



## Enrolling in 4HOnline

Your county Extension office 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.

1. Go to <http://mt.4honline.com> (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.)
7. 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”.
- Do not check the “update member records” box at this time.
- Click on the “Continue” button at the bottom of the page.

The screenshot shows the 'Family Information' page. The 'Profile Information' section contains several required fields: Email (smith@hotmail.com), Last Name (Smith), Mailing Address, City, State (Montana), Zip Code (12345), Primary Phone (406-466-5555), Correspondence Preference (Mail), and 4-H County (Demo). There is also a checkbox for 'Update member records with the same address'. The 'Password Management' section has a 'Reset Password' button and a 'Continue >>' button highlighted with a red box.

### 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 [Volunteer Application](#), [4-H Volunteer Agreement](#) and [Volunteer Disclosure & Consent Form](#) 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.

The screenshot shows the 'Member List' page for the 'Smith Family'. It includes contact information: 123 Alphabet Lane, Choteau, MT 59422, 406-466-5555, smith@hotmail.com, and Demo - Admin County. On the right, there are two sections: 'Add A New Family Member' with a dropdown menu set to 'Youth' and an 'Add Member' button highlighted with a red box; and 'ReActivate An Archived Family Member' with a dropdown menu set to 'select a member...' and a 'ReActivate Member' button.



# Enrolling in 4HOnline

## 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.

The screenshot shows the 'Youth Personal Information' form with a progress indicator at the top showing 'Personal Information' as the active step. The form includes fields for Profile Information, with some marked as required (indicated by a red dot). Fields include: Email (smith@hotmail.com), First Name (Clover), Last Name (Smith), Mailing Address (123 Alphabet Lane), City (Choteau), State (Montana), Zip Code (59422), Birth Date (12/20/2005), Gender (Female), Primary Phone (406-466-5555), Correspondence Preference (Email), and Cell Phone. There is also a checkbox for receiving notices via text message and a dropdown for selecting a provider, and a 'Years in 4-H' field set to 1.

Second Household Send Correspondence:

Second Household Family Name:

Second Household First Names:

Second Household Primary Phone:  555-555-1234

Second Household Mailing Title:

Second Household Address:

Second Household City:

Second Household State:

Second Household Zip Code:  12345

Second Household Email:  joe@gmail.com

Emergency Contact Name:

Emergency Contact Phone:  555-555-1234

Emergency Contact Cell Phone:  555-555-1234

Emergency Contact Email:  joe@gmail.com

Emergency Contact Relationship:

4-H County:

- 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 you a Volunteer?: No:  Yes:



### 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

**Additional Information**  
**Animal Project Permission and Assumption of Risk**

**REQUIRED FOR YOUTH PARTICIPATING IN ANY ANIMAL PROJECT (including Beef, Cat, Dairy Cattle, Dog, Goat, Pocket Pets, Poultry, Rabbit, Sheep and Swine), EXCLUDING HORSE (see separate form). If your child is not participating in any animal projects, please select that option from the Drop Down List below and sign the form.**

**FOR PARTICIPANT**

I hereby request and apply to participate in Montana State University Extension Service 4-H Animal Projects. I agree that I will abide by all Extension Service 4-H rules and regulations. I further agree that I will abide by all the directions and requirements which are specified in the project manual, safety guidelines manual, and/or specified by the course leader(s).

**FOR PARENT(S) OR LEGAL GUARDIAN(S)**

As parent(s) or legal guardian(s), I/we agree to have my/our child abide by directions and requirements specified in the project manual, safety guidelines manual and assessment criteria provided for the above described Montana State University Extension Service 4-H Animal Project. I/we understand the program and activities which are involved, consent to my/our child's participation, and agree to have my/our child abide by all the applicable rules, regulations and directions specified by the course leader(s). I/we are fully aware that this can be a dangerous activity and there are many serious risks of injury inherent with the handling of animals and participating in the 4-H Animal Program. Animals can be unpredictable and may react to sudden movement, unfamiliar surroundings or persons or other activities. I/we also recognize and understand that some travel may be required and are aware of the risks associated with that activity. I/we understand and agree that Montana State University and MSU Extension 4-H does not provide accident/medical insurance covering my/our child while participating in 4-H Animal Projects. I/we hereby assume all responsibility for any injury or illness my/our child might sustain while participating in this program. In consideration of my/our child's being permitted to participate in the 4-H Animal Program, I/we hereby assume all the risks associated with participation and necessary travel. I/we have carefully read the foregoing permission and assumption of risk and sign of my/our own free will and accord.

