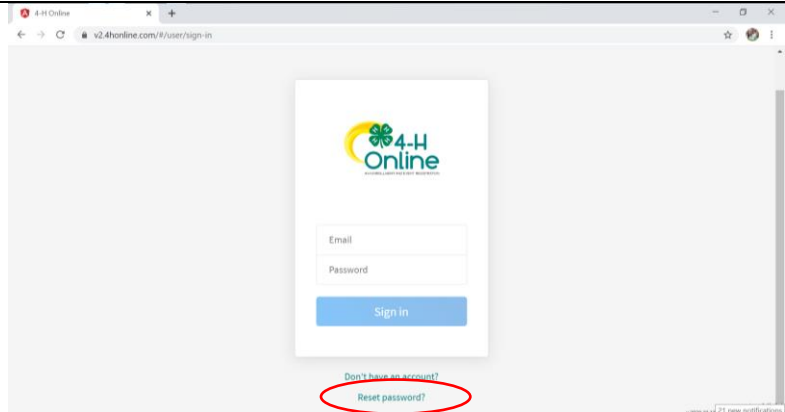


## Tip Sheet: Family Re-Enrollment

Authored by Mandi Dolan, 4-H Extension Agent, Virginia Cooperative Extension, Pittsylvania County; Joi Saville 4-H Operations & Special Events Coordinator, Virginia Cooperative Extension; State 4-H Online 2.0 Training Team

### Before beginning re-enrollment, please read the following notes:

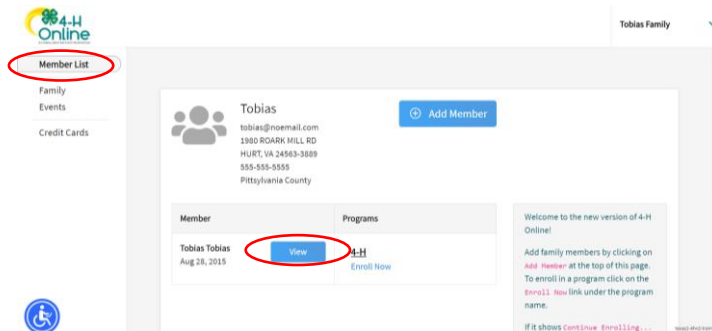
- 1) Throughout the re-enrollment process, you will see a “Fees” box located on the right side of your screen. Please disregard this feature as it does not apply to the task of re-enrolling 4-H members.
- 2) As you use the 4-H Online system, you may have a need to navigate “back” to a previous page. Do NOT use your browser’s back button as this will cause you to lose the information you just entered. Instead, please USE THE BACK BUTTON at the BOTTOM of the system page.

<p>1. Visit <a href="http://v2.4honline.com">v2.4honline.com</a></p> <p>*The system may ask you to verify your address. If so, enter your address and proceed as directed. If not, proceed to Step 2.</p>	
<p>2. Using your original 4-H Online email address and password, login to your account.</p> <p>*If you do not remember your family email address, please contact your local Virginia Cooperative Extension office for assistance.</p> <p>*If you do not remember your family password, click “Reset password.”</p> <p>*You may also be required to reset your password. Passwords should be at least ten</p>	

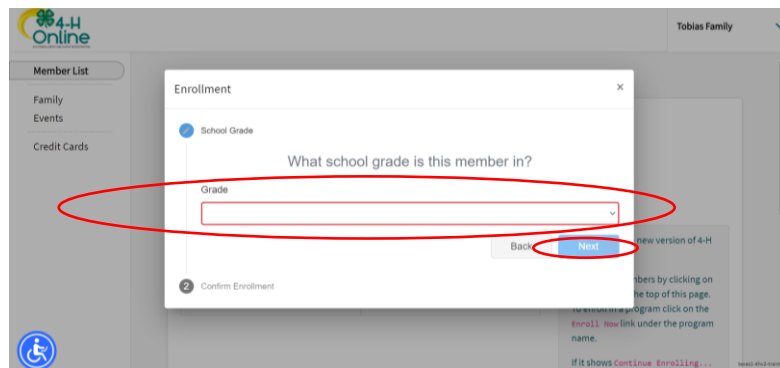
characters and include a capital letter, a numeral, and a special character.

