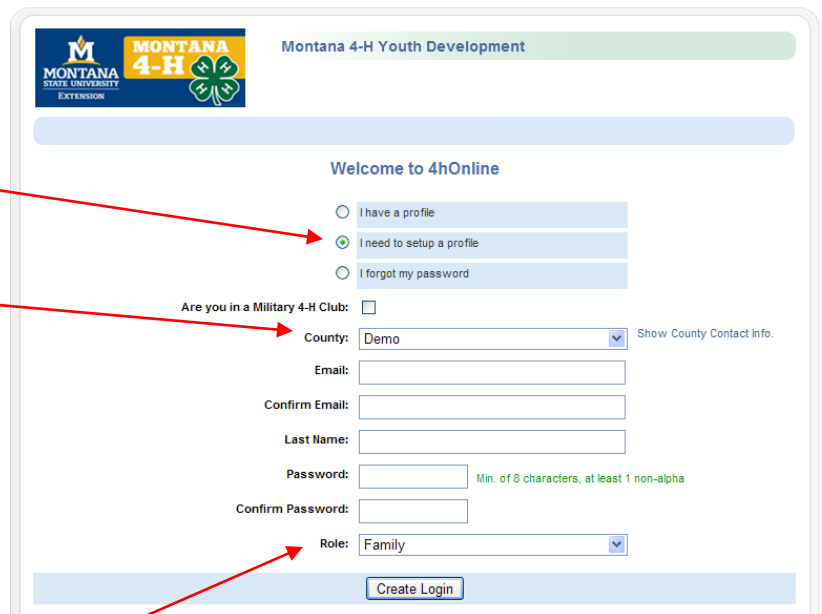


# Enrollment completed by 4-H Families

## 1 CREATE A FAMILY

Before entering any members or volunteers you will need to create a family. Even if only one member of your family is enrolled in 4-H, a family must be created before enrolling any individuals.

- Go to: <https://mt.4honline.com>
- Select the radio button next to “I need to setup a profile”.
- Select the County in which you participate in 4-H from the pull down menu.
- Enter and confirm an email address.  
Note: This email address will be used to login when you return to 4honline.
- Last Name: This will be used as the name for your “Family” and will be associated with all youth members and volunteers.
- Enter and confirm a password. This password will be used to login when you return to 4honline.
- Make sure “Family” is selected in the “Role” pull down menu.
- Click on the “Create Login” button.



Montana 4-H Youth Development

Welcome to 4hOnline

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

Are you in a Military 4-H Club:

County: Demo Show County Contact Info.

Email:

Confirm Email:

Last Name:

Password:  Min. of 8 characters, at least 1 non-alpha

Confirm Password:

