



4HOnline

4HOnline – making enrollment changes and updates, including project drop/adds

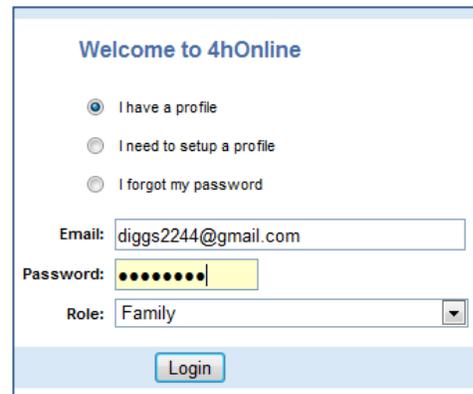
Created: May 1, 2013

Updated:

ACCESSING 4HONLINE

Enrolled 4-H families are invited to use 4HOnline to update their contact information, health information, change project enrollments or other areas of involvement and interest.

1. Go to <http://mn.4honline.com> (notice that there is no “www” in that address).
2. Enter your email address and password.
3. Click [Login]



- **If you are not yet enrolled in 4-H or 4HOnline, or if your enrollment is Incomplete or Pending, please see the 4HOnline User Guides here: www.4-H.umn.edu/4honline**
- **If you are not able to access your 4HOnline profile, please do NOT create a new one - please contact your local Extension staff by going to www.extension.umn.edu/offices**

After logging in, you will see your family’s 4HOnline “Home Page”.

4. Click on [Continue to Family]



This will take you to your family’s “Member List”.

5. Scroll down to your list of family members and click on the [Edit] button for the family member you would like to look at or work on.

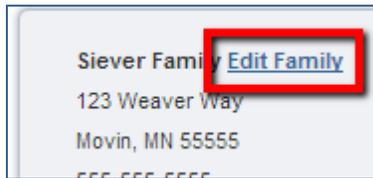
Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Colleen AnSci	Youth		Pending		
2)	DarrylDairy AnSci	Youth	523773	Active	2012-2013	
3)	DebbieDog AnSci	Youth	523568	Active	2012-2013	

You will now be in the personal profile page for the selected member. Near the top of that page, is a navigation bar to access various data screens for that member.



Address, phone number, email address.

(Note: to change “family” mailing address or email, click on the [Edit Family] link on the “Member List” page.)



Authorization statements (informational only).

Health related and Emergency Contact information.

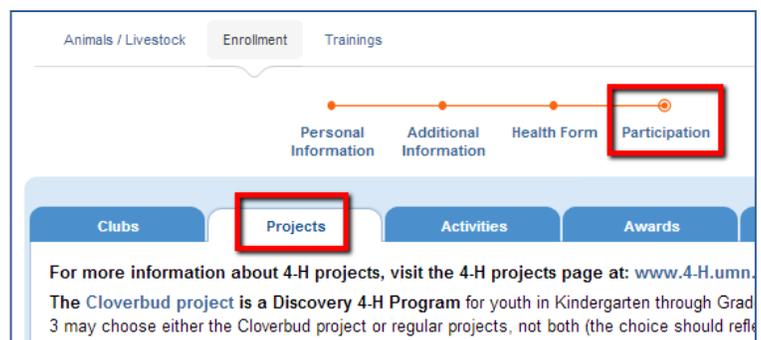
Clubs, Projects, Groups and Activities

6. Click on the desired navigational item
7. Review and/or update information on that screen
8. Click on [Continue] to save the data changes

If a field is displaying text only (there is no box to type in), you will need to contact your local Extension staff by going to www.extension.umn.edu/offices/

TO MAKE PROJECT CHANGES

1. Click on the [Participation] navigational item
2. Click on the [Projects] tab.



- To add a project, use the upper part of that screen (see next page for “Add a Project” screenshot)

- To delete a project (or to change the years on that project), click on the [Edit] button on the lower part of the screen.

The screenshot shows a web interface for managing projects. At the top, there is a form titled "Add a Project" with three dropdown menus: "Select a Club" (set to "Busy as Beavers"), "Select a Project" (set to "Select a project ..."), and "Years in Project" (set to "1"). Below these is an "Add Project" button. Underneath is a table titled "Project List" with columns: Club, Project, Years in Project, and Edit. The first row of the table shows "Busy as Beavers", "Photography:Conventional", and "1". The "Edit" button for this row is highlighted with a red box.

When done, click on one of the navigational buttons near the bottom of the screen.

The screenshot shows three buttons: "<< Previous", "Return to Member List", and "Continue >>".

PRINTING AN ENROLLMENT REPORT

You can print a report of all of a member's enrollment information, as follows:

- Return to the [Member List] page by clicking on the [My Member List] link located near the top-right part of the member's personal profile page.
- Scroll down to the [Member Reports] section.
- Select the desired youth member
- Under [Report], click on [Member - Enrollment History]
- After a short processing time, a PDF document should pop up on your screen.

The screenshot shows the "Member Reports" section. The "Member" dropdown is set to "Siever, Davey". The "Report" dropdown is open, showing a list of report options. The "Member - Enrollment History" option is highlighted with a red box.

For more information, user guides and assistance with 4HOnline, please go to

www.4-H.umn.edu/4honline