Enrollment Guide (Step-by-Step)

Contact your county Extension office staff for help finding a club or assistance when enrolling online.

Items you will need:
- Computer/tablet with Internet access
- valid mailing address
- valid e-mail address (no “fake” addresses allowed)
- web browser (Chrome or Firefox preferred)
- Insurance card/medical information
- Each member present to read and sign authorizations

1. Go to https://mo.4honline.com
2. Log In (2014-2015 Enrollment)

   **First time using the system?**
   Choose ☑ I need to setup a profile

   **Select your club’s county** from County Drop Down Box
   Type & Confirm e-mail address
   **Last Name**=Household Name
   Type & Confirm a valid password
   **Role** = Family
   Click Create Login

   **Family profile already created?**
   Choose ☑ I have a profile

   Type your e-mail address
   **Type your password**

   Keep Email (account userid) and password in a safe place to access membership information throughout the year.

   Please contact your county Extension office staff if you lose your e-mail or password.
   **DO NOT** create a new family profile; doing so will result in charging of additional dues.

Hints:

Please use Web Browsers indicated. There are KNOWN ISSUES with Internet Explorer and 4HOnline.

Use your mouse or TAB key to move between fields. Do NOT press the ENTER key or click on the BACK ARROW on your browser – you will lose all information entered on that screen – only use “Previous” or “Continue” buttons.

It is responsibility of the parent/legal guardian to ensure member’s information is entered accurately and completely.

1. Bookmark this webpage.
2. Every family will need to create a profile FIRST time logging on system. Only 1 family profile per household.

Email = account userid. Must be accurate to validate your information, retrieve forgotten passwords, etc.

Last Name=parent/guardian/household last name (appears on mailing labels i.e. “Smith Family”)

Password must include a minimum of 8 characters including at least 1 number AND 1 Capital letter or symbol.
3. Create Family Profile
   a. Complete your personal information accurately.
   b. **DO NOT Check** Update member records with the same address.
   c. Skip Password Management Section”
   d. Click

4. Begin Adding Family Members
   a. Make sure you receive

**Hints:**

3. Fields with an Asterisk (*) are Required Fields – must be completed.

Must be a valid mailing address

Check Update member records with the same address box if address changes in the future. This will update all the family records.

If you need to change password later, this section will be used.

If displays Address is Not Verified, you did not enter a valid mailing address. Click the Edit Family button to change the address.
5. **Add Adult Volunteers**: Volunteers include adults (1) leading a project, (2) club leaders/assistant club leaders, (3) resource/activity leaders (i.e. providing transportation to/from meetings, events, field trips, etc.)
   a. Select family member type of **Adult** from the dropdown list
   b. Click [Add Member]
      - Enter the Adult’s information
      - Change/Complete information as necessary
      - **Middle Name/Initial** is required. If no Middle Name or Initial, please enter a space.
      - **Birth Date**:
        o Must enter in format of **mm/dd/yyyy** (including slashes)
        o Must enter 4-digit year
      - **Years in 4-H** is for the current year (see Hint)
      - **Emergency Contact** is required.
      - Select **Yes** in the VOLUNTEER section.
      - Complete **Ethnicity**, **Race**, **Residence**, and **Military Service of Family** sections
   c. Click [Continue >>]
   d. READ **ALL Authorization** sections and respond as required.
   e. Click [Continue >>]
   f. Complete Health Form/Information as necessary, date and sign.
   g. Complete Insurance Information (if covered)
   h. Click [Continue >>]

**Hints:**

Update **Years in 4-H** to correct number of **VOLUNTEER** years (i.e. This is my 10th year volunteering).

Recognized Volunteers **must** complete two steps:
(1) the paper form of the **Missouri 4-H Volunteer Application Form** (each year) and submit to county Extension Office
   AND
   (2) complete **4-H Volunteer Orientation** (one time).

Digital signature is required (legal name) and will be verified (no initials will be accepted).
**Clubs Tab:** Complete this section if you wish to volunteer with a specific club.

i. Select the Club the Adult is associated with.

j. Select Volunteer Type from the dropdown box
   - **Club Leader:** Main contact for the club.
   - **Assistant Club Leader:** Volunteers helping with the management of the club
   - **Resource/Activity/Parent Volunteer:** These include:
     - **Resource:** event coordinators, host families, adults providing transportation of youth, etc.
     - **Activity:** Club Helpers which might include Community Service activities, Health activities, Citizenship activities, etc.

k. Click **Add Club**

l. Click **Continue**

**Projects Tab:**

m. Select the club associated with this project.

n. Select the project associated with this Adult Volunteer.

o. Update the **Years of Participation** in this project (i.e. this is my 2nd year as a Cake Decorating Project Leader).

p. If a Volunteer, **Select a Volunteer Type** from the dropdown box
   - **County Middle Manager** (i.e. Shooting Sports Coordinator) – these volunteers will supervise other volunteers (i.e. Shooting Discipline Project Leaders)
   - **Project Leader** – Volunteer working directly with youth members.

q. Click **Add Project**

**Hints:**

- If Adult volunteers in more than 1 club, select which one is Primary in Club List portion of screen.
- Countywide volunteers will not select a club.

