

Log in as Family – Then proceed to log into the Club. Remember the “Club Password” you need to get from the County as it is NOT the same as your family password.

Logged in as Telly Change Password

## Colorado 4-H Online

### Current Enrollment Year 2012 - 2013

To view family/club leader information on how to use 4HOnline select the link below:

4-H Family & Club Leader Information

To access general 4-H member/leader, project or record book information please visit the Colorado 4-H website.

Announcements & Newsletters

- IFYE - Program Information - Time Sensitive!  
Oct 11, 2012 CO State
- Colorado Leadership Camp  
Oct 11, 2012 CO State
- Test  
Oct 05, 2012 Demo County

Club Leader Login

Maude Tetrus New Club - 2011/2012 Password: ●●●●●●●● Login to Club

**Continue to Family**

Next, to find all the members in your Club, click on the “Search” icon – “Clear Filters” and click “Search”

Colorado 4-H Youth Development Powered by 4hOnline New Club - 2011/2012 (Club)

### Dashboard

Confirm Members

Members  
Enrollment

Search

Reports  
Reporting

**Members/Volunteers**

Keyword(s) (4-H Age, Address, Birthdate, Email, First Name, Preferred Name, Last Name, Primary Phone)

Search Clear Filters

**Enrollment Date** From  To  Clear Dates

**Flagged**  Yes  No      **Gender**  Male  Female

**Role**      **Status**      **Volunteer**

Adult  Contact  Custom  Youth     Active  Archived  Inactive  Incomplete  Not Participating  Pending  Short-Term     Yes  No

Look for the member you need to “re-enroll” and click “Login”

<input type="checkbox"/>	Tetrus, Kaden	4	324927	Incomplete	15	Youth	Male	New Club - 2011/2012	Oct 11, 2012	<span style="border: 1px solid gray; padding: 2px 5px;">Login</span>
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Otherwise, if it is a new family, click “Add Family”

Once you are at the Family Record, locate the member/adult and click “Edit”

Telly Family [Edit Family](#)  
345 Yellow Brick Road  
Fort Collins, CO 80525  
000-000-0000  
telly@noemail.com  
Demo County County [contact info]

Add A New Family Member  
select a member type...  
Add Member

ReActivate An Archived Family Member  
select a member...  
ReActivate Member

YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE  
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
1)	Kaden Tetrus	Youth	324927	Incomplete	2011-2012	<a href="#">Edit</a>
▶ Event Registrations 10/01/2011-09/30/2012						
2)	Maude Tetrus	Adult	360218	Active	2012-2013	<a href="#">Edit</a>
▶ Event Registrations 10/01/2011-09/30/2012						
3)	Telly Tetrus	Adult	316528	Active	2012-2013	<a href="#">Edit</a>

Update Profile information, if needed, otherwise click “Continue” near the bottom of the screen.

Logged in as Telly: Kaden [Home | My Member List](#)

Personal Information Additional Information Health Form Participation Submit

### Youth Personal Information

Fields in **BOLD** are required. Please complete all other information that applies to you.

**Profile Information** [Continue >>](#)

Dependent on what your County staff has instructed “Additional Information” can be added now or updated by the County Staff. Click “Continue” at the bottom of the page when information is complete.

Personal Information **Additional Information** Health Form Participation Invoice Submit

Dependent on what your County staff has instructed “Health Form” can be added now or updated by the County Staff. Click “Continue” at the bottom of the page when information is complete.

Logged in as Carter: Welcome [Return to the Club account] [My Member List](#)

Personal Information Additional Information **Health Form** Participation Invoice Submit

Next, Add Club (s) and Projects to the member/leaders records.

**Clubs**   Projects   Activities   Awards   Groups

**Youth:** Select the appropriate club from the pull-down list, then click "Add Club".

Indicate the "Primary Club" with the blue radio button.  
(minimum 1 club membership)

**Leaders:** Select both the club and the volunteer type on this page.

Select a minimum of 1 club(s) and a maximum of 10 club(s)

**Add a Club**

Select a Club:

Add Club

**Club List**

Primary	Club	Edit
<input type="radio"/>		

<< Previous   Return to Member List   Continue >>

Once complete, click the "Group" tab and then "Continue"

Clubs   Projects   Activities   Awards   **Groups**

**Add a Group**

Select a Group:

Add Group

**Group List**

Group	Edit
<input type="radio"/>	

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**This screen is for INTERNAL purposes ONLY – DO NOT CHANGE, scroll to the bottom and click "Continue"**

Date	Payment Amount	Payment Method	Payment Number	Payment Status
10/23/2012	15.00	4H Check		Pending

**SCHOLARSHIP SELECTION**

=  Enter Award Code

**INVOICE INFORMATION**

#	Name	Involvement	Description
5377	Welcome Carter	Youth	Enrollment: 2012-2013

**INVOICE ITEMS**

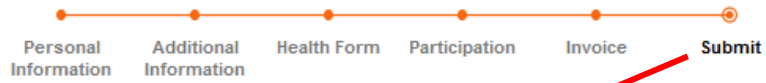
Item	Rate	Quantity	Amount
STATE: CO. CHARGE: 4-H Member Enrollment	15.00	1	\$15.00
<b>Total:</b>			<b>\$15.00</b>
<b>Paid:</b>			<b>\$15.00</b>
<b>Balance:</b>			<b>\$0.00</b>

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Click "Submit Enrollment" -- The account will be "Pending" until the County Administrator approves the record. If you have questions regarding this process, please contact your local county extension office.

Logged in as Carter: Welcome [Return to the Club account]

[My Member List](#)



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Submit Enrollment