

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, the **main email address** for the household, and a password for your family account. **PLEASE 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*.

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Maryland 4-H Youth Development

Welcome to 4-H Online

I have a profile

I need to setup a profile

I forgot my password

Are you in a Military 4-H Club:

County: Show County Contact Info.

Email:

Confirm Email:

Last Name:

Password: Min. of 8 characters, at least 1 number and 1 capital or non-alpha

Confirm Password:

Role:

Create Login

How to Create an Individual Member Account

7. Member List page (shown at right)

- 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.
- In the middle of the screen you will see a section listing all 4-H members in your family.
- 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. Personal Information page

- 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.
- If you have a different last name or email than your family, they can be changed here.
- Make certain to correctly fill out the *Years in 4-H* box. If you are a new member, it should say 1, not 0.

9. Additional Information page

- By logging in with your user ID and password, you are indicating that you are the correct person to agree to the terms.
- Read the *4-H Behavioral Expectations* and sign it.
- Complete the *Photo Release*. Check “Yes” or “No” and sign. Click *Continue*.
- If you carry an animal project, read and sign the *Code of Animal Science Ethics*.

10. Health Form page

- This page is optional, but is required to participate in certain events. Click *Continue*.

11. Add a Club page

- Select the club you want to join and click *Add Club*. If you choose more than one club, **you must select one to be your primary club**. Click *Continue*.

12. 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 you will take it in, then the project you want to take, then click *Add Project*, and then *Submit Enrollment*.

- Once your enrollment has been submitted, you may log out. You will shortly receive an email confirmation of your enrollment with information regarding payment of the \$10 enrollment fee. You may pay online or pay your club leader. If you’re paying by check and you belong to more than one club, make sure you make your payment to your primary club. Clovers and adult volunteers don’t pay a fee, and only the first three youth members in a family pay it.

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Member List

For assistance with 4HOnline or the enrollment process visit 4HOnline Instructional Manual for Families or contact your local extension office

Jones Family [Edit Family](#)

0000 Way Rd
Derwood, MD 20855
000-000-0000
jones@email.com

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)	John Jones	Youth		Pending		Edit
2)	Susan Jones	Adult		Pending		Edit

Member Reports
Member: select a member...
Report: [dropdown]

Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register
Member: select a member...
Event: [dropdown]