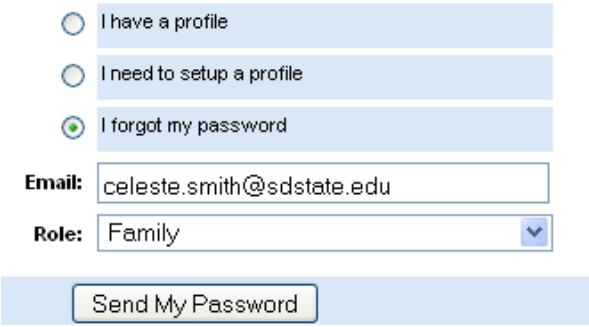
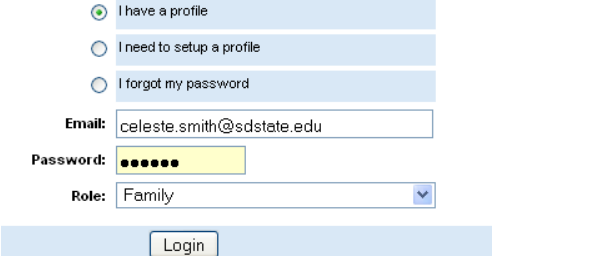
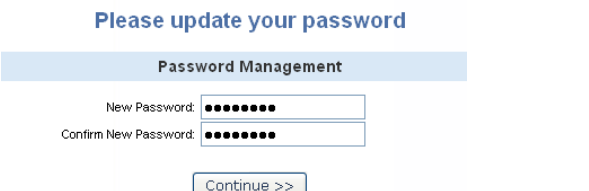
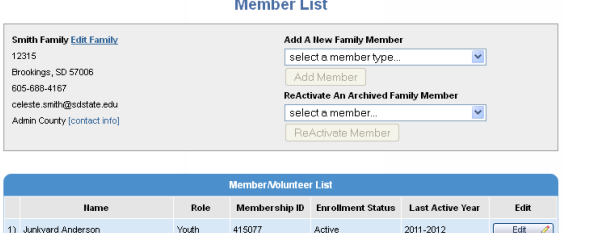


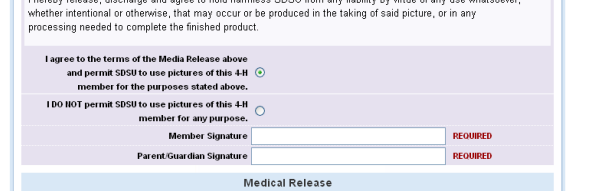
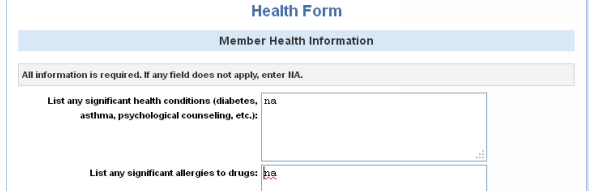
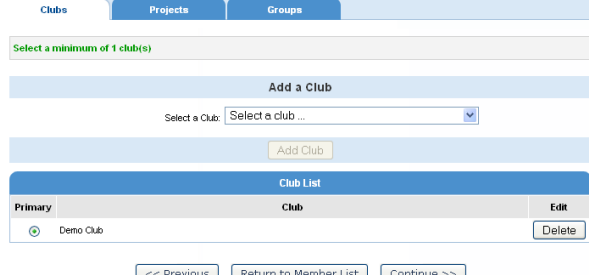
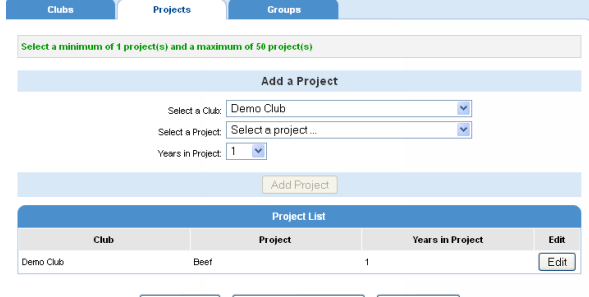
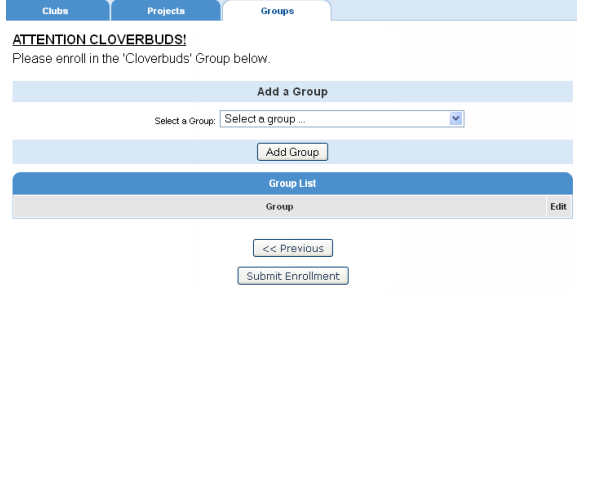