**\*Upon login, it may ask to verify your address. Enter information accordingly then click, "Verify."**

3. Once logged in, click "Member List" from the left side menu on your screen.
4. Then select "Enroll Now" beside the name of the member you wish to re-enroll.



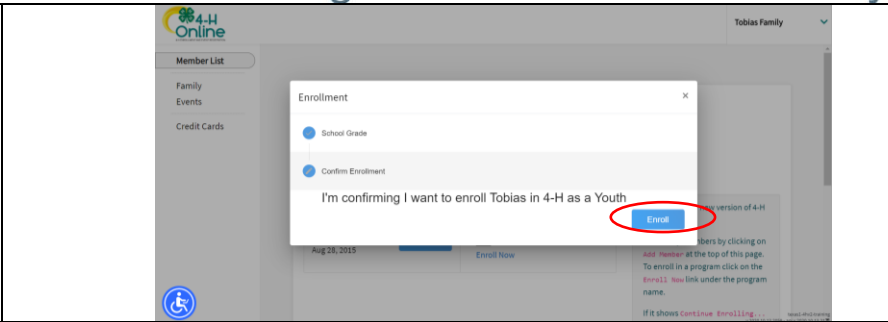
5. A window will appear. You may be prompted to do one or both of the following: A) Select the role/level of membership or B) Select the grade level of the 4-H member. Using the appropriate drop-down menu(s), select the appropriate responses.
6. Click "Next."



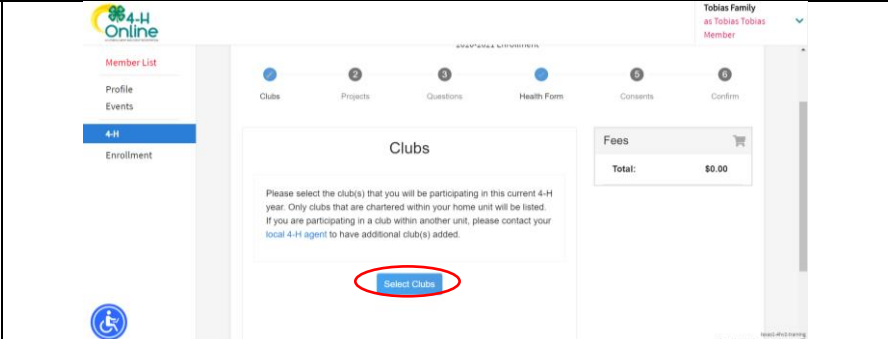
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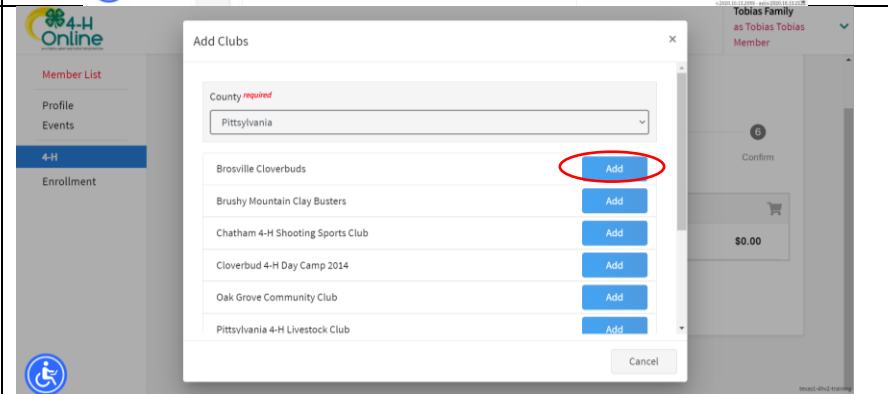
7. Confirm that you want to enroll the 4-H member by clicking, "Enroll."



