



### Enrolling in 4HOnline

Your county Extension office staff can help you find a club, get the forms you need, and begin the enrollment process, whether you do that with a paper form, or electronically using the 4HOnline software. Please call the Extension Office if you have any questions or need assistance when enrolling online.

To enroll using Montana 4HOnline software, you will need a computer, Internet access, a valid e-mail address and a web browser.

1. Go to <http://mt.4honline.com> (notice there's no "www" in that address).
2. Click "I need to set up a profile". A drop down menu will appear.
3. Select the county you want to join.
4. 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. \**
5. Confirm (retype) 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"

The screenshot shows the 4HOnline enrollment page. At the top, it says "4Honline Montana 4-H Youth Development" and "4-H Enrollment and Event Registration". Below that is a "Welcome to 4hOnline" section with three radio buttons: "I have a profile", "I need to set up a profile" (which is selected), and "I forgot my password". There is a checkbox for "Are you in a Military 4-H Club:". Below that is a "County:" dropdown menu with "Select your county ..." as the selected option. There are input fields for "Email:", "Confirm Email:", "Last Name:", "Password:", and "Confirm Password:". The "Password:" field has a green note: "Min. of 8 characters, at least 1 non-alpha". There is a "Role:" dropdown menu with "Family" selected. At the bottom of the form is a "Create Login" button. A red box highlights the "Create Login" button and the "Last Name:" field. A red arrow points from the "Create Login" button in the instructions to the "Create Login" button on the form. Another red arrow points from the "Last Name:" field in the instructions to the "Last Name:" field on the form. A red arrow points from the "I need to set up a profile" radio button in the instructions to the "I need to set up a profile" radio button on the form. A red arrow points from the "Select the county you want to join" instruction to the "County:" dropdown menu. A red arrow points from the "Type in your valid family e-mail address" instruction to the "Email:" field. A red arrow points from the "Confirm (retype) your e-mail address" instruction to the "Confirm Email:" field. A red arrow points from the "Type in your parent/guardian/household's last name" instruction to the "Last Name:" field. A red arrow points from the "Create your password" instruction to the "Password:" field. A red arrow points from the "Confirm (retype) your password" instruction to the "Confirm Password:" field.

**To move between boxes, you need to use your mouse or the TAB key. Don't press the ENTER key or click on the BACK ARROW – you will lose any information that you have entered.**



### Family Information page

- Fill in all your personal information correctly and completely.
- Make sure that you choose your correspondence preference to either “Mail” or “Email”.
- Do not check the “update member records” box at this time.
- Click on the “Continue” button at the bottom of the page.

### Member List page

In the drop down box under “Add a New Family Member”, select “youth” or “adult” and click on “Add Member”.

### Youth Personal Information page

Fill in all information for this member correctly and completely.

- If he/she has a DIFFERENT e-mail address than the family one entered at login, enter it in the top box.
- If his/her last name is different than the parent/guardian/household name, make that change on this page.
- For the Years in 4-H, enter “1” if this is your first year. If you are reenrolling in the 4-H program, enter the number of years you have been a member.
- Enter parent’s first and last name, along with their cell phone number.



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- If there are parents/guardians that do not live in the same residence as you, you may enter their mailing information under Secondary Household.
- Mark the check box if the parents/guardians in the secondary household would like to receive correspondence.
- Complete the Emergency Contact information in the event that the parent/guardian cannot be reached.
- Select Teton County from the drop down box.
- Are you a volunteer? Youth members mark “no”.

Second Household Send Correspondence

Second Household Correspondence Preference **Mail** ▼

Second Household Family Name

Second Household First Names

Second Household Primary Phone  555-555-1234

Second Household Mailing Title

Second Household Address

Second Household City

Second Household State **Montana** ▼

Second Household Zip Code  12345

Second Household Email  joe@gmail.com

Emergency Contact Name

Emergency Contact Phone  555-555-1234

Emergency Contact Email  joe@gmail.com

Emergency Contact Relationship

4-H County **Teton** ▼

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**Volunteer**

Select "Yes" if you serve in a leadership capacity in 4-H.  
 Examples for youth: Junior Leader, Club Officer, etc.  
 Examples for adult: Community Club Leader, Project Leader, etc.

