


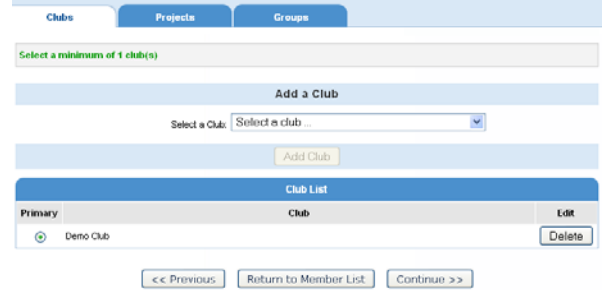
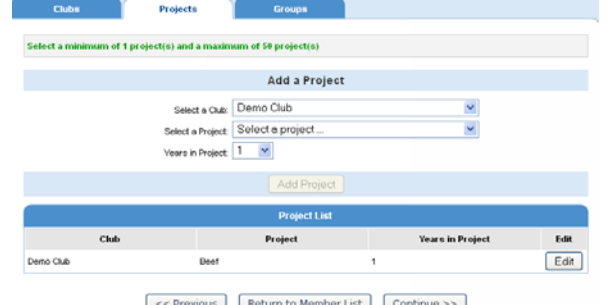
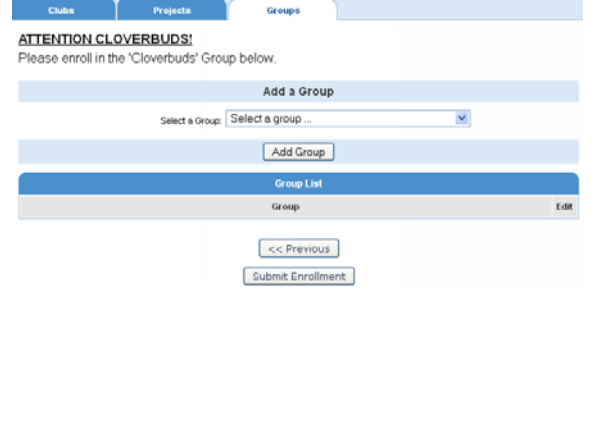


## Re-Enrolling through 4HOnline

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://mo.4honline.com">http://mo.4honline.com</a> or <a href="http://missouri.4honline.com">http://missouri.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), contact your County 4-H Office to obtain the email address that is on file for your account. If you do not have a correct 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>	<table border="1"> <thead> <tr> <th>Name</th> <th>Role</th> <th>Membership ID</th> <th>Enrollment Status</th> <th>Last Active Year</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>1) Junkyard Anderson</td> <td>Youth</td> <td>415077</td> <td>Active</td> <td>2011-2012</td> <td><a href="#">Edit</a></td> </tr> </tbody> </table>	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit	1) Junkyard Anderson	Youth	415077	Active	2011-2012	<a href="#">Edit</a>
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<ol style="list-style-type: none"> <li>Scroll to the bottom of the record review page and click Enroll for <b>2018-2019</b>.</li> </ol>													

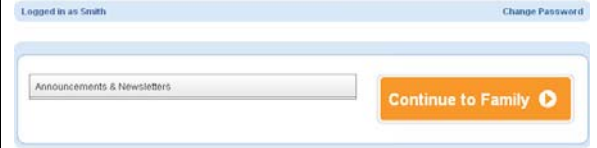


<p>17. Update any personal information and Click Continue at the bottom of the page.</p>	 <p>The screenshot shows the 'Profile Information' form with fields for Email (joe@gmail.com), First Name (Celeste), Middle Name, Last Name (Smith), Preferred Name, Mailing Address (12315), City (Brookings), State (South Dakota), and Zip Code (57006).</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 consent section with a release statement, radio buttons for '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.' and 'I DO NOT permit SDSU to use pictures of this 4-H member for any purpose.', and signature lines for Member and Parent/Guardian, both marked as 'REQUIRED'. Below is the 'Medical Release' section.</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 'Member Health Information' fields. It includes instructions: 'All information is required. If any field does not apply, enter N/A.' and text boxes for 'List any significant health conditions (diabetes, asthma, psychological counseling, etc.):' and 'List any significant allergies to drugs:'. There are also 'Add' buttons for each field.</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' tab selected. It includes 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 for 'Demo Club' is shown 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' tab selected. It includes an 'Add a Project' section with dropdowns for 'Select a Club' (Demo Club), 'Select a Project', and a 'Years in Project' dropdown (set to 1), along with an 'Add Project' button. Below is a 'Project List' table with columns for Club, Project, Years in Project, and Edit. A row for 'Demo Club' with project 'Beef' and '1' year is shown with an 'Edit' button. Navigation buttons are at the bottom.</p>
<p>25. If your County/State does not charge enrollment fees, Click Submit Enrollment. 26. 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. 27. Your County will receive notification of your enrollment. 28. You will receive email notification when the County has reviewed and accepted your enrollment.</p>	 <p>The screenshot shows the 'Groups' tab selected. It includes 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 for 'Group' is shown. At the bottom, there are '&lt;&lt; Previous' and 'Submit Enrollment' buttons.</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.