## Re-Enrolling through 4HOnline

For families with an existing 4HOnline account

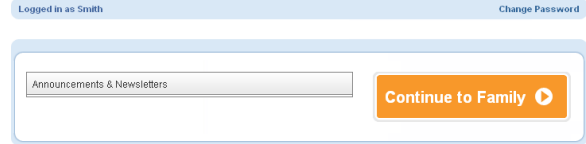
<ol style="list-style-type: none"> <li>Go to your state's 4HOnline login page located at <a href="http://ct.4honline.com">http://ct.4honline.com</a>.</li> <li>If you have logged in to your 4HOnline account before and remember your password, log in to your account and skip to step #13.</li> <li>If you have never logged in to your 4HOnline account before (in many cases where a County 4-H Office added the initial enrollment record), contact your County 4-H Office to obtain the email address that is on file for your account. If you do not have an email address on file, contact the County 4-H Office to add the email address to your account.</li> <li>Enter your email address and select "I forgot my password."</li> <li>Select Family as your role.</li> <li>Click Send My Password.</li> </ol>	
<ol style="list-style-type: none"> <li>Check your email account for your temporary password.</li> <li>Once you receive your password, select I have a profile.</li> <li>Enter the temporary password from the email message to the login page.</li> <li>Click Login.</li> </ol>	
<ol style="list-style-type: none"> <li>Once you log in, you will be prompted to create a new password. Enter a new password.</li> <li>Click Continue to go to your Family Member List.</li> </ol>	
<ol style="list-style-type: none"> <li>The Member List will show all of the youth members and adult volunteers in your family who were enrolled in the previous year.</li> <li>Click "Edit" next to the Inactive member you would like to re-enroll.</li> <li>To update a your family information, click Edit Family.</li> </ol>	
<ol style="list-style-type: none"> <li>Scroll to the bottom of the record review page and click Enroll for _____.</li> </ol>	