Role: Family

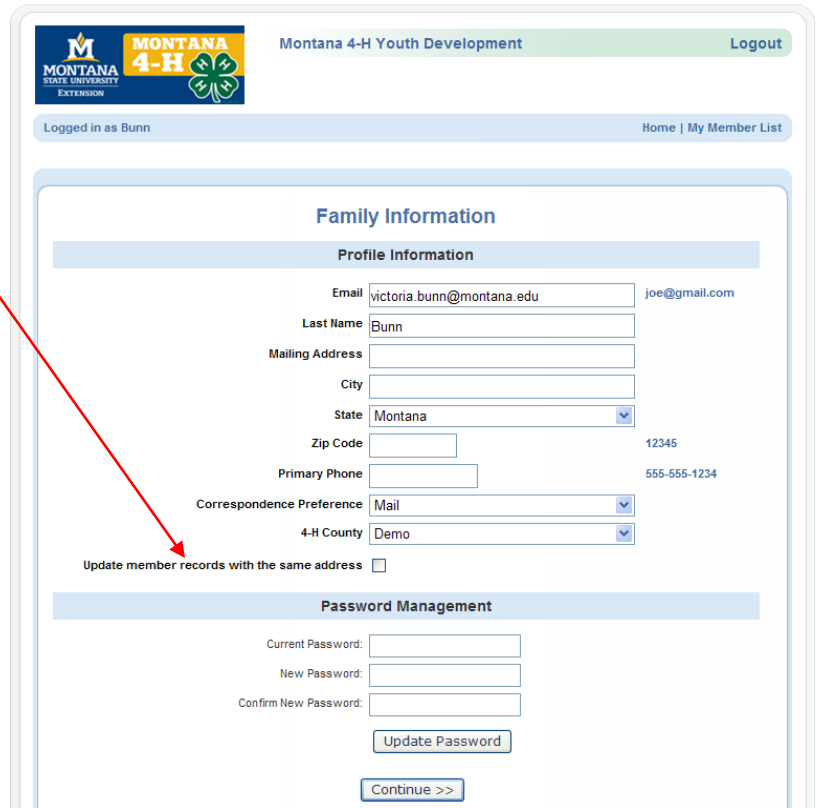
Create Login

### Entering Family Information

Complete the Family Information. You have the option to “update member records with the same address”.

There is no need to enter information in the “Password Management” section as you have just set up your password.

Click on the “Continue” button at the bottom of the screen.



Montana 4-H Youth Development Logout

Logged in as Bunn Home | My Member List

#### Family Information

**Profile Information**

Email:  joe@gmail.com

Last Name:

Mailing Address:

City:

State:

Zip Code:  12345

Primary Phone:  555-555-1234

Correspondence Preference:

4-H County:

Update member records with the same address

**Password Management**

Current Password:

New Password:

Confirm New Password:

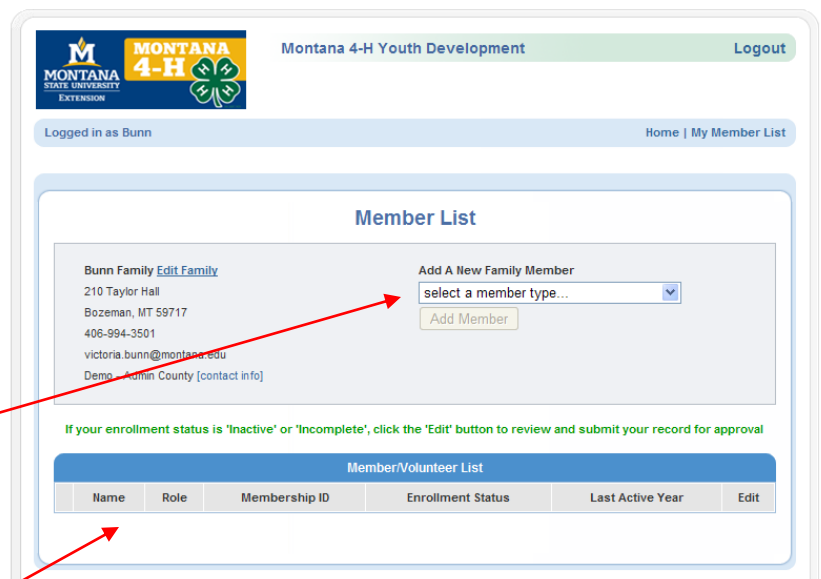
## 2 ENTERING YOUTH MEMBERS AND ADULT VOLUNTEERS

**You have successfully created a family record!**

Now you are ready to add members and/or volunteers to this family. After creating a family you will come to the screen to the right. You can continue from here and begin entering members and/or adult volunteers. Please note that **the only ADULTS that are serving as VOLUNTEERS should be entered.** Parent/guardian information will be entered on a youth member record.

To begin entering family members (youth and adult volunteers), select member type from the drop down list.

Once family members have been entered, they will be added to the member/volunteer list and information can be edited.



Montana 4-H Youth Development Logout

Logged in as Bunn Home | My Member List

#### Member List

Bunn Family [Edit Family](#)

210 Taylor Hall  
Bozeman, MT 59717  
406-994-3501  
victoria.bunn@montana.edu  
Demo - Admin County [contact info]

Add A New Family Member

select a member type...

