



## How to Create and Use a Family Profile in 4-H Online 2.0

The first step to becoming a 4-H Member, volunteer or event participant is creating a profile in the 4-H online data management system. Ohio 4-H uses the 4-H online system to manage all aspects of the 4-H program, including membership, events, projects, activities and communications. All youth and adults who participate in Ohio 4-H, including 4-H Camps, must have a 4-H online profile.

Creating your 4-H online profile is easy and only takes a few minutes. 4-H online profiles are family-based, which means every family creates a “master” profile for each family member involved in Ohio 4-H. A family profile may contain both youth and adults. When you create your family profile, you should add the following “members”:

### Youth family members (ages 5-18 as of January 1)

- Youth ages 5-7 can enroll in the 4-H Cloverbud program
- Youth ages 8-18 can enroll in the 4-H program (8 year old members must be in at least the 3<sup>rd</sup> grade)
- Youth who want to attend a 4-H event, activity, or camp but do not want to join 4-H can create a PARTICIPANT profile.

### Adult family members (ages 18 and older)

- Adults who have been screened and certified as Ohio 4-H Volunteers can re-enroll
- Adults who want to become certified Ohio 4-H Volunteers can complete a volunteer application as part of their first time enrollment.
- Adults who are not/do not want to be certified Ohio 4-H Volunteers can create a PARTICIPANT profile without enrolling in 4-H

Not every Family profile will contain all the above listed types of members. Some profiles may contain only youth members, while others will have only adults. Some profiles will have both. Once a family profile is created, it will exist for as long as members of that profile are involved in the 4-H program. New members may be added to the family profile at any time and members who are no longer involved in 4-H may be archived.

If someone in your family was involved in Ohio 4-H from 2015-Sept 2020, you likely already have a family profile in 4-H online. Use your existing login and password to access your family profile in the NEW 4-H online platform. If you need assistance accessing your existing family profile, review the steps in this guide. If necessary, contact your county Extension Office for assistance.

To Access your EXISTING family profile

OR

to create a NEW family profile, click on this link:

[www.oh.4honline.com](http://www.oh.4honline.com)



Sign in



### Creating a NEW Family Profile

#### ARE YOU NEW TO 4-H



Only families participating in Ohio 4-H for the first time should create a NEW family profile. Once created, family profiles are permanent. If you already have a 4-H online family profile **DO NOT CREATE A NEW ONE**. Contact your local OSU Extension office for assistance if you are not sure whether you have a family profile, or if you don't know how to access it .

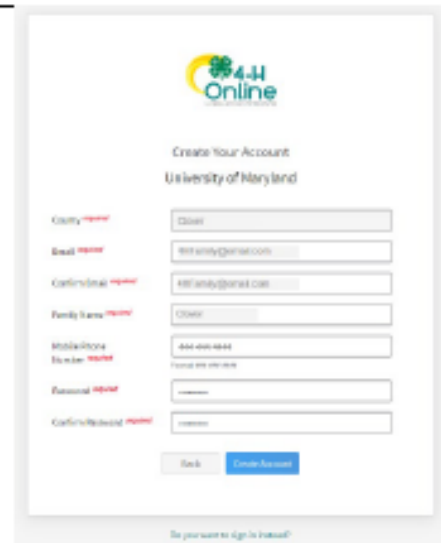
To create a NEW family profile in 4-H online, follow the steps below:

<p>1. Go to <a href="http://www.oh.4honline.com">www.oh.4honline.com</a></p> <p>2. Click "Don't have an account?" if you have never enrolled in 4-H before using 4-H Online.</p> <p><b>Note:</b> Your family profile must be associated with a valid email address. This will be your log-in and you will receive 4-H Online communications at this address. It will also be the email address where a password reset will be sent if needed.</p> <p>The email address you provide can only be associated with one family profile. If 4-H Online does not accept your email address, you may already have a 4-H Online family account. Contact your local 4-H office for assistance.</p>	
<p>3. Select "OHIO" from the drop-down menu</p> <p>4. Select "Ohio State University" for the Institution</p>	
<p>5. Select your county from the drop-down menu</p> <p><b>Note:</b> When selecting your county, you are choosing the 4-H program in which your family will participate.</p> <p>Click "Continue"</p>	

6. Complete your family's information. Required fields are marked in red and must be completed to move to the next screen.

**Remember:** Your family information must be associated with a valid email address. This will be your log-in and you will receive 4-H communications at this address. It will also be the email where your password reset will be sent, if necessary.