Are you a Volunteer?: No:  Yes:

**Ethnicity**

Check all that apply

Are you of Hispanic ethnicity?: No:  Yes:

White:

Black:

American Indian or Alaskan Native:

Native Hawaiian or Pacific Islander:

Asian:

Prefer Not to State:

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**Residence**

Farm:

Town under 10,000 and rural non-farm:

Town/City 10,000 - 50,000 and its suburbs:

Suburb of city more than 50,000:

Central city more than 50,000:

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**Military Service of Family**

Family Member Military Service: **No one in my family is serving in the mi** ▼

Branch of Service:  ▼

Branch Component:  ▼

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**School Information**

Grade: **Kindergarten** ▼

Continue >>

- **Ethnicity** – if you consider yourself/child to be a part of the Hispanic culture, mark “yes”.
- You may choose any of the other options listed below or mark “prefer not to state”. The choice is yours.
- Choose your **residence**.
- Complete the **Military Service of Family** only if it applies.
- **School Information** – Select your child’s current grade in school.
- Click on the “**Continue**” button at the bottom.



## Clubs page

- Select the correct club from the drop down menu and click on it.
- Be sure to click **“Add Club”**.
- Click the **“Continue”** button.

## Projects page

- Under **“Select a Project”** click on the drop down menu and select the first project for this youth.
- **“Years in Project”** – must have 1 for 1<sup>st</sup> year members. For returning members, enter the number of years you have been enrolled in the project.
- Click on **“Add Project”**.
- You are not able to select project materials at this time.
- **For each additional project that you want to add, repeat the steps above.**
- Click the **“Continue”** button.

## Activities (Committees) page

- If you would like to volunteer to be part of a committee, you will enroll on this page.
- Select the committee you wish to enroll in from the dropdown box.
- Click on **“Add Activity”**.

Once you have entered all your project(s), and activities (committees), you need to click on **“Submit Enrollment”** and you are done!



## Enrolling in 4HOnline

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If there is another youth (or an adult leader) in your family enrolling in 4-H, you will need to repeat this process for them. There is an option for to **“copy parent information from another youth record”** drop box that will shorten the process some for the second (and beyond) youth.

Once your enrollment has been submitted, it is sent to your County Extension Office to be approved. If there are any problems with your enrollment – incorrect or missing information, etc. – you will get an e-mail stating so. If there are no problems, you will receive an e-mail stating that you have been accepted and will have access online to view your enrollment throughout the 4-H year.

Keep your login (family email address) and password handy so that you can log in to the program and view your records whenever you need to and receive important updates.



## FAQ – Frequently asked Questions

### ***Passwords and E-mail Addresses***

**Q: I forgot my password, how can I get it?**

A: On the login page, click on "I forgot my password" and then click "Send My Password"

**Q: I forgot the e-mail address that I used, how can I get it?**

A: You will need to contact your county Extension office and ask them to look at your profile for the correct e-mail address.

**Q: I requested my password to be sent, but it never came, what can I do?**

A: Contact your county Extension office and ask for your password to be reset.

**Q: If I forgot my e-mail and/or password, can I just set up another profile?**

A: No! If you do that it duplicate the enrollment numbers in the system and creates multiple profiles for families and 4-H members and does not allow you to create a "transcript" of all your 4-H events.

**Q: I was given/e-mailed a password but when I typed it in, but it did not work?**

A: Because of the sensitivity of the passwords it is recommended that you "cut and paste" the password into the password field. Then once you are logged into the system, you can reset it to something more memorable, as long as it has a minimum of 8 characters & includes letters, plus numbers and/or symbols.

### ***Family and Individual Profile***

**Q: I completed my profile over a week ago and it is still pending, what do I do?**

A: Contact your county Extension office and ask them to approve your enrollment, or ask if there are any problems with it.

**Q: If I enrolled using the paper format, how do I access my 4HOnline account?**

A: If you did not enroll using the Montana 4-H Online software, and would like to access your account, please access the Montana 4HOnline software at <http://mt.4honline.com> , select "I forgot my password," type in your email address and click the Login button.