receive correspondence.
- Complete the Emergency Contact information in the event that the parent/guardian cannot be reached.
- Select your county from the drop down box.

 In the Volunteer section, mark Yes if you serve in a leadership capacity in 4-H. If not, mark no.

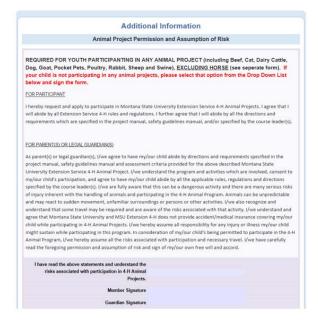
Volunteer				
Select "Yes" if you serve in a leadership capacity in 4-H. Examples for youth: Junior Leader, Club Officer, etc.				
Examples for adult: Chaperone, Community Club Leader, Project Leader, etc.				
Are	re you a Volunteer?: No:			



#### **Additional Information**

Each youth member will need to digitally sign the following forms on the Additional Information page.

# **Animal Project Permission and Assumption of Risk**



# Horse Project Permission & Assumption of Risk Form



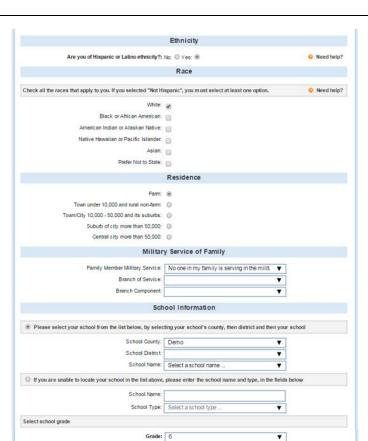
#### Montana 4-H Code of Conduct Form



#### Media Release Form







# Enrolling in 4HOnline

**Ethnicity** – if you consider yourself/child to be a part of the Hispanic culture, mark "yes".

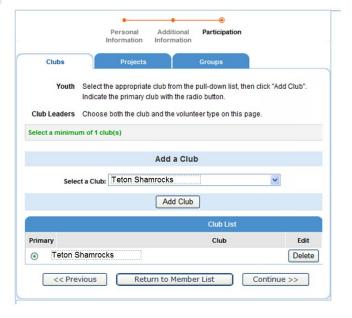
- You may choose any of the other options listed below or mark "prefer not to state".
- Choose your residence.
- Complete the Military Service of Family section.
- **School Information** –Select your child's current grade in school.
- Click on the "Continue" button at the bottom.

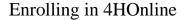
# Clubs page

 Select the correct club from the drop down menu and click on it.

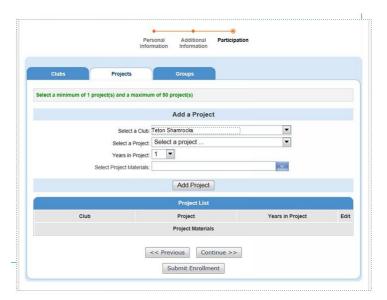
Continue >>

- Be sure to click "Add Club".
- Click the "Continue" button.









# **Projects page**

- Under "Select a Project" click on the drop down menu and select the first project for this youth.
- "Years in Project" must have 1 for 1<sup>st</sup> year members. For returning members, enter the number of years you have been enrolled in the project.
- Click on "Add Project".
- For each additional project that you want to add, repeat the steps above.
- Click the "Continue" button.

# **Activities (Committees) page**

- If you would like to volunteer to be part of a committee, you will enroll on this page.
- Select the committee you wish to enroll in from the dropdown box.
- Click on "Add Activity".



Once you have entered all your project(s), and activities (committees, if applicable), you need to click on "Submit Enrollment" and you are done!



If there is another youth in your family enrolling in 4-H, you will need to repeat this process for them. There is an option to "copy parent information from another youth record" drop box that will shorten the process some for the second (and beyond) youth.

Once your enrollment has been submitted, it is sent to your County Extension Office for approval. If there are any problems with your enrollment – incorrect or missing information, etc. – you will get an e-mail stating so. If there are no problems, you will receive an e-mail stating that you have been accepted and will have access online to view your enrollment throughout the 4-H year.

Keep your login (family email address) and password handy so that you can log in to the program and view your records whenever you need to and receive important updates.



# **FAQ – Frequently asked Questions**

#### Passwords and E-mail Addresses

#### Q: I forgot my password, how can I get it?

A: On the login page, click on "I forgot my password" and then click "Send My Password"

#### Q: I forgot the e-mail address that I used, how can I get it?

A: You will need to contact your county Extension office and ask them to look at your profile for the correct e-mail address.

#### Q: I requested my password to be sent, but it never came, what can I do?

A: Contact your county Extension office and ask for your password to be reset and confirm your email address.

#### Q: If I forgot my e-mail and/or password, can I just set up another profile?

A: No! If you do that it duplicate the enrollment numbers in the system and creates multiple profiles for families and 4-H members and does not allow you to create a "transcript" of all your 4-H events. If you forget, simply contact the office for that information.

#### Q: I was given/e-mailed a password but when I typed it in, but it did not work?

A: Because of the sensitivity of the passwords it is recommended that you "cut and paste" the password into the password field. Then once you are logged into the system, you can reset it to something more memorable, as long as it has a minimum of 8 characters & includes letters, plus numbers and/or symbols.

#### Family and Individual Profile

### Q: I completed my profile over a week ago and it is still pending, what do I do?

A: Contact your county Extension office and ask them to approve your enrollment or ask if there are any problems with it.

#### Q: If I enrolled using the paper format, how do I access my 4HOnline account?

A: If you did not enroll using the Montana 4-H Online software, and would like to access your account, please access the Montana 4HOnline software at <a href="http://mt.4honline.com">http://mt.4honline.com</a>, select "I forgot my password," type in your email address and click the Login button.