



# 4-H Online 2.0 Enrollment *tip sheet* for families

## Logging in

After 14 years of using 4-H Online, Colorado 4-H is transitioning to version 2.0 (mobile friendly) for the 2020-2021 4-H enrollment year! Things are going to look very different and we thank you for your patience during this transition time as many features are still underway.

- To get started, go to our URL: [co.4honline.com](http://co.4honline.com)

4-H Online  
4-H ENROLLMENT AND EVENT REGISTRATION

Email

Password

Sign in

Don't have an account?

Reset password?

## 4-H families that are re-enrolling

- Enter the email address and password that you previously used in 4-H Online to "Sign in".
- 4HOnline 2.0 has higher password standards, so it's possible that your password is too short or requires additional security. (Click "**Reset password**" if your password is not working)
  - You will be sent an email with a link to reset your password, be sure to check your spam folder
    - i. Must be at least 10 characters long and contain a capital, lowercase and a number
    - ii. Passwords should NOT contain special characters ( for example: \_!, \$, #, @, ?)
    - iii. Please ignore any instructions that tell you to include a special character

## 4-H families enrolling for the first time

- Be sure to contact your [local county extension](#) office prior to beginning your online enrollment.
- Click the link "Don't have an account?"
- Select "Colorado" and then "Colorado 4-H Youth Development".
- Select the county
- Enter your family's contact information and set a password.
- Click "Create Account"
- Enter your family's address information and click Verify.

## Login troubleshooting

If you have previously created a 4-H Online account, 4-H Online will prevent you from creating a new account based on your email address, mailing address and/or phone number. This can sometimes be resolved with the on-screen prompts, other times staff assistance may be needed:

- **Contact the extension office at 719-520-7698 or email [Karla.Wiesner@colostate.edu](mailto:Karla.Wiesner@colostate.edu)**



Next

Finish

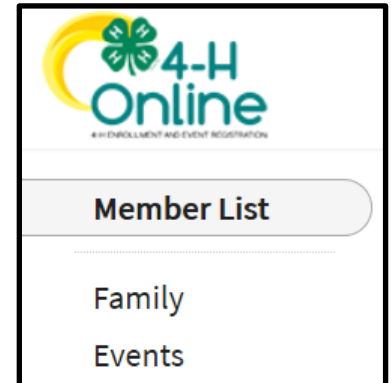
Submit

## Helpful hints: Look for the buttons!

Throughout the enrollment process, look for the **Blue** buttons to proceed, and ultimately, the **Green** button to 'submit'.

## Re-enrolling previous 4-H youth members

- Click on "**Member List**" to see existing member records.
- Click "**Enroll Now**" for the member you're re-enrolling.
- Select the member's current school Grade, click **Next** and then Enroll.
- Proceed through the next several screens to complete enrollment\*.



## Enrolling new 4-H youth members

### Step 1 - create a Member Profile

- Click "Add Member"
- Click on the "4-H" program and then "Next"
- Enter the requested information on the next screens to create the new member's profile.
  - This profile will remain in place for all future enrollments and event registrations.
- Click on "I want to join 4-H as a New or Returning 4-H Member", then Finish

+ Add Member

### Step 2 - enroll in the current 4-H year

With the member's profile created, proceed through the next several screens to complete enrollment.\*

