Maryland 4-H Adopts
Online Enrollment Process

4HOnline is a fully integrated management system that brings together all levels of the 4-H experience. Whether it’s a member logging in to manage their record, a club leader printing mailing labels, or a county agent approving a member’s enrollment, 4HOnline brings the Maryland 4-H community together and keeps everyone involved.

Wicomico County 4-H is excited to bring this convenience to you!!

No More Paper Registrations Needed!! But available upon request.

What you need to know...

- Volunteers and Parents will be responsible for enrolling their family in the system.
- Once enrolled, county staff will then authorize each person as a member or volunteer.
- Club leaders will be given access to the club management tools in this system.

This system will...

- Increase accuracy for family information.
- Improve communications.
- Control project and award tracking.
- Streamline yearly updates and renewals

Items to look forward to as this evolves...

- Pay 4-H Fees online
- Event registration capabilities
- Online 4-H Record Book

If you have questions regarding this process, please contact

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Enrolling your child in Maryland 4HONLINE

- To enroll your child or as a volunteer in Maryland 4HOnline Internet access and a valid e-mail address.
- Go to https://md.4honline.com (notice there's no "www" in that address).
- Click "I need to set up a profile". A drop down menu will appear. Select the county you want to join.
- **Valid** e-mail address, it’s your account login as well as how you receive information.
- Type in your parent/guardian/household’s last name. (This will be the name that appears on mailing labels—"The Johnson Family" for example.)
- Create your password – must include letters and numbers/symbols with a minimum of 8 characters.
- Role: Family
- Click on “Create Login”

**Family Information Page**

- **Bold fields** with a red asterisk are required.
- Choose your correspondence preference to either “Mail” or “Email”.
- Click on the “Continue” button.

**Member List Page – Adding your child**

- In the drop down box under “Add a New Family Member”, select “youth” and click on “Add Member”.

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Maryland 4-H Online Enrollment Program

https://md.4honline.com

Instructional Manual (youth memberships)
Youth Personal Information Page

Bold fields with a red asterisk are required.

- If he/she has a DIFFERENT e-mail address than the family one entered at login, enter it in the top box.
- If his/her last name is different than the parent/guardian/household name, make that change on this page.
- For the “Years in 4-H”, enter “1” if this is the first year.
- If there are parents/guardians that do not live in the same residence as you, you may enter their mailing information under Secondary Household.
- Are you a volunteer? Mark “no” for youth.
- Text messaging: Texts will be used for last minute meeting notices and other priority information, only from county staff.
- Be sure to enter an emergency contact name and at least one phone number. This should be someone OTHER than a parent, if possible.

Authorizations and Releases – Additional Information Page

All fields are required. Select an option if there is a choice, or check the “I agree…” box.

- Digital Signatures
  - Enter both the name of the parent/guardian and the youth. Both fields must be filled in before you can click the Continue button.
  - By logging on with your user ID and password, you are indicating that you are the correct person to agree to the terms.
  - When you have completed this page, click “Continue.”

Health Form Page - Completion of this health form section is optional.

A health form is required for members and volunteers attending the following 4-H events:

- Day Camps
- Overnight Residential Camps
- Overnight Trips
- Regional, State, & National Trips

Check all health conditions and allergies that apply. When you have completed this page, click "Continue."
If you should have questions or concerns, please contact your local 4-H County/City office.

Clubs/Projects/Groups Page

Clubs Tab
Select the correct club from the drop down menu and click on it.

- Be sure to click “Add Club”.
- If your child is a member of more than one club, add the next one the same way. Make sure that the main club has the blue dot next to it.
- Click the “Continue” button.
Projects Tab - Optional

- Under “Select a Project” click on the drop down menu and select the first project for this youth.
- “Years in Project” – must have 1 for 1st year members. For returning members, the years are automatically updated.
- Click on “Add Project”.
- For each additional project that you want to add, repeat the steps above.
- Once you have entered all your project(s), you need to click on Continue.

Groups Tab – Not Using this Feature

- Please do not select/add any group.
- In the Groups tab, Click on Continue.
- We are not using this feature yet.

You will see now your invoice/payment information. Once you are done, click on Continue, and “Submit Enrollment”. You are done!

If there is another youth (or an adult leader) in your family enrolling in 4-H, you will need to repeat this process for them.

I’m Enrolled Now What

Once your enrollment has been submitted, it is sent to your County Extension Office to be approved. If there are any problems with your enrollment – incorrect or missing information, etc. – you will get an e-mail with instructions for logging back in (with the same email/password you set up) and correcting those. If there are no problems, you will receive an e-mail stating that you have been accepted and will have access online to your enrollment to make any updates throughout the 4-H year.

Keep your login (family email address) and password handy so that you can log in to the program and update your records whenever you need to.

Re-enrollment Next Year

Next year, when it’s re-enrollment time, you’ll log in to the records you created this year, and simply “reactivate” any members or adult volunteers in your family—the family information only needs to be entered once—when your family begins your 4-H adventure!

Questions – Contact Amy Rhodes, arhodes1@umd.edu or 410-749-6141 x108