

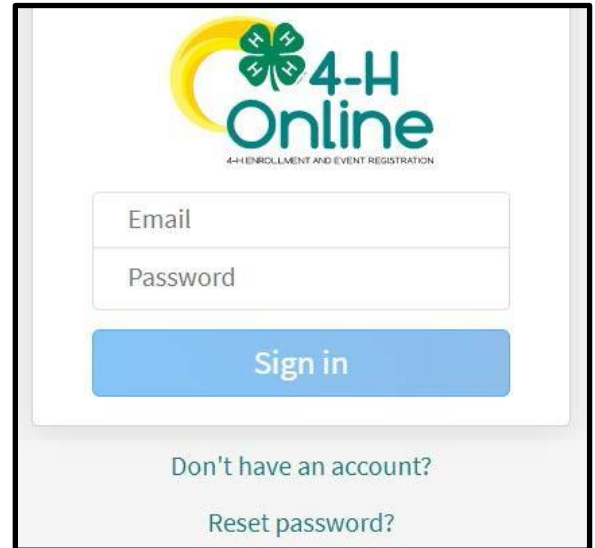


# 4-H Online 2.0 Enrollment *Tip Sheet* for Families

## Logging in

*In 2020-2021 Colorado 4-H Online transitioned to version 2. We thank you for your patience during this transition as many features are still underway.*

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



## 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 719-520-7690 or email [Charity.Cagle@colostate.edu](mailto:Charity.Cagle@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

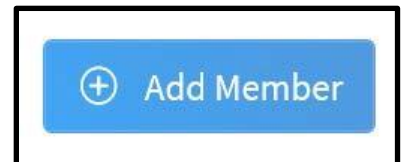
- Click on "**Member List**" to see existing member records.
- Click "**Enroll Now**" for the member you're re-enrolling.
- Select the member's current school Grade, click **Next** and then Enroll.
- Proceed through the next several screens to complete enrollment\*.



## 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. **Note: A unique email is required for each 'new' 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



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

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



## \* NOTE: Additional Information Tips for Enrolling

Member	Programs
<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> Nov 30, 2010 <div style="float: right; border: 1px solid blue; padding: 2px 5px; margin-top: 5px;">View</div>	<b>4-H</b> <a href="#">Enroll Now</a>

**View** – Allows the end-user to update the “Members” profile

**Enroll Now** – Allows member to begin the enrollment process answering questions such as:

**Choosing a 4-H Units (Club) and Project** – [local extension staff](#) should questions arise. Use the other “Blue” buttons to your advantage!



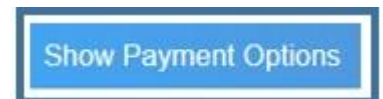
Tell Us About You and Share Information!

Sharing your health information is helpful, especially if needed during county, district, regional or state events. The only requirement are signatures to agree or disagree on emergency situations.



**Required Consents** for Members and Parents to Sign each 4-H Year (Code of Conduct, Participation, and Photo Release) – Only if a member takes an animal project the Animal Care and Housing Form is required per project.

Unless otherwise noted, all payment and questions should be directed to your local extension office. **NOTE: Always check with the county for all FEES, there may be additional county and/or club fees!**



## What Next?

After you submit enrollments/re-enrollment, you will receive an email from the 4-H Online server as a confirmation and with more information about participating in 4-H.

- In the days following your submissions the following will happen:
  - Enrollment Approved – Yay!
- Enrollment Sent Back to Member – The County needs some corrections, then you would resubmit for review.

**NOTE: Animal Entry Information will be coming soon! Stay tuned!**