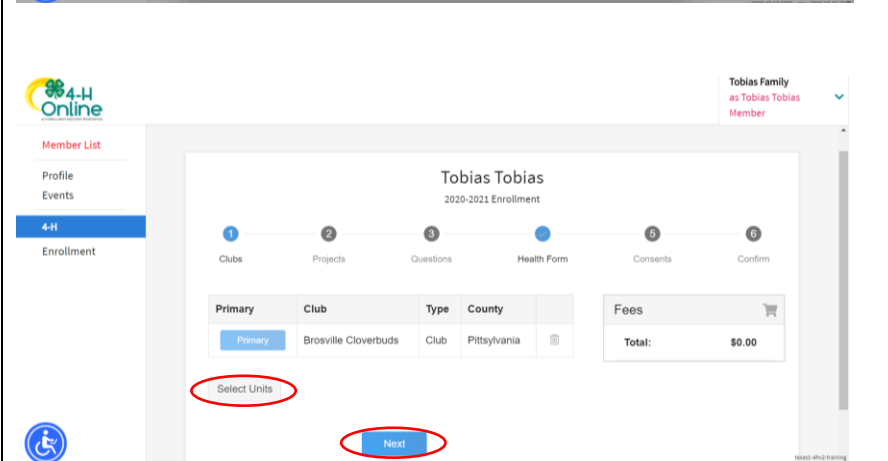
8. Select the club with which the 4-H member will participate by clicking, "Select Clubs."



9. Locate the club the 4-H member wishes to enroll in and click "Add." This will then return you to the following screen.



10. To enroll the 4-H member in multiple clubs, click "Select Units" and repeat Steps 9 and 10 until the appropriate clubs have been selected. Then, click "Next."

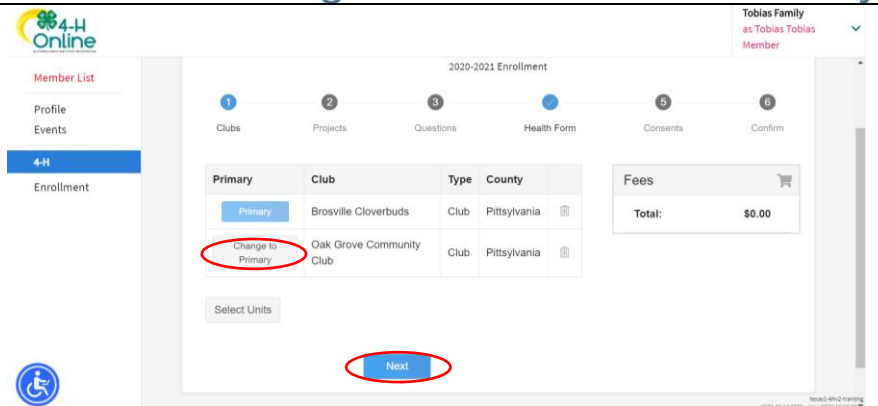


\*If multiple clubs are selected, you can indicate which club will be the 4-H member's primary involvement by

