

# Re-Enrolling in 4-HOnline

## Returning 4-H Family Enrollment Guide



This guide will help you when re-enrolling in 4-HOnline. This guide is only for families who have previously utilized 4-HOnline last year or in recent history.

### Step 1: Visit <https://oh.4honline.com/>

- Use the same email and password used in previous years to log in.
- Don't remember the email address used in previous years? Contact your county Extension office.
- Don't remember your password? Select the "Reset Password?" option. Then check your email for a password reset link.
  - Do not set up a new profile. You must log into last year's profile.

### Step 2: Begin Re-Enrollment

- To re-enroll a member from a previous year, click "Enroll Now" next to the profile of the appropriate member. Update the grade in school and confirm that you want to enroll in 4-H. Select "Enroll".

### Step 3: Select Your Club(s)

- Select your 4-H Club(s) for this year by choosing the "Select Clubs" button.
- Verify that the county is correct at the top of the pop-up window and select the club(s) by selecting "Add" next to the club name.

### Step 3: Select Your Project(s)

- Select your 4-H projects(s) for this year by choosing the "Select Projects" button. Then select the projects from the list by clicking the "Add" button next to the project name.
- Select all of the projects for this year before submitting your enrollment. If you need to make changes to your projects after submitting your enrollment, you will have to contact your Extension office to request a change.
- If you are enrolling in projects for more than one club, you will want to verify that you have selected the correct club at the top of the project pop-up window.
- If you select a horse project, a shooting sports project, or a dog project, you will be automatically prompted to electronically sign the appropriate project consents for those projects. Type your names in the boxes to affirm your agreement.
- Cloverbud members in kindergarten through second grade should select project number 715, My 4-H Cloverbud Year

### Step 4: Continue Enrollment Questions

- Select the "Show Questions" button and complete the additional member information questions. Complete all of the required fields as indicated and click *Next*.



**Step 5: Review and Sign Consent Forms**

- Affirm that you agree to the Code of Conduct, the General Permission statement, and the Photo Release. Both the member and a parent/guardian names should be typed into the boxes and click on the agreement buttons.

**Step 6: Review Enrollment**

- Review your enrollment and select submit.
  - Remember, do not hit submit until you are sure that you have selected all of your projects for this year.

**You have now successfully submitted your enrollment.**

**Need to make changes?**

- If you need to make changes before your enrollment is reviewed and accepted by 4-H professionals, you will need to contact your county Extension Office to request a change.

**Need to Re-Enroll Another Member?**

- Continue re-enrolling other family members by selecting “*Enroll Now*” by their profiles and following the same process.

**Need to Enroll a New Member to an Existing Family?**

- Select the blue “Add member” button at the top and create a new member profile.

Please call the Belmont County Extension office at (740) 695-1455 with any questions.

