



Welcome to the 2018-19 4-H Year!!

Dear Virginia Beach 4-H Families:

We hope you are ready and excited for the new 4-H year. As in the past, all of our youth and volunteers must be enrolled with our office. **4HONLINE**, is a family driven enrollment program. This means that each family will create a profile and will complete all the necessary forms online. We will be able to access these forms and approve your membership request from our office. Below you'll find some of the information you will need to start this process. If you have health insurance, please have this number handy when completing your profile as it will ask you to supply it. You will need a valid email address and an internet connection to complete this process. We do not recommend using a smart phone to complete your enrollment. If you don't have home Internet access, it is available at any Virginia Beach Public Library or you can stop by the Extension Office between 9:00 a.m. and 4:00 p.m., Monday through Friday, and use our computer. The 4-H Office will process your online enrollment if you can only fill out paper forms. To be officially enrolled in 4-H, the paper forms must be submitted to your Club leader as soon as possible. Check with your Club leader for blank forms. **ENROLLMENT FOR THE 2018-2019 4-H YEAR IS OFFICIALLY OPEN NOW.** If you enrolled last year, you will have to re-enroll, as all records are set to inactive at midnight, September 30th.

4HOnline Enrollment Is Open

Visit <http://virginia.4honline.com> to enroll for the new 4-H year!

Parents and Guardians are responsible for creating and maintaining family and member profiles.
Youth should not be given passwords to access 4HOnline profiles.

FOR NEW AND RETURNING YOUTH MEMBERS

- For **new Youth Members**, when you are ready to enroll in 4HOnline, you will create a new family profile.
 - Once your family profile is created, you may begin adding youth member profiles to your family profile.
 - For each youth profile you will complete the Profile Information, Authorizations, Health Form and the Participant sections of the enrollment.
 - Each youth must have a club and a project assigned to his or her profile in the participation section. Some clubs have specific age and project requirements. Therefore, you should contact the Extension Office to see what clubs are available for your youth if you are unsure.
- For **returning Youth Members**, go to your record and click on – “Enroll for 2018-2019” at the bottom of the first page. Review each page and update, and/or make any necessary changes.
- When finished click “Submit Enrollment.” You will receive an email once your enrollment is reviewed and made active for the new year!

FOR ADULTS WANTING TO VOLUNTEER or RE-ENROLL

- All potential volunteers must complete an application. Your 4HOnline enrollment is considered your application. Create a new family profile, unless members of your household are already members. **DO NOT** create a separate profile for volunteers.
- Once a family profile is set up, you will then add an individual adult profile. Complete all sections of the enrollment, including the Screening section.
- Make sure that you answer “yes” to the ‘*are you a volunteer*’ question when completing the enrollment sections. This will allow you to see the enrollment fields that are relevant for volunteers.
- When finished, click Submit Enrollment. You will be contacted by the 4-H Staff with further instructions for completing any required background screenings and required volunteer trainings.
- For **returning Adult Volunteers** wishing to re-enroll for the 2018-2019 4-H year, follow the same instructions as listed for **returning Youth Members**.

FOR ALL YOUTH MEMBERS AND ADULT VOLUNTEERS

****At any time if you lose your e-mail or password, contact the Virginia Beach Office at 385-8153 or 385-8550 for assistance. DO NOT SET UP ANOTHER FAMILY and/or MEMBER PROFILE! Please write down your email address and password and place both in a secure location.**

Quick Tips to Filling Out 4-H ONLINE for Members – FIRST TIME MEMBERS

1. Before filling out the online registration, please have access to the addresses and phone numbers of any emergency contacts, as well as your health insurance information. This process will take about 20 minutes to complete.
2. You must use either **Firefox or Google Chrome**. **This program will not work on Internet Explorer.**
3. Go to <http://virginia.4honline.com> (notice there's no "www" in the address).
4. Click "I need to set up a profile". A drop down menu will appear. Select the county you want to join (Virginia Beach (city)), then type in your **valid** family e-mail address. *E-mail addresses must be valid in order for you to have access to your enrollment information—it's your account login as well as how you receive information. If you do not have an email address, contact your local extension office for assistance.**
5. Confirm your e-mail address.
6. Type in your parent/guardian/household's last name. (This will be the name that appears on mailing labels—"The Johnson Family" for example.)
7. Create your password – must include letters and numbers/symbols with a minimum of 8 characters.
8. Click on "Create Login." Fill out the Family Information page, using your mouse or tab key to navigate through the boxes.
9. Make sure that you choose your correspondence preference to either "Mail" or "Email".
10. Check the "update member records" box at this time. This will carry the information over to all family members and it will not have to be re-entered for each person.
11. Register any youth in your family who are enrolled in 4-H.
12. Watch for checkboxes that are in each section, including the one on the equine waiver form. You have to check in the box to say that the equine form does not apply to you even if you are not in any of the Horse Clubs.
13. You and your child will need to "sign" in several places, (including the equine waiver form to say that you are or are not in need of that form). The online form will not let you proceed until you fill all required forms, check the necessary boxes, and sign in all places. Typing in your name and your child's name is your electronic signature. (The assumption is that you have a password secured account, so only you would be typing your name.)
14. IF YOU HAVE TO LEAVE THE FORM BEFORE FINAL SUBMISSION, THE PROGRAM WILL NOT SAVE YOUR SIGNATURES OR CHECKBOXES. Your information will be saved, but you will have to re-do all checkboxes and signatures.

4Honline Virginia 4-H Youth Development
4-H Enrollment and Event Registration

Welcome to 4-H Online

Virginia Cooperative Extension programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, genetic information, marital, family, or veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer. Issued in furtherance of Cooperative Extension work, Virginia Polytechnic Institute and State University, Virginia State University, and the U.S. Department of Agriculture cooperating. Edwin J. Jones, Director, Virginia Cooperative Extension, Virginia Tech, Blacksburg; Jewel E. Hairston, Administrator, 1890 Extension Program, Virginia State, Petersburg.

I have a profile
 I need to setup a profile
 I forgot my password

Are you in a Military 4-H Club:

County: Select your county ...

Email:

Confirm Email:

Last Name:

Password: Min. of 8 characters, at least 1 number and 1 capital or non-alpha

Confirm Password:

Role: Family

Create Login

4Honline Registration powered by 4Honline

15. After you fill out the personal information on you and your child, you will need to select one or more clubs. (Only Clubs in Virginia Beach should appear). Then click "ADD CLUB."
16. After selecting a club, you need to select a project. Then click "ADD PROJECT." You only need to select one project per club at this time. Not all Virginia Projects are currently listed. Only choose projects that you know that you or your child will be working on this year! You may choose other projects as the year progresses. When in doubt, select "4-H Other" as the project, and the Extension office will help you pick the right project.
17. After you have submitted your clubs and projects, you might be asked to enter a group. Don't worry about this, just submit your form. Groups are used for specialty situations, and may be added to your member list by the Extension Office, if they apply to you. (For example – 4-H Junior Camp or Teen Leaders or a school 4-H group.)
18. * If you have any difficulties filling out this form, call (757) 385-4769 during business hours or email sfarley@vbgov.com. We'll get back to you as soon as possible.
19. Once your online enrollment is submitted, we will review it to make sure everything is included. You'll get an email back when it's accepted.

RETURNING YOUTH MEMBERS AND ADULT VOLUNTEERS

For **returning Youth Members and Adult Volunteers**, go to your record in 4hOnline and click on – "Enroll for 2018-2019" at the bottom of the first page. Review each page and update/make any necessary changes. If you don't remember your email address or password, contact the 4-H Office and we give you the email address you initially used and can reset your password.