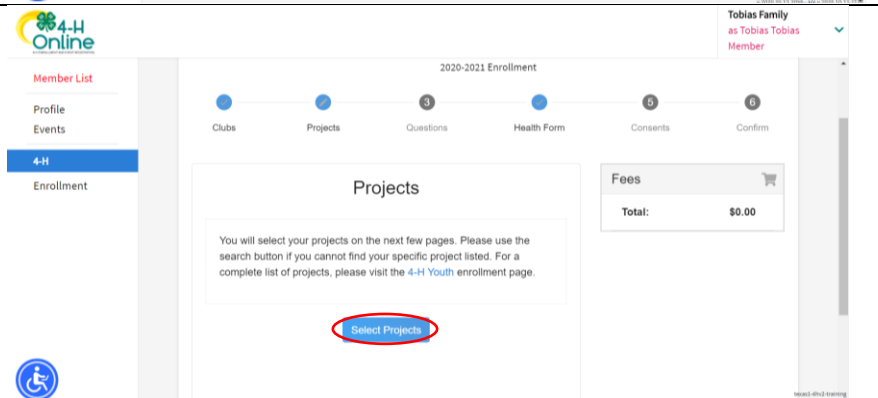
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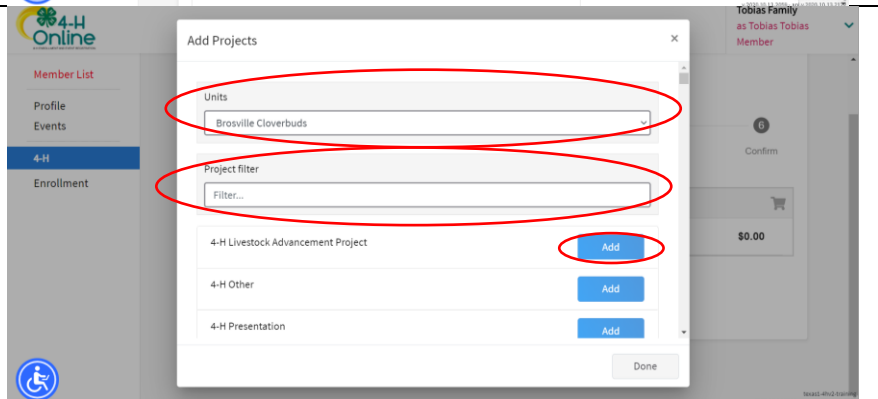
clicking “Change to Primary” beside the appropriate club, then click “Next.” If you have questions about this designation, please contact your local Virginia Cooperative Extension office.



11. Select the appropriate projects the 4-H member will complete in the upcoming 4-H year by clicking “Select Projects.”



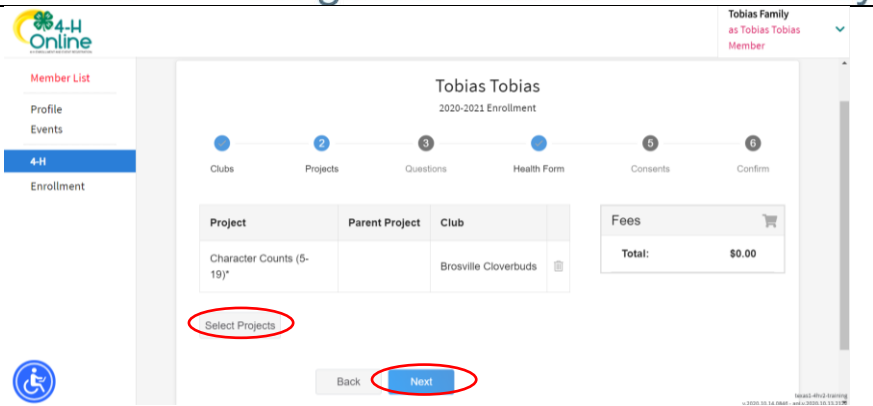
12. Confirm the “unit” with which the 4-H member will complete a project. To change the “unit” of participation, click the drop-down menu and select the appropriate club/unit.



13. To filter your search by keyword, use the “Filter...” text box to type your search. Otherwise, you may scroll through the list to find the appropriate

- project, then click “Add.”
- To add additional projects and/or select projects for another unit/club, click, “Select Projects.”
  - Repeat Steps 12-14 until the appropriate project(s) for each unit/club has been selected. Then, click “Next.”

\*If you are uncertain which project(s) to select, please contact your local Virginia Cooperative Extension office.