I have read the above statements and understand the risks associated with participation in 4-H Animal Projects.

Member Signature \_\_\_\_\_

Guardian Signature \_\_\_\_\_

### Montana 4-H Code of Conduct Form

**Code of Conduct**  
**Montana 4-H Code of Conduct**

The 4-H Center & Montana State University Extension wants your participation in 4-H programs, events and activities to be filled with exciting experiences, new friendships and fun. To ensure a positive experience for all participants, it is expected that all 4-H'ers be considerate of others, participate fully in the programming and observe the following expectations. If a situation or question arises which is not clearly covered by this list, ask an Extension Faculty/Staff member, volunteer leader, or chaperone before acting.

**While attending 4-H activities and events, I will:**

- Obey all rules established by the 4-H program, the local 4-H program and all local, state and federal laws.
- Conduct myself at all times in order to be a credit to the club, school and community.
- Dress neatly and appropriately for the occasion and in accordance with the activity dress code.
- Show respect for the rights and property of others; be courteous at all times.
- Be honest and not take unfair advantage of others.
- Refrain from disruptive behavior and swearing.
- Demonstrate sportsmanship, modesty in winning and generosity in defeat.
- Attend meetings and sessions promptly and respect the opinion of others in discussion.
- Be respectful of the authority of adult volunteers, youth leaders, 4-H staff and others in leadership roles.
- Not use, accept or carry alcohol, drugs or tobacco, or associate with others using the substances.

**While attending overnight events, I will also:**

- Not leave the activity or event unless permission is secured from my agent or chaperone.
- Not use my personal vehicle when it is not allowed by an event or trip.
- Care for the lodging property and respect the rights of other guests of the facility and observe all rules instituted by the property.
- Be in my sleeping area and stay there after curfew time and be out each day by the set time.
- Not enter the sleeping areas of members of the opposite gender and not invite non 4-H participants to the sleeping areas.
- Respect supervision at all times, being responsible to all adults connected with the trip or event.
- Be prepared to report to my local 4-H program knowledge gained by attending these activities.

**Member:** I have read the 4-H Code of Conduct and agree to live up to these expectations while participating in 4-H programs and events. I am aware that my actions and decisions affect others. I understand that my failure to do so could result in consequences, including dismissal from the event or program. I am willing to accept appropriate consequences of my actions.

**Parent/Guardian:** I have read the 4-H Code of Conduct and I support my child living up to the expectations it outlines. I will support the individual(s) in charge in maintaining appropriate behavior.

Member and Parent/Guardian have read and agree with the above.

Member Signature \_\_\_\_\_

Guardian Signature \_\_\_\_\_

### Horse Project Permission & Assumption of Risk Form

**Horse Project Permission & Assumption of Risk**

**REQUIRED FOR YOUTH PARTICIPATING IN ANY 4-H HORSE PROJECTS. Please note members still need to sign the Horse Helmet Policy and have a hard copy on record with the Extension Office. If your child is not participating in the 4-H Horse Project, please select that option in the drop-down list and sign the form.**

**FOR PARTICIPANT**

I hereby request and apply to participate in the Montana State University Extension Service 4-H Horse Project. I agree that I will abide by all Extension Service 4-H rules and regulations. I further agree that I will abide by all the directions and requirements which are specified in the project manual, safety guidelines manual, and/or specified by the course leader(s).

