

4-H Online Tutorial – Carroll County

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4HONLINE IS . . .

The **OFFICIAL** Ohio 4-H Youth Development Program database for **enrolled** 4-H members and volunteers. This system is a partnership between the 4-H family and the county Extension Office and working with them to guide you through questions/problems will create a positive experience for all!

We want all 4-H families to become familiar with 4HOnline so enrollment can be an easy process for you!

The Carroll County Extension office relies on 4HOnline to help distribute important information to you. By allowing you access to update your personal information (email, home address and phone) you can ensure that you will always receive important news and updates such as newsletters, deadline information and leadership opportunities.

This database is **ONLY** for 4-H members and volunteers (Advisors) that are part of a 4-H Club. It is **NOT** for siblings, grandparents, etc.

4HOnline can only be accessed by returning members to the Carroll County 4-H Program. If you are new to the program this year, you will be provided access once you have been established in the system.

If your child(ren) belong to a shared parenting household, you will need to decide a primary address for all materials that are to be mailed. However, multiple Emails may be entered. Emails sent from the Extension office are always sent to all Email addresses provided.

The ability to change or update your information is limited to certain fields in the system. If you see information that is incorrect and you are not able to make changes, please call the office and we will make the change for you. An example of this may be an activity your child is participating in, such as 4-H Camp.

For questions or problems please contact:

Michelle Moon, Office Associate – OSU Extension, Carroll County

Phone: 330-627-4310 or Email: moon.317@osu.edu

Or you can visit the following link for Tips and Tools: <https://go.osu.edu/CC4HOnline>

4-HOnline is a secured database that is in compliance with the PCI Security Standards Council. The Ohio 4-H Youth Development Program and the 4HOnline program developers work closely to monitor and ensure that highest level of protection for information stored on the system.

Ohio 4-H, nor 4HOnline, does not share or sell any personal information to third party vendors without your knowledge or permission.



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Let's Get Started!

The 4HOnline program works best with Google Chrome, Firefox or Safari as your browser.

The 4HOnline website is: <https://oh.4honline.com>

Because we have already created a family profile for you, the 4HOnline program will view you as a "Returning User". This means that you need to respond as if you have "forgotten your password" in order to retrieve your information. Do not click on the "I have a profile" radio button; it will assume you know your password.

OHIO 4-H Ohio 4-H Youth Development

Welcome to 4-H Online

New Users to This Website:
If you were an adult volunteer and/or your child(ren) belonged to 4-H last year, you have a profile. **DO NOT use the "I need to set up a profile" link.**

1. Select "I forgot my password"
2. Enter the email address you gave your county
3. Select "Family" for Role
4. Click "Send my Password". A new password will be sent to the email account you listed for your family. **Please be sure that your email client is set to accept messages from "4honline.com"** If you do not remember what email address you furnished the county, please contact your county Extension office.

Returning Users:
After your first login your profile information is stored in the database.

1. Select "I have a profile"
2. Enter your family email address
3. Select "Family" for Role
4. Click "Login"

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

Email:

Role:

- Click "I forgot my password."
- Enter the email that you have provided to the Extension office on your enrollment form.
- Make sure Role: is Family
- Click "Send My Password"



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Check your email, You now have 2 options:

4hOnline Password Reset Request

You may set a new password by going to the following link: [Login and set a new password](#)

If you are unable to use the link above, you may login by following these steps:

- 1.) Go to oh.4honline.com
- 2.) Select "I have a profile"
- 3.) Enter the email address to which this email was sent: cmickley@frontier.com
- 4.) Enter the following password: **usQOIJh9** (you must use capital letters as they appear)
- 5.) Select the "Family" role
- 6.) Click the "Login" button

You will be required to set a new password once you log in.

Thank You

OPTION 1:

- Click on the link. This will bring you back to 4HOnline and the Password Management Page.
- This will take you directly to the [Please update your password](#) screen at the bottom of this page

Returning Users:

After your first login your profile information is stored in the database.

1. Select "I have a profile"
2. Enter your family email address
3. Select "Family for Role"
4. Click "Login"

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

Email:

Password:

Role:

Login

OPTION 2:

- Highlight, Right click and Copy the temporary password from your email.
- Go back to oh.4honline.com
- Click "I have a profile"
- Enter your email address
- Paste in the temporary password
- Make sure Role: is Family
- Click "Login"
- Once you login you will be prompted to reset your password.



Ohio 4-H Youth Development

Logout

Logged in as Flintstone

Home | My Member List

Credit Cards Email History **Family** Family Settings Login History

Please update your password

Password Management

New Password:

Confirm New Password:

Continue >>

- Passwords must be:
 - At least 8 characters
 - Contain at least 1 number
- Make sure your password is something you will remember.
- Write it down in a safe place.