Member List

Profile

Events

4-H Enrollment

Tobias Tobias  
2020-2021 Enrollment

Clubs Projects Questions Health Form Consents Confirm

Project	Parent Project	Club
Character Counts (5-19)*		Brosville Cloverbuds

Select Projects

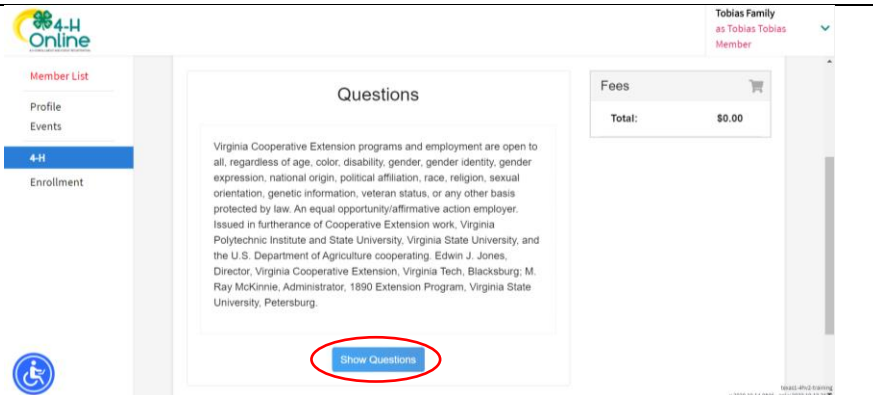
Back Next

Fees

Total: \$0.00

- Continue the re-enrollment process by clicking “Show Questions.”

\*There is also a “Next” button. By clicking, “Next,” the system will move you forward, but it will drop you at the bottom of the page of necessary information. **It is highly recommended to click “Show Questions” on the following few pages to ensure the system captures all**



Member List

Profile

Events

4-H Enrollment

Tobias Tobias  
as Tobias Tobias  
Member

Questions

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Show Questions

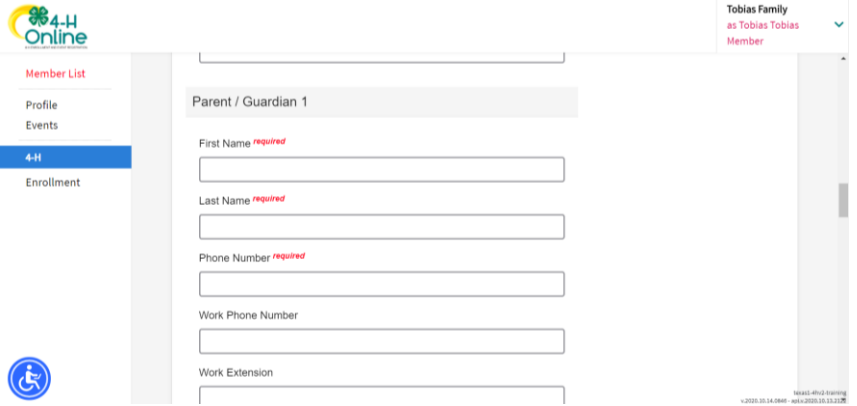
Fees

Total: \$0.00

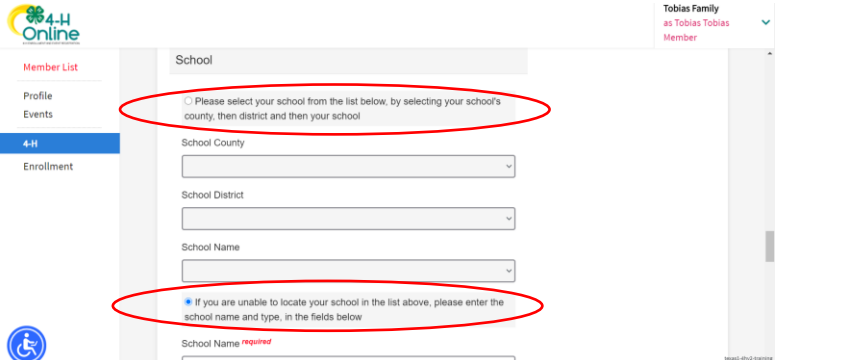
**appropriate information.**

17. Verify the information currently in the system. Update as necessary.
18. Pay close attention to the “required” fields labeled in red. Complete all “required” fields with current information.
19. When selecting a school, be sure to select the option that reads, “Please select your school from the list below...” This will enable the drop-down boxes to select the appropriate options.
20. Complete the remaining required fields, then, click “Next”

