**2017 4-H Enrollment**

In 2017, we will be using the 4-H Online program to enroll members. 4-H Online is a secure database that has been in use for several years now in Colorado. Families will need to login in to the 4-H Online site and complete the enrollment process. If you do not have access to a computer or would like to have our help we can schedule a time to help you enroll at the office.

1. **Log onto: co.4honline.com.** Mozilla Firefox or Google Chrome are the best internet browsers to use with 4-H Online.
2. **Update or create your family profile.**
	1. **Returning families** already have a profile. Please do not create a new profile. The system is based on one family profile per household, using one email per family. Your club leader has a list showing the email used on your family profile. Individual family members may list their email addresses on their “Personal Information” page, if desired. If you have 4-H members with different last names in your household, enroll them with their correct last name under your family profile.
		1. If your email address has changed in the last year, please contact the Extension Office to update your profile before you enroll.
		2. Members who enrolled online last year already have a password. If you have forgotten it, simply select “I forgot my password” on the login screen to have a new password emailed to you. After using that password to log in, you can then change your password to one you remember.
		3. Members who did not enroll online last year will follow the same procedure, selecting “I forgot my password” and logging in with the password that is emailed to them.
	2. **New families** need to create a profile. You will have only one profile per household. Choose “I need to set up a profile”. Use the email address of the person who will manage your 4-H Online account.
3. **Now enroll/re-enroll the youth and adults who will be joining 4-H this year.**
	1. **Returning members** scroll down to the “Member/Volunteer” list near the bottom of the page and click “Edit” next to the youth or adult you are re-enrolling.Review and update all information for the member or leader.
	2. **New members** will click “Add a new Family Member”, choose either adult or youth, and then click “Add Member”. Now fill in the member or leader information.
	3. **For returning and new members:**
		1. You can change the email address to the youth’s email, especially if the youth is a senior 4-H member. This will ensure the youth also receives our emails. You may leave it as the parents email if you wish.
		2. Primary phone is whatever phone number you would like us to call when we have a question or need to contact the parent.
		3. Cell phone is the **YOUTH’S cell phone** number (This is optional, but very helpful to leaders and staff, especially if the member is a senior 4-H member.)
		4. Edit/enter parent’s information – double check to be sure it is correct.
		5. If there is a second household (this is for split families), fill that out as well.
		6. Please fill out the emergency contact section.
		7. Be sure to fill out Ethnicity, Military Service, School and Grade information correctly.
		8. Click “Continue”.
4. **Additional Information.** This page has forms that are to be signed electronically. AN ELECTRONIC SIGNATURE IS TYPING THE FIRST AND LAST NAME OF THE INDIVIDUAL. Initials and partial names are not accepted. Do not forge signatures. Members and parents need to sign for themselves before submitting the electronic enrollment.
	1. The first section is the Code of Conduct. You will need to check the box. Both member and parent/guardian will need to sign this section.
	2. The next section is the Permission for Youth to Participate and Acknowledgment of Responsibility and Release. You will need to check the box. Both member and parent/guardian will need to sign this section.
	3. The next section is Photo Denial. Parent/guardian needs to check the box and sign if you do not want your child’s picture used in promotion efforts
	4. The next section is the Medical Care Authorization. We will always try to contact parents and emergency contacts prior to calling a doctor or emergency staff. If we can’t reach you, this allows us to contact medical help. Select the box you wish in regards to the medical authorization. The parent/guardian will need to sign this section.
	5. The Animal Care and Housing form is next. If your animal project will be housed and cared for at your home, check the box. Member and parent/guardian need to sign this section. If your animals will be housed at another location, please click on <http://www.colorado4h.org/enroll/AnimalCareForm.pdf>, print, fill out and sign the form. You will need your landlord’s signature as well. Turn this form with your enrollment paperwork.
	6. The last section is Additional comments – add information such as disabilities, allergies, anything you want us to be aware of. This is only visible to the leader and 4-H staff.
	7. Click **“Continue”.**
5. The **Health Form** is **optional** for you to fill out. If it is completed, when the member decides to go to a camp or a conference, all you will need to do is login to your account and print the completed form.
6. **Edit the club and project information:**
	1. Verify your club. If you are transferring clubs, choose the club you are transferring to and click “Add club”. **DO NOT DELETE YOUR OLD CLUB.** Then click “Continue”.
	2. 4-H Online will list projects taken last year. If you are not continuing a project, click **“Edit”** and then **“Delete”** to remove the project. If taking the project again, change unit if desired.
	3. Select as many projects and project materials as you would like, then click **“**Add Project”. See printed Publications Order form for manual costs.
	4. Click “**Continue”.**
7. Click **“Submit Enrollment”.**
8. Once you have returned to the family section, **continue to re-enroll/enroll other family members** who will be joining 4-H.
9. **Turn in your enrollment fees and manual payments, Membership Requirements Agreement, and Animal Care and Housing form (if needed) to your Organizational Leader.**  All of the other paperwork requires electronic signatures, so these forms do not need to be printed.

**In 2017, manuals must be ordered on the Publications Order Form; this is not available in 4-H Online. Manual costs are listed on the Publications Order Forms and are the responsibility of the member. Manuals will be ordered after the Extension Office receives payment. Ask your leader or the Extension Office if you have questions about which manuals to order.**

**ALL 4-H Members must be enrolled by March 1, 2017 to be eligible for the 2017 Bent County Fair.**