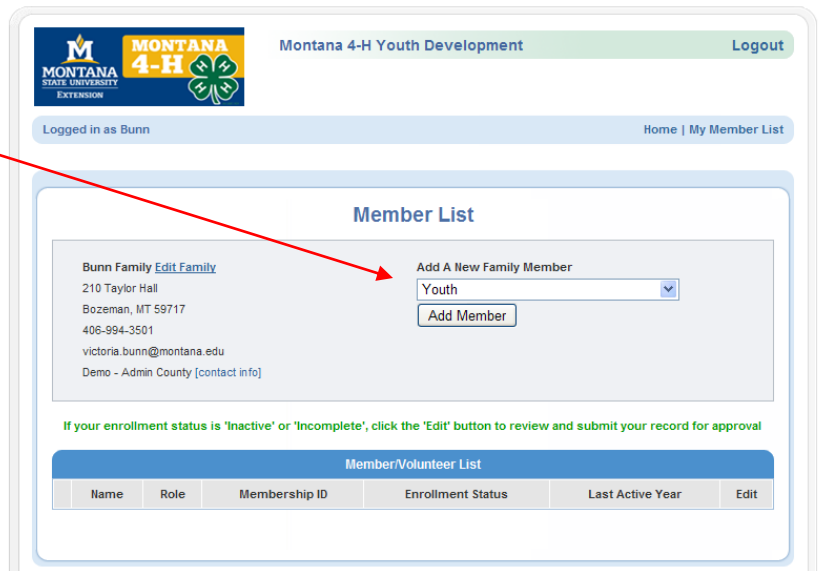
If your enrollment status is 'Inactive' or 'Incomplete', click the 'Edit' button to review and submit your record for approval

Member/Volunteer List					
Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit

## Entering Youth Members

Select Youth from the drop down menu.

Click on the “Add Member” button.



Montana 4-H Youth Development Logout

Logged in as Bunn Home | My Member List

### Member List

Bunn Family [Edit Family](#)

210 Taylor Hall  
Bozeman, MT 59717  
406-994-3501  
victoria.bunn@montana.edu  
Demo - Admin County [contact info]

Add A New Family Member

Youth Add Member

If your enrollment status is "Inactive" or "Incomplete", click the "Edit" button to review and submit your record for approval

Member/Volunteer List					
Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit

**This is the youth information screen.**

The family information has already been entered.

If the youth member has an email address that is specific to them it can be changed from the family email address.

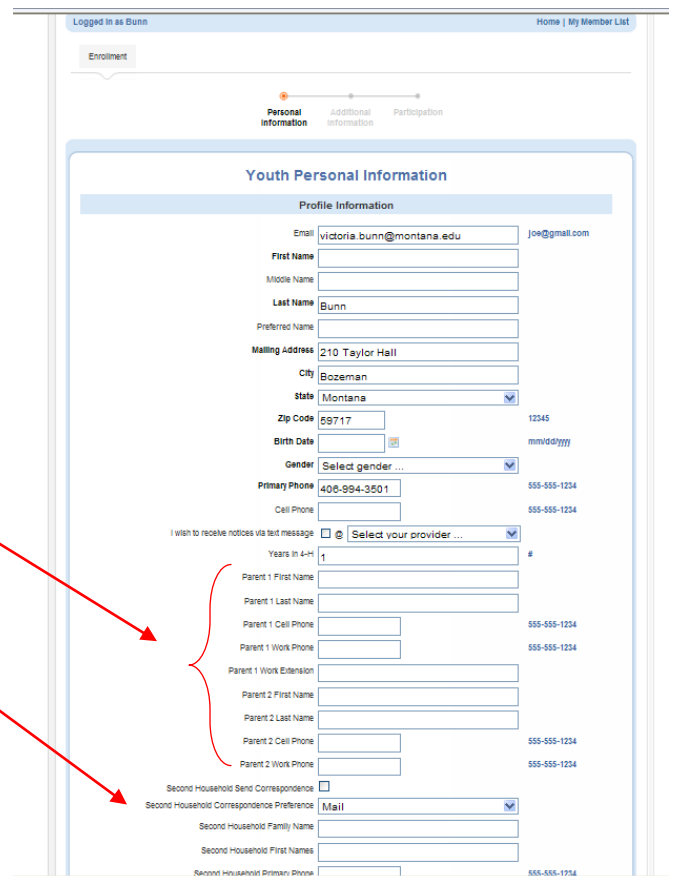
The fields in **BOLD** are required fields.

Enter Parent/Guardian information here.

You have the option to enter “second household” information if it is applicable.

The bottom half of the screen is the demographic and school information about the member. Note that you can check any/all races that apply to the youth.

After information has been entered, click “continue” at the bottom of the page.