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OHIO 4-H

Ohio 4-H Youth Development

Logout

Logged in as Flintstone

Home | My Member List

Member List

Flintstone Family [Edit Family](#)

252 3rd St Ne
Carrollton, OH 44615-1236
123-456-7890
flintstonefamily3@gmail.com
Sendak, 19@Osu.Edu Carroll County Manager County [contact info]

Add A New Family Member
select a member type...
[Add Member](#)

ReActivate An Archived Family Member
select a member...
[ReActivate Member](#)

- Review basic demographic information here.
- Check your email address! (This is your "FAMILY" email)
- If anything is incorrect, click on [Edit Family](#) -make changes and click on [Continue >>](#) -this will bring you back to the home screen

- DO NOT Add a New Family Member or ReActivate an Archived Family Member!**
This must be completed in the Extension office.
NOTE: This includes parents, grandparents, siblings, etc. If you add someone to the system, the office will receive notification that you have done so.

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Pebbles Flintstone	Youth	663589	Inactive	2013-2014	Edit

Member Reports
Member: select a member...
Report:

Register A Member In An Event
Member: select a member...
Event:

- In the **Member/Volunteer List** you should see each **Youth** in your family listed. If you are an Advisor, you should be listed as a **Volunteer**.
- If someone is missing – call the Extension office and we will make the corrections.
- Each person [Edit](#) should have an **Enrollment Status** of "Inactive".
- Click on the [Edit](#) button.



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Second Household Send Correspondence: No
 Second Household Correspondence Preference: Mail
 Second Household Family Name:
 Second Household First Name:
 Second Household Primary Phone:
 Second Household Address:
 Second Household City:
 Second Household State: Ohio
 Second Household Zip Code:
 Second Household Email:
 Emergency Contact Name: Wilma Flintstone
 Emergency Contact Phone: 123-456-7890
 Emergency Contact Cell Phone:
 Emergency Contact Email:
 Emergency Contact Relationship: Mother
 4-H County: Carroll

SCROLL DOWN

↓

Enroll for 2015-2016

- Click on the Enroll Button

Personal Information Additional Information Health Form Participation

Youth Personal Information

Profile Information ★ Required Fields

Email: flintstonefamily@gmail.com joe@4honline.com

Prefix:

★ First Name: Pebbles

Middle Name:

★ Last Name: Flintstone

Suffix:

Preferred Name:

★ Mailing Address: 123 Bedrock Lane

Mailing Address 2:

★ City: Carrollton

★ State: Ohio

★ Zip Code: 44615 12345

★ Birth Date: 02/14/2000 mm/dd/yyyy

★ Gender: Female

★ Primary Phone: 123-456-7890 555-555-1234

Correspondence Preference: Mail 555-555-1234

Cell Phone:

You wish to receive notices via text message: ☒ ☐ Select your provider ...

★ Years in 4-H: 2 #

★ Parent 1 First Name: Fred

★ Parent 1 Last Name: Flintstone

Volunteer

- Review and update the 4-H Record.
- Note that all fields that have an ★ are required.

TIP: An email that differs from the FAMILY email may be entered here. This is an excellent option if you have an active teen that is responsible for their own schedule!

- DO NOT CLICK "YES" for Youth Volunteers
- Only ADVISORS should click YES

NO!

Select "Yes" if you serve in a leadership capacity in 4-H.

Examples for youth: Junior Leader, Club Officer, etc.

Examples for adult: Chaperone, Community Club Leader, Project Leader, etc.

Are you a Volunteer?: No: ☐ Yes: ☐

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Second Household Send Correspondence: ☐

Second Household Correspondence Preference:

Second Household Family Name:

Second Household First Names:

Second Household Primary Phone:

Second Household Address:

Second Household City:

Second Household State:

Second Household Zip Code:

Second Household Email:

This is the fields that can be filled in for those who have blended/shared households. Be sure to enter the email address!

School Information

☒ Please select your school from the list below, by selecting your school's county, then district and then your school name.

School County:

School District:

School Name:

☐ If you are unable to locate your school in the list above, please enter the school name and type, in the fields below.

School Name:

School Type:

Select school grade

Grade:

Be sure that the school listed is correct.
Tips:

- If your child attends Buckeye, CCCA or Homeschools – Choose Carroll as your **School County** and Carrollton Exempted Village as your **School District**.
- If your child attends Sandy Valley – Begin by choosing Stark as your **School County**
- If your child attends Minerva – Begin by choosing Stark as your **School County**

OHIO 4-H Ohio 4-H Youth Development [Logout](#)

Logged in as Flintstone: Pebbles [Home](#) | [Logout](#)

[Enrollment](#) [Member Settings](#) [Trainings](#)

Personal Information **Additional Information** Health Form Participation

Additional Information

The **Additional Information** page asks for signatures in areas such as:

- ✓ Responsibility and Release
- ✓ 4-H Code of Conduct
- ✓ General Permission
- ✓ Photo Release

Signatures are accepted by checking boxes and typing in member/adult names



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The **Health Form** page allows you to enter Health considerations such as allergies, medical conditions or dietary restrictions.