<p>17. Update any personal information and Click Continue at the bottom of the page.</p>	 <p>The screenshot shows the 'Profile Information' form with fields for Email (joe@gmail.com), First Name (Celeste), Middle Name, Last Name (Smith), Preferred Name, Mailing Address (12315), City (Brookings), State (South Dakota), and Zip Code (57006). There is a '12345' label next to the Zip Code field.</p>
<p>18. Read the Additional Information carefully. 19. Mark the check box and/or sign each section. This section will be locked for editing after the enrollment has been submitted. 20. Click Continue.</p>	 <p>The screenshot shows a legal release section with two radio button options: 'I agree to the terms of the Media Release above and permit SDSU to use pictures of this 4-H member for the purposes stated above.' (selected) and 'I DO NOT permit SDSU to use pictures of this 4-H member for any purpose.' Below these are fields for 'Member Signature' and 'Parent/Guardian Signature', both marked as 'REQUIRED'. The 'Medical Release' section is partially visible below.</p>
<p>21. It is very important that each member's Health Form is complete and accurate. Review and/or enter the member's Health information and click Continue.</p>	 <p>The screenshot shows the 'Health Form' with a 'Member Health Information' section. It includes instructions: 'All information is required. If any field does not apply, enter NA.' There are text areas for 'List any significant health conditions (diabetes, asthma, psychological counseling, etc.):' and 'List any significant allergies to drugs:'. Below the form are tabs for 'Clubs', 'Projects', and 'Groups'.</p>
<p>22. Review and edit your Clubs. Only Clubs in which the member will participate during the current program year should be listed. 23. Click Continue.</p>	 <p>The screenshot shows the 'Clubs' management interface. It has tabs for 'Clubs', 'Projects', and 'Groups'. A message says 'Select a minimum of 1 club(s)'. There is an 'Add a Club' section with a dropdown for 'Select a Club' and an 'Add Club' button. Below is a 'Club List' table with columns for 'Primary', 'Club', and 'Edit'. A row shows 'Demo Club' with a 'Delete' button. Navigation buttons '&lt;&lt; Previous', 'Return to Member List', and 'Continue &gt;&gt;' are at the bottom.</p>
<p>24. Review and edit projects.</p> <p>NOTE: Only projects in which the member will participate during the current year should be listed in the Projects tab. Previous year projects will remain on the Member's enrollment history. Remove any projects listed in which the member will no longer participate.</p>	 <p>The screenshot shows the 'Projects' management interface. It has tabs for 'Clubs', 'Projects', and 'Groups'. A message says 'Select a minimum of 1 project(s) and a maximum of 50 project(s)'. There is an 'Add a Project' section with dropdowns for 'Select a Club' (Demo Club), 'Select a Project', and a 'Years in Project' field (1). An 'Add Project' button is below. Below is a 'Project List' table with columns for 'Club', 'Project', 'Years in Project', and 'Edit'. A row shows 'Demo Club', 'Beef', '1', and an 'Edit' button. Navigation buttons '&lt;&lt; Previous', 'Return to Member List', and 'Continue &gt;&gt;' are at the bottom.</p>
<p>25. Groups is optional. Add any Groups in which the member will participate during the current program year. 26. If your County/State does not charge enrollment fees, Click Submit Enrollment. 27. If your County/State charges enrollment fees via 4HOnline, click Continue to view your invoice, select a payment method, confirm payment and submit your enrollment. 28. Your County will receive notification of your enrollment. 29. You will receive email notification when the County has reviewed and accepted your enrollment.</p>	 <p>The screenshot shows the 'Groups' management interface. It has tabs for 'Clubs', 'Projects', and 'Groups'. A warning message says 'ATTENTION CLOVERBUDS! Please enroll in the 'Cloverbuds' Group below.' There is an 'Add a Group' section with a dropdown for 'Select a Group' and an 'Add Group' button. Below is a 'Group List' table with columns for 'Group' and 'Edit'. A row shows a group name and an 'Edit' button. Navigation buttons '&lt;&lt; Previous' and 'Submit Enrollment' are at the bottom.</p>

**TIPS:**

- After your initial login, you will see the Families Home Page when you first log in.
- The Announcements and Newsletters section is where your County can post Newsletters, Announcements and other important documents for you to view.
- To access your member list, click “Continue to Family.”
- If you would like to change your password at any time after your initial login, click “Change Password.”
- If you forget your password, please select “I forgot my password” from the login page. County and State offices do not have access to Family passwords.



- If, at any point, you would like to return to your start page, click on “Home.”
- To return to your member list from any page, click on “My Member List.”
- For quick navigation between the four member enrollment pages, simply click on the page title under the navigation bar.