Click the "Create Account" button



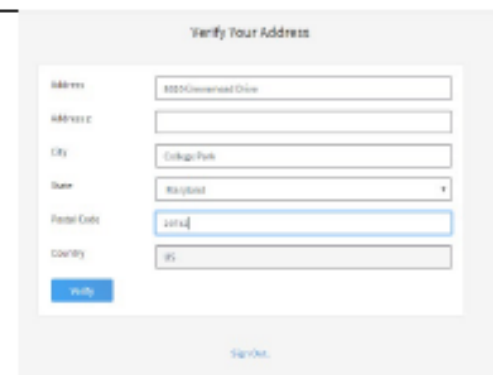
**Note:** An email account can only be associated with one family profile. If you enter an email address that is already associated with a 4-H Online profile, you will see this message. Click the "Confirm" button and continue to log in to the existing account.



7. Enter your family's address information and click "Verify." The verification process may require you to select an appropriate USPS format.

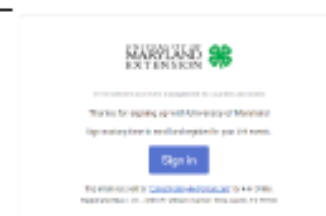
If there is already another record in 4-H Online with a matching address, you may see this Duplicate Address screen:

Use the browser "back" button to return to the previous screen. Double-check the address you entered and try again. Be sure you have included the full USPS address and a unit/apartment number, if that is part of your address. If you receive the Duplicate Address message again, choose an account recovery method and contact your local 4-H office for assistance.



After the address is verified, your family profile has been created! You will receive an email confirming your family profile.

The next screen you see will allow you to add the first member to your family.





### Adding a Member to the Family Profile

Family profiles contain individual records for each youth or adult family member who participates in 4-H. These are called Member profiles. **When creating a new family profile**, you will automatically be asked to add the first member. To add additional family members, click the blue “Add Member button at the top of the Member List. Each family member should have only **ONE** Member profile. **Do not create more than one Member profile for an individual.** To create a Member profile, follow the steps below:

<p><b>Creating a New Member Profile</b></p> <p>1. Click the “Add New Member” button on the Member List page.</p>	
<p><b>Profile</b></p> <p>2. Fill in the member's name and birthdate. Click “Next” at the bottom of the page.</p>	
<p>4-H Online will determine whether the member is eligible to enroll as a Cloverbud, Youth, or Adult, based on birthdate.</p>	
<p><b>About You</b></p> <p>3. Complete the information for the member, being sure to complete <b>required</b> fields. Click “Next” at the bottom of the page</p>	
<p><b>Select Participation</b></p> <p>3. Choose how the Member will participate in 4-H:</p>	
<p><b>Youth:</b> choose the preferred option</p>	
<p>“I want to join 4-H as a New or Returning 4-H Youth” (Member) OR “I want to participate in a 4-H activity but I do NOT want to join 4-H at this time.” (Participant)</p>	
<p><b>Adults:</b> choose the preferred option</p>	
<p>“I want to join 4-H as a New or Returning 4-H Volunteer” (Volunteer) OR “I want to participate in 4-H but NOT as a 4-H Volunteer at this time.” (Participant)</p>	
<p>Click “Finish”</p>	



### Your Family Profile



Each time you log in to your family profile in 4-H online, your member list will open as the home page. The member list displays all family members for whom a Member record has been created. In addition to the member list, your family profile contains family details, and events.

<p><b>Member List</b> Your member list shows each member record that has been added to your family profile. You can see:</p> <ul style="list-style-type: none"> <li>Member's name and DOB</li> <li>4-H Member Type             <ul style="list-style-type: none"> <li>Club Member (Youth 8-18)</li> <li>Cloverbud (Youth 5-7)</li> <li>Volunteer (Adult 18+)</li> <li>Participant (Adult or Youth)</li> </ul> </li> <li>Status of Enrollment             <ul style="list-style-type: none"> <li>Enrolled</li> <li>Volunteering</li> <li>Submitted</li> <li>Incomplete (Continue Enrollment)</li> <li>Not Enrolled (Enroll Now)</li> </ul> </li> </ul>	
<p><b>Family Information</b> You can view the information contained in your family profile. You can change or update email, phone, and address by clicking the "Edit" Button.</p> <p>The County associated with your family's profile can only be changed by a 4-H Online Manager. If you want to change your county affiliation, contact your local 4-H Office for instructions.</p>	
<p><b>Events</b> You can view events that are open for registration to members of your family. To register for an event, click on the event name, select the Member who wishes to attend, click the "Register" button, then follow the instructions.</p>	