Logged in as Bunn Home | My Member List

Enrollment

Personal Information    Additional Information    Participation

### Youth Personal Information

**Profile Information**

Email: victoria.bunn@montana.edu    Joe@gmail.com

First Name:

Middle Name:

Last Name:

Preferred Name:

**Mailing Address:** 210 Taylor Hall

City:

State:

Zip Code:     12345

Birth Date:     mm/dd/yyyy

Gender:

Primary Phone:     555-555-1234

Cell Phone:     555-555-1234

I wish to receive notices via text message:   Select your provider:

Years in 4-H:     #

Parent 1 First Name:

Parent 1 Last Name:

Parent 1 Cell Phone:     555-555-1234

Parent 1 Work Phone:     555-555-1234

Parent 1 Work Extension:

Parent 2 First Name:

Parent 2 Last Name:

Parent 2 Cell Phone:     555-555-1234

Parent 2 Work Phone:     555-555-1234

Second Household Send Correspondence:

Second Household Correspondence Preference:  Mail

Second Household Family Name:

Second Household First Name:

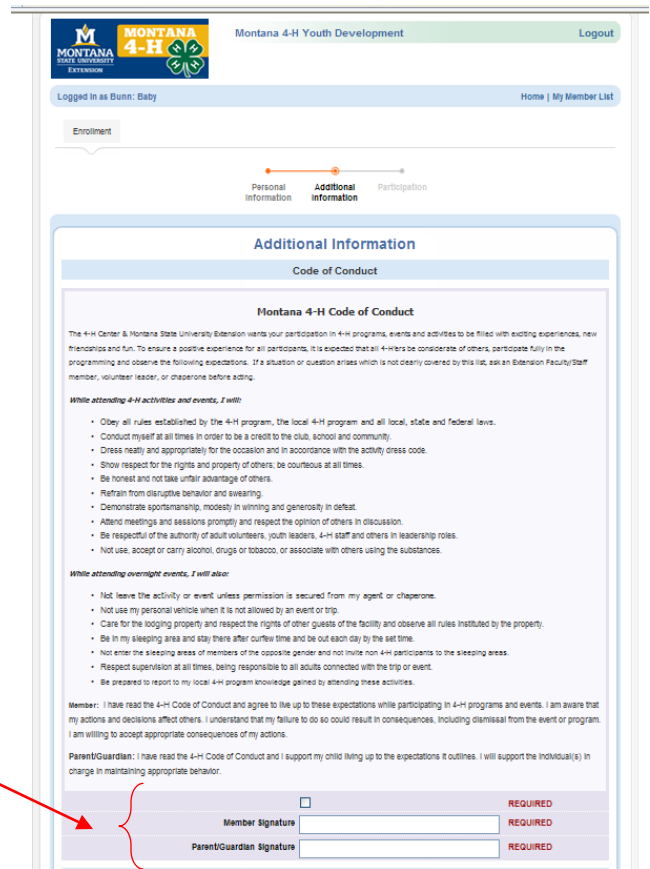
Second Household Birth Date:     555-555-1234

The **Additional Information** screen has two sections that are required.

The “Code of Conduct” is the first section. Please read this section carefully. It applies to 4-H events and activities and has a separate section that applies to overnight events.

It is required to:

1. Select the Box.
2. Have the youth member sign by typing their name.
3. Sign as a parent/guardian by typing your name.



Montana 4-H Youth Development Logout

Logged in as Bunn: Baby Home | My Member List

Enrollment

Personal Information Additional Information Participation

**Additional Information**

**Code of Conduct**

**Montana 4-H Code of Conduct**

The 4-H Center & Montana State University Extension wants your participation in 4-H programs, events and activities to be filled with exciting experiences, new friendships and fun. To ensure a positive experience for all participants, it is expected that all 4-H'ers be considerate of others, participate fully in the programming and observe the following expectations. If a situation or question arises which is not clearly covered by this list, ask an Extension Faculty/Staff member, volunteer leader, or chaperone before acting.

*While attending 4-H activities and events, I will:*

- Obey all rules established by the 4-H program, the local 4-H program and all local, state and federal laws.
- Conduct myself at all times in order to be a credit to the club, school and community.
- Dress neatly and appropriately for the occasion and in accordance with the activity dress code.
- Show respect for the rights and property of others, be courteous at all times.
- Be honest and not take unfair advantage of others.
- Refrain from disruptive behavior and swearing.
- Demonstrate sportsmanship, modesty in winning and generosity in defeat.
- Attend meetings and sessions promptly and respect the opinion of others in discussion.
- Be respectful of the authority of adult volunteers, youth leaders, 4-H staff and others in leadership roles.
- Not use, accept or carry alcohol, drugs or tobacco, or associate with others using the substances.