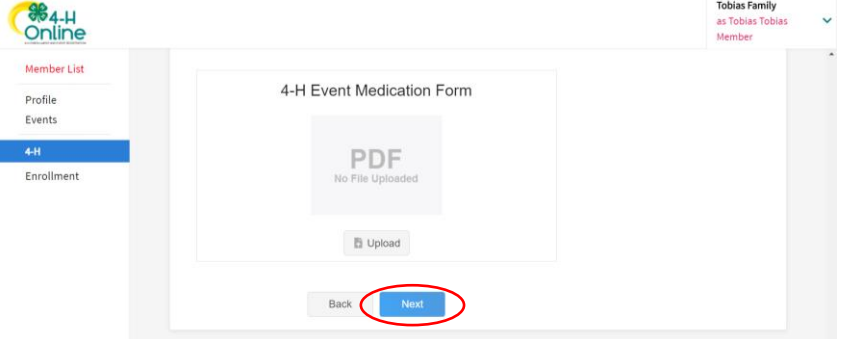
\*If you do not see the appropriate school listed, select the option that reads, “If you are unable to locate your school...”. Then, type the correct information into the appropriate fields. Complete the remaining required fields and click “Next.”



The first screenshot shows the 'Parent / Guardian 1' section of the 4-H Online member profile. The '4-H' tab is selected. The 'Enrollment' section is active. The 'Parent / Guardian 1' section contains several input fields: 'First Name' (required), 'Last Name' (required), 'Phone Number' (required), 'Work Phone Number', and 'Work Extension'. The 'required' labels are in red.



The second screenshot shows the 'School' section. It contains a radio button option: "Please select your school from the list below, by selecting your school's county, then district and then your school". This option is circled in red. Below it are dropdown menus for 'School County', 'School District', and 'School Name'. Another radio button option is circled in red: "If you are unable to locate your school in the list above, please enter the school name and type, in the fields below". Below this is a 'School Name' field with a 'required' label in red.



The third screenshot shows the '4-H Event Medication Form' section. It features a 'PDF' icon with the text 'No File Uploaded' and an 'Upload' button. At the bottom of the form, there are 'Back' and 'Next' buttons. The 'Next' button is circled in red.

21. Click “Show Health Form” and update all information to be current.

\*If you select “Yes” to a question and an additional text field appears, please explain the health concern in greater detail. Example shown to the right.

22. Ensure all consents have been confirmed by “Marking this option...” and by entering signatures from the appropriate parties. Parent/Guardian signatures must be completed by the legal Parent/Guardian of the 4-H member being enrolled.

23. Click “Next.”

\*If you decline any of the consents, please contact your local Virginia Cooperative Extension office.