When you reach the Participation page it is important to note that there are 3 tabs!

Clubs - Projects - Groups

Click on the dropdown arrow and choose your club.

Click **Add Club**

- You may add multiple clubs if needed.
- Be sure to check the bullseye to designate which club is to be listed as **Primary**. (This is the club all PAPER information will go to)
- Click on the **Continue >>** Button to enter your projects



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The screenshot shows the 'Projects' section of the 4-H Online Tutorial. At the top, a progress bar indicates the steps: Personal Information, Additional Information, Health Form, and Participation. Below this, there are tabs for Clubs, Projects, and Groups. The 'Groups' tab is marked with a large 'X'. The 'PROJECTS' section is highlighted in blue. A message says: 'Please list all projects you are taking this year. Projects you participated in LAST year make any necessary changes and then click **Submit Enrollment**'. Below this, it says 'Select up to 50 project(s)'. There is an 'Add a Project' button. Below that, there are dropdown menus for 'Select a Club:' (A-Z), 'Select a Project:' (Select a project ...), 'Years in Project:' (1), and 'Select Project Materials:' (Please select a project from above...). There is an 'Add Project' button. Below this is a 'Project List' table with columns: Club, Project, Years in Project, and Edit. The table contains three rows of project data. Below the table are buttons for '<< Previous', 'Continue >>', and 'Submit Enrollment'. There are three callout boxes: 1. 'To add a project:' with a list of instructions. 2. 'Do Not Click on Groups at this time'. 3. 'Projects taken last year will be listed.' with instructions on how to edit or delete a project.

To add a project:

- Make sure the correct club is selected
- Hit the dropdown arrow on Select a Project
- Choose your project from the list
 - See notes on page 9 for exceptions/county projects (Carcass, Cloverbud, Self-Determined)
- Do not worry about Select Project Materials. We will not be using this field.
- Click **Add Project**

Do Not Click on Groups at this time

Projects taken last year will be listed.

- If you are **NOT** taking the project again this year – or – the **Years in Project** is wrong: Click on the **Edit** button

Club	Project	Years in Project	Edit
A-Z	150CE Chicken Exhibition (Fancy)	3	Edit
A-Z	617 Exploring Ponds	1	Edit
Snoopy's Friends	2010 Dog Obedience	1	Edit

Once all projects are entered;

Click **Submit Enrollment**

**The Extension office now has
your updated information!**

If you click on the Edit button;

- You can change the number of years in the project – then click **Update**
- Or you can **Delete** the project for this year.



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Project Questions:

Q: How do I enter a **CARCASS** Project?

A: When you select the drop down, scroll almost to the bottom and look for projects beginning with the letters **COP-Animal**: You will find Carcass - Beef, Goat, Hog and Lamb projects listed.

Q: My child is a **Cloverbud**. Do they have a Project?

A: Yes – Please choose **710GPM Cloverbud Activities 1** as their Project.

Q: How do I enter a **Self-Determined Project**?

A:

- If the Self-Determined Project has an Idea Starter associated with it; Look for the actual name of the idea starter (Ex: 365.06 American Sign Language) and choose that as your project.
- If the Self-Determined Project does NOT have an Idea Starter associated with it and you are creating your own project, choose 365 Self Determined as your project.
 - **Remember:** You MUST have the Self-Determined Guide for ALL Self Determined projects, not just the Idea Starter.

FAQ – Frequently asked Questions

Q: I forgot my password, how can I get it?

A: On the login page, click on “I forgot my password” and then click “Send My Password”

Q: I forgot the e-mail address that I used, how can I get it?

A: You will need to call the Carroll County Extension office and ask us to look at your profile for the correct e-mail address.

Q: I requested by password to be sent, but it never came, what should I do?

A: Contact the Extension office and ask for your password to be reset.

Q: I was given/e-mailed a password but when I typed it in, it did not work?

A: Because of the sensitivity of the passwords it is recommended that you “cut and paste” the password into the password field. Then once you are logged into the system, you can reset it to something that you will remember as long as it has a minimum of 8 characters and includes letters, plus numbers and/or symbols.

Q: I completed my profile over a week ago and it is still pending, what do I do?

A: Contact the Extension office and ask them to approve your enrollment, or ask if there are any problems with it.

Q: I clicked the Submit Enrollment button and remembered something that needs changed. How do I do that?

A: You are not able to make changes once you hit the Submit Enrollment button. You must contact the Extension office and ask them to make the change for you.



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Notes:



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