*While attending overnight events, I will also:*

- Not leave the activity or event unless permission is secured from my agent or chaperone.
- Not use my personal vehicle when it is not allowed by an event or trip.
- Care for the lodging property and respect the rights of other guests of the facility and observe all rules instituted by the property.
- Be in my sleeping area and stay there after curfew time and be out each day by the set time.
- Not enter the sleeping areas of members of the opposite gender and not invite non 4-H participants to the sleeping areas.
- Respect supervision at all times, being responsible to all adults connected with the trip or event.
- Be prepared to report to my local 4-H program knowledge gained by attending these activities.

Member: I have read the 4-H Code of Conduct and agree to live up to these expectations while participating in 4-H programs and events. I am aware that my actions and decisions affect others. I understand that my failure to do so could result in consequences, including dismissal from the event or program. I am willing to accept appropriate consequences of my actions.

Parent/Guardian: I have read the 4-H Code of Conduct and I support my child living up to the expectations it outlines. I will support the individual(s) in charge in maintaining appropriate behavior.

**REQUIRED**

Member Signature  **REQUIRED**

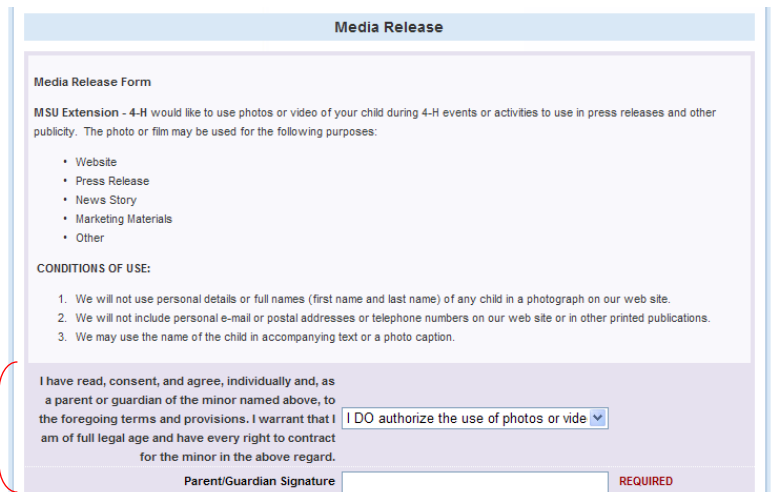
Parent/Guardian Signature  **REQUIRED**

The Media Release is the second section.

Please read this section carefully.

It is required to:

1. Make a selection from the drop down indicating that as a parent/guardian that you “Do authorize use” or that you “DO Not authorize use”.
2. Sign as a parent/guardian by typing your name.



**Media Release**

**Media Release Form**

MSU Extension - 4-H would like to use photos or video of your child during 4-H events or activities to use in press releases and other publicity. The photo or film may be used for the following purposes:

- Website
- Press Release
- News Story
- Marketing Materials
- Other

**CONDITIONS OF USE:**

1. We will not use personal details or full names (first name and last name) of any child in a photograph on our web site.
2. We will not include personal e-mail or postal addresses or telephone numbers on our web site or in other printed publications.
3. We may use the name of the child in accompanying text or a photo caption.

I have read, consent, and agree, individually and, as a parent or guardian of the minor named above, to the foregoing terms and provisions. I warrant that I am of full legal age and have every right to contract for the minor in the above regard.

I DO authorize the use of photos or vide **REQUIRED**

Parent/Guardian Signature  **REQUIRED**

Click “continue” at the bottom of the page.