Project Leaders will designate their volunteer status and projects in the “Projects” Tab.
Repeat for additional club(s).

Projects Tab: If no projects, just press Continue.
Repeat for additional projects.
**Groups Tab:** Not available at this time

- Click [Continue >>]

**Invoice:** There are no charges for adult members.

Even though there are no payment requirements for Adult members, please confirm by clicking box. This authorization cannot be turned off in the system.

- Click [Continue >>]

**Confirmation:**

Your enrollment is not complete until you click 'Submit Enrollment'.

- Click box for “Pay by Computer Terms and Conditions”

**Enrollment Status will be Pending until the following items are completed:**

- Background Check
- Volunteer Orientation
- Accepted by County Staff
6. Add Youth Family Member(s)

   a. Select family member type of Youth from the “Add a New Family Member” dropdown box.

   b. Click **Add Member**
      - Change/Complete information as necessary (accuracy is important)
      - Please include member’s e-mail address
      - **Birth Date:** Must enter 4-digit year
      - **Years in 4-H** is for the current year (see Hint)

   c. **Emergency Contact** is required (See Hint)

   d. Click **Continue >>**

   e. READ **ALL Release** sections and respond as required.

   f. Click **Continue >>**

   g. Complete Health Form/Information as necessary and sign.

   h. Click **Continue >>**

**Clubs Tab**

   i. Select the Club to join from the drop down box
   j. Click **Add Club**
   k. Click **Continue >>**

**Hints:**

Youth Ages (as of Jan. 1st):
- Members: 8-18
- Clover Kids: 5-7

Update Years in 4-H to correct number (i.e. if 10 years old and started when 8, then this is 3rd year in 4-H). First year members will enter “1”.

If child has a parent/guardian with a different address, check Second Household Send Correspondence and complete necessary information.

Youth and Adult must read and understand Releases. Digital signature is required and will be verified (no initials will be accepted).

If health conditions arise/change throughout the year, please update.

**Emergency Contact Information:** Parents will always be called first. Complete with who should be called if parents are not reachable.

**Navigation Hint:** May also use Tabs at top to navigate screens.

**Clubs Tab:**

Must select at least ONE Club and project for membership to be valid.

Repeat for additional clubs.

If Membership is maintained in more than 1 club, select which one is Primary in Club List portion of screen
Projects Tab

l. Select the club associated with this project.
m. Select the project(s) the member wants to take.
n. Update the Years of Participation in this project (i.e. First year in project = 1; otherwise, this is my 5th year in Arts & Crafts).
o. Click Add Project

Groups Tab: Not available at this time

p. Click Continue >>

Dues Payment: The invoice for your state enrollment fees and county dues (if collected) will display for this member. Please verify amount due is correct. If there is a problem or you owe a different amount, please do not pay by credit/debit card.

q. Click Continue >>
r. Please select payment method:
   • Credit/Debit Card:
     Click Add New Credit Card
     & complete card information and click Add Card
   • Cash or check to local club:
     Click County/Club 4h Check

s. Click Select Payment Method >>

Hints:

Projects Tab: Limited to 10 projects per member. Check with your Extension office to find requirements for your county’s 4-H program.

Type first letter of project name to navigate quickly (i.e. “M” for Microwave Magic Project).

Repeat for additional projects.

CLUB DUES: Will not be collected online. Please contact your club leader for amount (if applicable).

Credit Cards accepted. Contact your county Extension staff if you encounter a problem. Credit card information is securely stored for following years.

If choose Cash or Check to local club, please submit payment to Club Leader/Treasurer as soon as possible. Enrollment is not complete without payment.

Credit card/debit card will be charged for each member.
t. Click “Pay by Computer Terms and Conditions” link and read agreement.
u. Once you complete, click box to agree to the Terms and Conditions.
v. Enrollment is now complete, click Submit Enrollment.
w. Repeat for additional Youth Members.

**Enrollment Status will be Pending until**
- Dues are paid (club/county (if applicable) and state)
- Enrollment accepted by County Staff.

**Hints:**

E-mails relating to enrollment status of each member will be sent to family profile email address (may need to check junk mail folder)

Members CANNOT register for events/contests until the member profile is ACTIVE.