

Welcome to Colorado 4-H 2017-2018 4-H Year!

Dear 4-H Families,

4HONLINE IS . . .

The **OFFICIAL Colorado** 4-H Youth Development Program database for **enrolled** 4-H members and volunteers. This system is a partnership between the 4-H family and the county Extension Office and working with them to guide you through questions/problems will create a positive experience for all! We want all 4-H families to become familiar with 4HOnline so enrollment, event and contest registration, animal validation, etc. can be an easy process for you! This is **NOT** a database for counties/clubs/families to enter family members (i.e. siblings, grandparents, etc) that are not directly involved as a 4-H member or volunteer.

Colorado starts each year with a 'zero-based enrollment.' This means that each year at the start of the enrollment cycle membership in Colorado 4-H goes to zero and everyone must re-enroll. This process is based on federal accounting policies.

4HOnline is a secured database that is in compliance with the PCI Security Standards Council. The Colorado 4-H Youth Development Program and the 4HOnline company work closely to monitor and ensure the highest level of protection for information stored on the system. Colorado 4-H, nor 4HOnline, does not share or sell any personal information to third party vendors without your knowledge or permission.

NEW for 2017-2018 – Online entry begins October 16th!
(ALL Clubs must be chartered prior to members/adults enrolling)

All membership (youth and adult) must be entered into the 4HOnline system and be in ACTIVE status for membership to be granted. Any enrollment completed on paper forms will not be official until entered on 4HOnline and given ACTIVE status. A 4-H member will not be allowed to register for any event until membership is in an ACTIVE status.

The county Extension Office will determine the payment options for participation fees and event registration. Please **contact** your local county Extension Office to see if they have restricted certain payment types in your county.

FOR NEW 4-H MEMBERS

- CONTACT your County Extension Prior to Enrolling!
- 4HOnline website is: <https://co.4honline.com>
- A family profile is REQUIRED. Once a family profile is setup, you will ADD individual youth and adult (members) in your account.
 - **ONE (1) FAMILY PROFILE PER HOUSEHOLD!** Write down and place in a secure location your email address and password.
 - If you lose your e-mail or password, contact your County Extension Office for assistance - **DO NOT SET UP ANOTHER FAMILY and/or MEMBER PROFILE!**
 - **Note:** In most counties, an **active** membership status **WILL NOT** be granted until participation fees have been paid.

FOR RETURNING 4-H MEMBERS

- **If you lost your email/password, CONTACT your County office for assistance! DO NOT** establish another family or member profile on 4HOnline if you already have one in the system.
- **REVIEW YOUR PROFILE VERY CAREFULLY.** Incorrect information can create problems for you, your family, and the Extension Office.
- **If your enrollment is NOT in 4HOnline and you have enrolled in the past, please contact your county Extension office!**
- **Note:** In most counties, an **active** membership status **WILL NOT** be granted until participation fees have been paid.

Quick ENROLLMENT Steps - 2017-2018

1. 4HOnline website access is at: <https://co.4honline.com>
2. **New Members:** Create family profile by selecting the “I need to setup a profile” button.
Returning Members: Use your e-mail and password and access your established profile. If you have forgotten your e-mail and/or password contact your county Extension Office for assistance. **DO NOT CREATE A NEW PROFILE!!!!**
3. **New Members:** Add a youth and/or adult profiles under your family profile. As you enter information please verify for accuracy.
Returning Members: Click on the “Edit” button (right side) on inactive member's profile listing. Review and update all information associated with this profile. **DO NOT JUST CLICK AND MOVE ON - CHECK IT ALL!!!!** Incorrect information will affect ability to register for events, proper enrollment fees, communication, etc.
4. Once all profile information has been verified and is current under the Personal Information, Additional Information, Health Form, and Participation (Club/Projects), etc., click “Submit Enrollment”.
5. The county Extension Office will review all information submitted. The member will receive an email confirmation once membership approval is granted.

ENROLLMENT FACTS

- Most questions can be answered by calling your local county extension office. (<http://extension.colostate.edu/county-extension-offices/>)
- You are not a member/volunteer of Colorado 4-H until you have an ACTIVE status listed on your 4HOnline profile.
- 4-H members must be ACTIVE to register for an event/contest in 4HOnline.