The **“PARTICIPATION”** screen is where you will:

- select a club or clubs for this member
- select the projects they have chosen
- select groups (if applicable)

**Add club(s) to member record:**

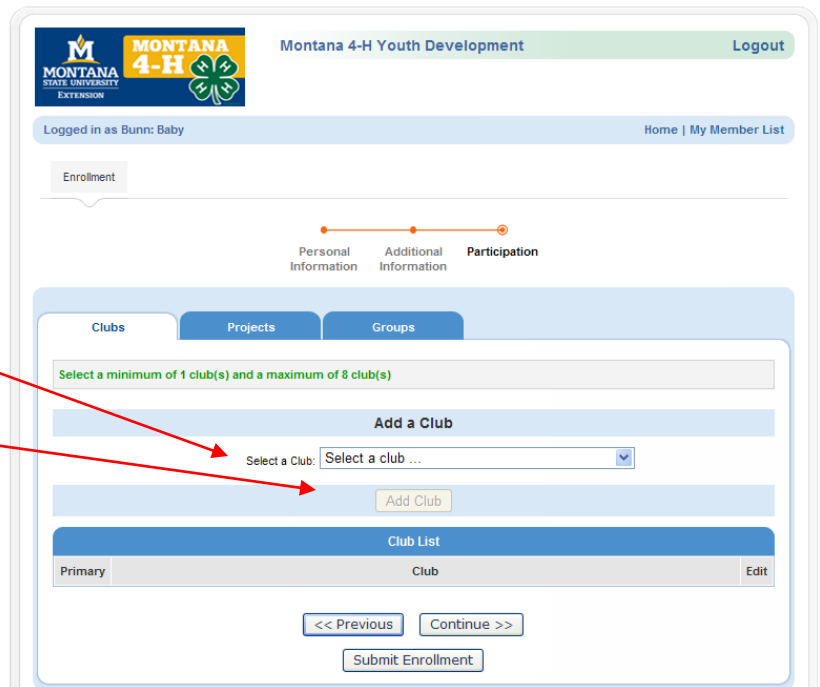
Select a club from the drop down list.

Click **“add club”**.

Once the club has been added it will appear in the **“club list”**.

If the member is in more than one club repeat the process. You can indicate which club is the **“primary”** club by clicking the button in the primary column.

Click **“Continue”**



Montana 4-H Youth Development Logout

Logged in as Bunn: Baby Home | My Member List

Enrollment

Personal Information Additional Information **Participation**

Clubs **Projects** Groups

Select a minimum of 1 club(s) and a maximum of 8 club(s)

**Add a Club**

Select a Club: Select a club ...

Add Club

**Club List**

Primary	Club	Edit

<< Previous Continue >>

Submit Enrollment

**Add project(s) to member record:**

**“Select a Club”** from the drop down list. ONLY the clubs you have added to this member’s record in the previous screen will be available in this list.

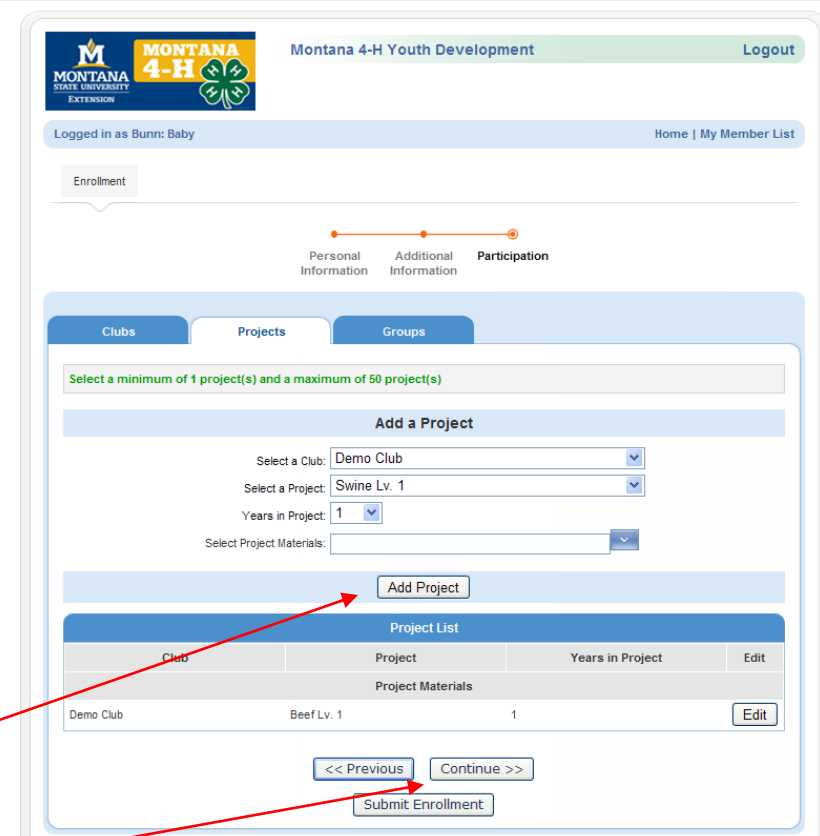
**“Select a project”** from the drop down list.

