

How to Enroll in Illinois 4-H through 4HOnline

TIP: Firefox and Chrome work best.

1. Open a web browser and type in: <http://il.4honline.com> (**Please note**, adding the www. prefix will return an error message).
2. You will now see the Illinois 4-H login page.
3. Choose: [I need to setup a profile.](#)
4. Enter your desired login information.
5. If enrolling for your child and she/he has a different last name, type the child's last name.
6. **When selecting the county, be sure to select the county you wish to join, NOT the county you live in (if they are different).**
7. Click Create Login.

If you receive a message that your account already exists, contact your County 4-H Office for your login information.

The screenshot shows the 4HOnline login page. At the top, there are three radio button options: "I have a profile", "I need to setup a profile" (which is selected), and "I forgot my password". Below these is a checkbox for "Are you in a Military 4-H Club?". The registration form includes fields for "County" (set to "Demo"), "Email" (celeste.smith@sdstate.edu), "Confirm Email" (celeste.smith@sdstate.edu), "Last Name" (Smith), "Password" (masked with dots), "Confirm Password" (masked with dots), and "Role" (set to "Family"). A "Create Login" button is at the bottom.

8. Confirm Email and Last Name are correct
9. Enter your Family Information (address, phone number, contact preference, and county in which you are enrolling).
10. If you have more than one child, click the [Update member records with the same address](#) box.
11. Click [Continue](#) (In 4HOnline, Continue means the same as Save).

The screenshot shows the "Family Information" form. It has a "Profile Information" section with fields for "Email" (smith@4honline.com), "Last Name" (Smith), "Mailing Address" (1234 My Street), "City" (Brookings), "State" (South Dakota), "Zip Code" (57006), and "Primary Phone" (555-555-5555). There are also dropdown menus for "Correspondence Preference" (Mail) and "4-H County" (County). A "Password Management" section with a "Reset Password" button is at the bottom. A checkbox for "Update member records with the same address" is also present.

12. Members in 4HOnline are grouped by Family. Add youth and adult family members who would like to enroll in 4-H.
13. Select the desired Member Type and click [Add Member](#).

NOTE: Only add adults who would like to enroll as Volunteers. Parents who are not volunteers should not create an Adult member account.

The screenshot shows the "Member List" page for the "Smith Family". It displays family details like address and phone number. On the right, there are buttons for "Add New Family Member", "Add Member", "ReActivate An Archived Family Member", and "ReActivate Member".

14. Enter the Youth's Personal Information.
15. Information in **Bold** is required. All other information is optional.

Notes regarding Personal Information:
Parent 1 and Parent 2 are the Parent(s)/Guardian(s) where the youth resides. **cont....**

The screenshot shows the "Youth's Personal Information" form. Fields include "First Name" (Celeste), "Middle Name", "Last Name" (Smith), "Preferred Name", "Mailing Address" (1234 My Street), "City" (Brookings), "State" (South Dakota), "Zip Code" (57006), "Birth Date" (05/01/2002), and "Gender" (Female).



Second Household would be other parent if divorce, parents not at same residence, etc. This could also include Grandparents in situations where they assist with child care.

Emergency Contact This would be the person to contact in the event of an emergency. This could be the same as the parent.

4-H County The county you are joining 4-H in, may be different than the county where you live.

16. **Do not** click the [Volunteer](#) box if youth.

17. Click [Continue](#).

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.

Notes regarding Additional Information:

Languages: Please indicate any/all languages spoken at home.

Hispanic Origin: If the youth is identified as Hispanic, please indicate geographic area of origin.

20. Indicate shirt size.

21. Click [Continue](#).

22. Select your desired Club from drop down box.

23. Click Add Club.

24. The Club will appear on the Club List.

25. If you would like to join another Club, select it from the drop-down list and click Add Club.

26. Be sure to select which Club will be your Primary Club.

27. When you have finished adding Clubs, click [Continue](#).

28. Select the Club in which you would like to enroll in a Project.

29. Select the Project (see special instructions for enrolling Cloverbuds when selecting a project).

30. Click Add Project.

31. Repeat to add all of your projects.

32. When you have finished adding your projects, click [Continue](#).

33. Groups are assigned by the county office.

34. Choose [Continue](#) to advance to the Invoice page.

I hereby release, discharge and agree to hold harmless SDSU from any liability by virtue of any use whatsoever, whether intentional or otherwise, that may occur or be produced in the taking of said picture, or in any processing needed to complete the finished product.

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.

I DO NOT permit SDSU to use pictures of this 4-H member for any purpose.

Member Signature **REQUIRED**

Parent/Guardian Signature **REQUIRED**

Medical Release

Clubs Projects Groups

Select a minimum of 1 club(s)

Add a Club

Select a Club: Demo Club

Add Club

Clubs Projects Groups

Select a minimum of 1 club(s)

Add a Club

Select a Club: Select a club ...

Add Club

Club List

Primary	Club	Edit
<input checked="" type="checkbox"/>	Demo Club	Delete

Animals / Livestock Enrollment Member Settings

Personal Information Additional Information Participation Invoice Payment Confirm

Clubs Projects Groups

Groups are assigned by the County Extension Office, please do not select a Group.

Add a Group

Select a Group: Select a group ...

Add Group

Group List [New Look]

Group	Edit

<< Previous Continue >>



35. Illinois charges a \$20 per person Program Fee. On the Invoice screen, the Program Fee is calculated and displayed. Click [Continue](#) to advance to the Payment options screen.

36. If you will be paying the Program Fee with a personal check or cash, choose *County/Club 4-H Check* and click [Select Payment Method](#). You will receive a confirmation screen instructing you to submit your payment to your club leader. *Paying via a credit card is an option; however, we strongly encourage you to NOT use that option as it is hard to track and sends the payment directly to the State 4-H Office where we have no control over partial payments, refunds, etc.* Click [Submit Enrollment](#) to complete the enrollment.

37. The member that you just added will appear in your Member List as Pending. You will receive an email that your enrollment has been submitted to your County 4-H Office.

38. Once your County 4-H Office reviews the member enrollment, you will receive another email either confirming your enrollment, or asking you to make changes and resubmit your enrollment.

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Celeste Smith	Youth		Pending		Edit

39. To enroll another family member, select the member type and repeat the enrollment process

40. If the second member's Parent and Emergency Contact information is the same as the first member's information, select "Copy parent information from another youth record" to auto-fill these portions of the Youth Profile page.



41. You may login to your 4HOnline account at any time to edit member information, view Announcements and Newsletters, register for events, add animals and run member reports.

Announcements & Newsletters

- 4-H Update
May 08, 2012 Demo County
- 4-H FYI
May 08, 2012 Demo County

[Continue to Family](#) ▶

