



DATE: September 29, 2015  
TO: Broadwater County 4-H Families  
FROM: Allison Kosto, Extension Agent  
MSU Extension, Broadwater County  
SUBJECT: 2015-2016 4-H Re-Enrollment Process

Greetings 4-H families! It is hard to believe that another 4-H year is upon us! One change in store for new 4-H year is transitioning to online enrollment instead of the traditional paper forms. This letter and attachments will detail the process. Don't worry if you do not have internet access at home, we have setup a public computer at the office where we can help you through the process. Please re-enroll **by November 1<sup>st</sup>** in order to remain on the 4-H newsletter list and receive county 4-H communications.

### Broadwater County Extension Office

I will also be giving a tutorial of the online enrollment at the Countywide 4-H Meeting on Tuesday, **October 6 at 7:00 pm** in the 4-H Building. In addition to learning about enrollment, the teen leaders will demonstrate a model meeting and we'll have a fun 4-H trivia contest in honor of National 4-H Week. You don't want to miss it!

The online enrollment system is called 4HOnline. There many great features of this program:

- Reduced printing costs for enrollment forms. There are still a few forms that we will require a hard copy, but most will be done online with electronic signatures.
- Yearlong access to your 4-H records.
- Ability for you to update any family or member information including addresses, email, phone numbers, etc. at any time.
- Ability for you to add or drop projects until May 1<sup>st</sup> without calling the office.

### Using the System

1. To start, go to <https://mt.4honline.com>.
2. Because your family was previously enrolled in 4-H, you already have a profile in the system. Therefore, **DO NOT select "I need to setup a profile"**. Instead, you will want to **select "I forgot my password"**. You select this option because we have already setup your profile, but you have never been assigned your password. Your email address is the family email that you have provided our office in the past. Next, make sure you select your role as "Family" and then select "I forgot my password." Within 15 minutes, you will receive a temporary password sent to your email account. If you don't remember the email address you supplied our office, didn't receive the password email or it is not working, please contact the Extension Office. Whatever you do, **DO NOT create a new profile** if you forget your email or password.

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3. Next, follow the attached instructions to re-enroll all members and leaders in your family. It is important to note that even though youth and parents/guardians can

go through the process together, parent/guardian approval is required with their electronic signature on youth forms.

4. Finally, add any new youth members to your family if necessary. You can do this from the Member List page. Simply “Add a New Family Member” and follow the screens. New 4-H Adult Volunteer Leaders will need to obtain paperwork from the Extension Office to be added to the system by the office.

#### **4-H Literature**

The 4-H Clover Project Selection Guide will be distributed by Club Leaders. During the enrollment process through 4HOnline, you will be asked to select any literature that you need. Please only select the project books that you truly need. A list of all project materials is in the Clover. Orders will be made by club leaders this year.