Indicate **“Years in Project”** form the pull down.

**“Select project materials”** - If project materials are available for this project, they will appear in a drop down menu. Select the materials that you need. Please note that checking the box does not automatically order curriculum. Also, check with your county to see what process they will be using for ordering curriculum.

Make sure you click **“Add Project”**.

When you have added all projects for a member, click **“Continue”**.



Montana 4-H Youth Development Logout

Logged in as Bunn: Baby Home | My Member List

Enrollment

Personal Information Additional Information **Participation**

Clubs **Projects** Groups

Select a minimum of 1 project(s) and a maximum of 50 project(s)

**Add a Project**

Select a Club: Demo Club

Select a Project: Swine Lv. 1

Years in Project: 1

Select Project Materials:

Add Project

**Project List**

Club	Project	Years in Project	Edit
Demo Club	Beef Lv. 1	1	Edit

<< Previous Continue >>

Submit Enrollment

**Groups:**

Some counties may be using the groups tab as a way to track member involvement in committees and other groups. This is not a required field. Visit with your County/Reservation Office.

**Submit Enrollment:**

Make sure to click on the “Submit Enrollment” button.

**Entering Adult Members**

Please note that **the only ADULTS that are serving as VOLUNTEERS should be entered.**

Select Adult from the drop down menu.

Click on the “Add Member” button.

**This is the adult information screen.**  
The family information has already been entered but can be changed.

The fields in **BOLD** are required fields.

The bottom half of the screen is the demographic information. Note that you can check any/all races that apply to the youth.

After information has been entered, click "Continue" at the bottom of the page.

Enrollment

Personal Information    Additional Information    Participation

### Adult Personal Information

**Profile Information**

Email:    

**First Name**

**Last Name**

Job Title

Mailing Address

City

State

Zip Code     12345

Gender

Primary Phone     555-555-1234

Cell Phone     555-555-1234

I wish to receive notices via text message  @

Work Phone     555-555-1234

Work Extension     #

Years in 4-H     #

4-H County

There is currently no additional information on the **Additional Information** screen. Click "Continue".

Logged in as Bunn: Torie    Home | My Member List

Enrollment    Trainings

Personal Information    **Additional Information**    Participation

### Additional Information

<< Previous    Continue >>

The “PARTICIPATION” screen is where you will:

- select a club or clubs
- select the projects
- select groups (if applicable)

**Add club(s) to an Adult record:**

Select a club from the drop down list.

Select Volunteer type from the drop down list.

Click “add club”.

Once the club has been added it will appear in the “club list”.

If you volunteer in more than one club repeat the process. You can indicate which club is the “primary” club by clicking the button in the primary column.

Click “Continue”

**Add project(s) to an Adult record:**

This is not a required page for Adult Volunteers. You can enter projects for which you serve as a Project Leader.

“Select a Club” from the drop down list.

“Select a project” from the drop down list and enter “Years in Project”.

Select “Project Leader” from the pull down menu.

“Select project materials” - If project materials are available for this project, they will appear in a drop down menu. Select the materials that you need. Please note that checking the box does not automatically order curriculum. Also, check with your county to see what process they will be using for ordering curriculum.

Make sure you click “Add Project”.

When you have added all projects, click “Continue”.



### Groups:

Some counties may be using the groups tab as a way to track involvement in committees and other groups. This is not a required field. Visit with your County/Reservation Office.

### Submit Enrollment:

Make sure to click on the "Submit Enrollment" button.

## 3 MANAGING FAMILY RECORDS - MEMBERS AND ADULT VOLUNTEERS

This is the Family Member List Screen.

From this screen you can:

- Edit Family information.
- Enter new youth members and adult volunteers.
- Edit Existing records.