4-H Online—Enrolling New Youth Members & Adult Volunteers in 4-H

The 4-H Online system is used to enroll and re-enroll youth members and adult volunteers in 4-H. You will also use it to manage your online 4-H profile, which is where you will choose the clubs you want to join and the 4-H projects you want to enroll in. In the future, it may also be used to register for certain 4-H activities and events. The link to 4-H Online can be found on Montgomery County’s Join 4-H page (https://extension.umd.edu/montgomery-county/4-h-youth/join-4-h) or the Members page (https://extension.umd.edu/montgomery-county/4-h-youth/4-h-member-area).

There are two types of accounts in 4-H Online—family/household accounts and individual accounts. A family/household account must be created first. Then, individual members create accounts for themselves within their family/household account.

How to Create a Family/Household Account

1. The 4-H Online login page is shown at right.
2. To set up a family profile, select “I need to setup a profile.”
3. Make sure Role is set to “Family” and that County is set to “Montgomery.”
4. Enter your family/household’s last name, MAIN email address for the household, and a password for your family account. **DO NOT LOSE** your password or forget which email you used! You will need them both to re-enroll as a member every year and to select your projects.
5. Click Create Login.
6. You will see the Family Information page.
   a. You can return to this page in the future to update your family’s information.
   b. You will need to complete anything with a red star next to it.
   c. If you click Update member records with the same address, all individual 4-H members in your family will automatically be assigned the same mailing address. Individual addresses can be changed later.
   d. Skip the Password Management section since you already created a password. You can come back to this section later to change your password.
   e. In the future, if you forget your family’s password, go to the 4-H Online login page and select “I forgot my password.” A new password will automatically be emailed to your main email address.
   f. Click Continue.
How to Create an Individual Member Account

7. You will see the Member List page, shown at right.
   a. This page is used to manage the accounts of anyone in your family. You can also click Edit Family to change the info you entered on the previous page.
   b. In the middle of the screen you will see a section listing all 4-H members in your family.
   c. Where it says Add a New Family Member, select “Youth” or “Adult” and click Add Member. Parents SHOULD NOT create individual member accounts for themselves unless they are also 4-H volunteers.

8. You will see the Personal Information screen.
   a. Please make certain to fill out ALL the boxes. It is VERY IMPORTANT for youth to include parent names and contact information. There is also a section to be filled out if the member lives in more than one home.
   b. If you have a different last name or email than your family, they can be changed here.
   c. Make certain to correctly fill out the Years in 4-H box. If you are a new member, it should say 1, not 0.
   d. For the question Are you a volunteer? select “No” for youth and “Yes” for adult volunteers. Click Continue.

9. You will see the Additional Information page.
   a. By logging in with your user ID and password, you are indicating that you are the correct person to agree to the terms.
   b. Read the 4-H Behavioral Expectations and sign it.
   c. Complete the Photo Release. Click “Yes” or “No” and sign. Click Continue.

10. You will see the Health Form page.
    a. This page is optional, but is required to participate in certain events. Click Continue.

11. You will see the Add a Club page.
    a. Select the club you want to join and click Add Club.
    b. If you choose more than one club, you must select one to be your primary club. Click Continue.

12. You will see the Add a Project page. You can come back to this page in the future if you haven’t spoken to a club leader yet about which 4-H projects you should take. Every 4-H member must be enrolled in at least one project. You don’t need to select any project materials. To select a project, first select the club(s) you will take it in, then the project you want to take, then click Add Project, and then Continue.

13. You will see the Invoice/Scholarship page and Add a Group page—we don’t use these pages, so ignore them by clicking Continue. You will see the confirmation page—you need to click the checkbox at the bottom (even though you aren’t paying by computer) and then click Submit Enrollment.

Congratulations! You have finished your 4-H Online enrollment application. You will receive an email confirming that your enrollment has been submitted.