**FOR PARENT(S) OR LEGAL GUARDIAN(S)**

As parent(s) or legal guardian(s), I/we agree to have my/our child abide by directions and requirements specified in the project manual, safety guidelines manual and assessment criteria provided for the above described Montana State University Extension Service 4-H Horse Project. I/we understand the program and activities which are involved, consent to my/our child's participation, and agree to have my/our child abide by all the applicable rules, regulations and directions specified by the course leader(s). I/we are fully aware that this can be a dangerous activity and there are many serious risks of injury inherent with handling of animals and participation in the 4-H Horse Program. Animals can be unpredictable and may react to sudden movement, unfamiliar surroundings or persons or other activities. I/we also understand the stated risks are increased without my/our child's use of a helmet whenever he/she is around a horse. I/we recognize and understand that some travel may be required and are aware of the risks associated with that activity. I/we understand and agree that Montana State University and MSU Extension 4-H does not provide accident/medical insurance covering my/our child while participating in 4-H Horse Projects. I/we hereby assume all responsibility for any injury or illness my/our child might sustain while participating in this program. In consideration of my/our child being permitted to participate in the 4-H Horse Project, I/we hereby assume all the risks associated with participation and necessary travel. I/we have carefully read the foregoing permission and assumption of risk and sign of my/our own free will and accord.

I have read the above statements and understand the risks associated with participation in 4-H Animal Projects.

Member Signature \_\_\_\_\_

Guardian Signature \_\_\_\_\_

### Media Release Form

**Media Release**

MSU Extension - 4-H would like to use photos or video of your child during 4-H events or activities to use in press releases and other publicity. The photo or film may be used for the following purposes:

- Website
- Press Release
- News Story
- Marketing Materials
- Other

**CONDITIONS OF USE:**

- We will not use personal details or full names (first name and last name) of any child in a photograph on our web site.
- We will not include personal e-mail or postal addresses or telephone numbers on our web site or in other printed publications.
- We may use the name of the child in accompanying text or a photo caption.

I have read, consent, and agree, individually and, as a parent or guardian of the minor named above, to the foregoing terms and provisions. I warrant that I am of full legal age and have every right to contract for the minor in the above regard.

Guardian Signature: \_\_\_\_\_

**Member Information**

Do you need any special accommodations? Please detail: \_\_\_\_\_



## Enrolling in 4HOnline

**Ethnicity**

Are you of Hispanic or Latino ethnicity?: No  Yes  [Need help?](#)

**Race**

Check all the races that apply to you. If you selected "Not Hispanic", you must select at least one option. [Need help?](#)

White:

Black or African American:

American Indian or Alaskan Native:

Native Hawaiian or Pacific Islander:

Asian:

Prefer Not to State:

**Residence**

Farm:

Town under 10,000 and rural non-farm:

Town/City 10,000 - 50,000 and its suburbs:

Suburb of city more than 50,000:

Central city more than 50,000:

**Military Service of Family**

Family Member Military Service: No one in my family is serving in the milit:

Branch of Service:

Branch Component:

**School Information**

Please select your school from the list below, by selecting your school's county, then district and then your school

School County: Demo

School District:

School Name: Select a school name ...

If you are unable to locate your school in the list above, please enter the school name and type, in the fields below

School Name:

School Type: Select a school type ...

Select school grade

Grade: 6

[Continue >>](#)

**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.
- Be sure to click “**Add Club**”.
- Click the “**Continue**” button.

Personal Information    Additional Information    **Participation**

**Clubs**    **Projects**    **Groups**

**Youth** Select the appropriate club from the pull-down list, then click “Add Club”. Indicate the primary club with the radio button.

**Club Leaders** Choose both the club and the volunteer type on this page.

Select a minimum of 1 club(s)

**Add a Club**

Select a Club: Teton Shamrocks

[Add Club](#)

Club List		
Primary	Club	Edit
<input checked="" type="radio"/>	Teton Shamrocks	<a href="#">Delete</a>

[<< Previous](#)    [Return to Member List](#)    [Continue >>](#)



### 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 <http://mt.4honline.com> , select "I forgot my password," type in your email address and click the Login button.