



## 4HOnline

# 4HOnline – Printing family enrollment reports

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Updated:

### BACKGROUND

As a 4-H Family, you are able to print out two different reports containing your enrollment information:

- **Member – Enrollment History:** contains a summary of profile, club and project data.
- **Member – Health Form:** contains health and emergency contact information.

If you desire to print a copy of the Member Authorization Statements that all 4-H families agree to, please visit: [www.4-H.umn.edu/policies](http://www.4-H.umn.edu/policies)

### LOGGING IN TO YOUR FAMILY ACCOUNT

4HOnline is built around 4-H “Family Logins”, which means that the first step is to log in to your family’s 4HOnline account.

1. Go to <https://mn.4honline.com> (notice that there is no “www” in that address).
2. Click on [I have a profile], enter your family email address and password to log in.
3. If you do not know your password, use the [I forgot my password] option.



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

Email:

Password:

Role:

Login

If your family did not enroll online, but you did supply a valid email address, you can still log in to your account using the [I forgot my password] option.

If your did not supply an email address, or are otherwise unable to log in, contact your local Extension staff: [www.4-H.umn.edu/county-web-sites.html](http://www.4-H.umn.edu/county-web-sites.html)

Once you are logged in you will see the [Member List] screen, where all youth and adult (volunteer) family members are listed (see below).

1. Scroll down to the [Member Reports] section and select a [Member] from the list
2. Click on [Member - Enrollment History] or [Member - Health Form]
3. A PDF report will pop up, or display in your browser. If the PDF does not pop up, check any pop up blocker settings and/or try a different web browser.

**Dodger Family** [Edit Family](#)

12345 Hunker Rd  
Red Wing, MN 55066  
555-377-1234  
new4hfamily@gmail.com [\[send mail\]](#)  
Zarlog County (Test Account) County [\[contact info\]](#)

**Add A New Family Member**  
select a member type...  
Add Member Add Short-Term Member

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

	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Amy Dodger	Youth	355772	Active	2011-2012	<a href="#">Edit</a>
2)	Darrel Dodger	Youth	355764	Active	2011-2012	<a href="#">Edit</a>
3)	Mark Dodger	Adult	355773	Active	2011-2012	<a href="#">Edit</a>

**Member Reports**  
Member: Dodger, Darrel  
Report: Select a report ...  
Select a report ...  
Member - Enrollment Form  
Member - Enrollment Form (Español)  
Member - Enrollment Form (New Youth Member - Español)  
Member - Enrollment Form (New Youth Member - English)  
Member - Enrollment History  
Member - Health Form  
Project - Listing With Aliases  
Quality Assurance - Certificate

## MAKING CHANGES TO YOUR ENROLLMENT INFORMATION

If there is profile, enrollment or health information that needs to be corrected or updated, click on the [Edit Family] link to edit family account information, or click on the [Edit] button listed by each family member on the [Member List] page.