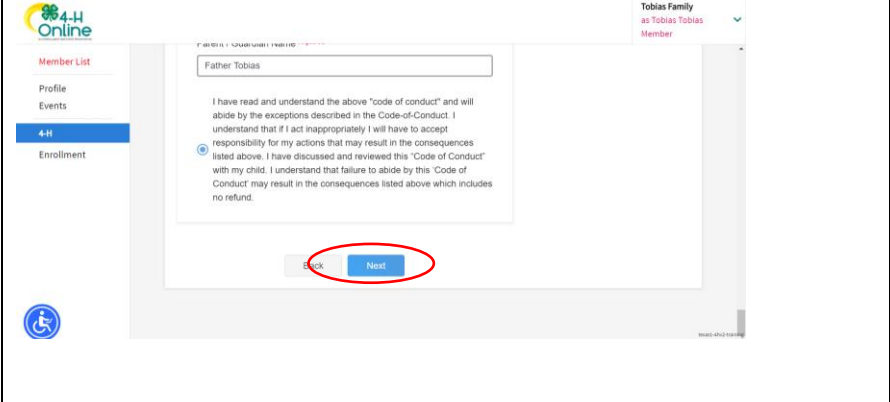
The image displays two screenshots of the 4-H Online enrollment form. The top screenshot shows the 'Enrollment' section with the following elements circled in red: a text box for 'Bee Stings' under the question 'List Any Allergies That Are Life Threatening', and a text box for 'Penicillin' under the question 'List Any Other Allergies'. The bottom screenshot shows the 'Enrollment' section with the following elements circled in red: the 'Member Name' field containing 'Tobias Tobias', the 'Parent / Guardian Name' field containing 'Father Tobias', a radio button for the consent statement 'By marking this option, I indicate that I have read and agree to the above statements.', and the 'Next' button.

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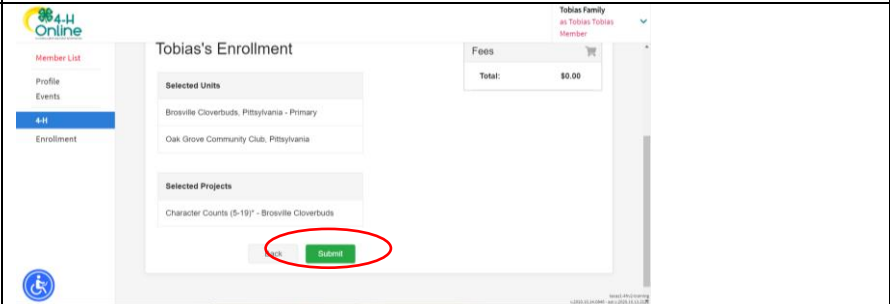
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24. Click “Show Consents.”  
 25. Repeat Step 22.  
 26. Click “Next.”

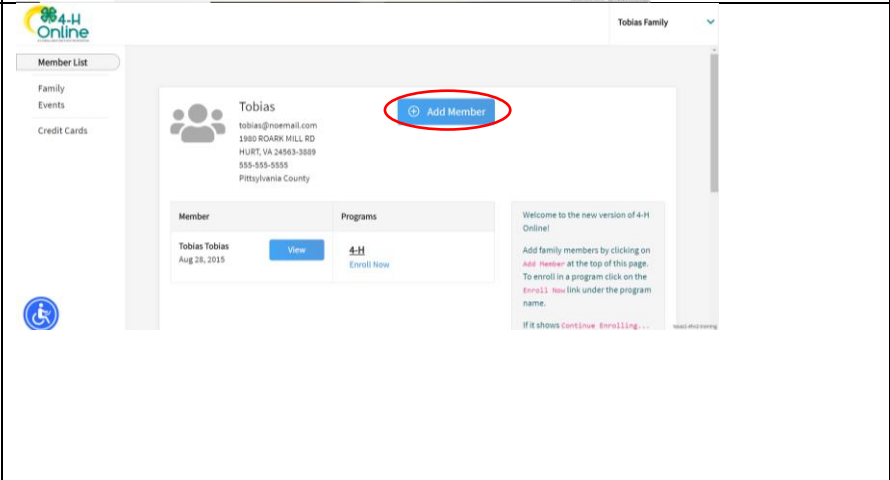
\*If you decline any of the consents, please contact your local Virginia Cooperative Extension office.



27. Confirm the information on the final page, then click “Submit.”



28. If you wish to enroll another 4-H member in the same family, simply click “Add Member” and repeat Steps 5-27. If you have no other family members to add, you may exit the system.



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