CFAES

OHIO AGRICULTURAL RESEARCH AND DEVELOPMENT CENTER
OHIO STATE UNIVERSITY EXTENSION

4-H Online 2.0: Trumbull 4-H Family Help Sheet

Ohio 4-H uses the 4-H online system to manage all aspects of the 4-H program, including membership, events, projects, activities and communications. All youth and adults who participate in Ohio 4-H, including 4-H Camps, must have a 4-H online profile.

New Families: Families participating in Trumbull County 4-H for the first time will need to fill out a **paper enrollment form**. The 4-H Educator or Trumbull Office Associate will create the new member/family profile. If you already have a 4-H online family profile (i.e. an older sibling is already a member and you're adding a younger sibling), you can simply add the new youth member under the established family profile. Paper enrollment forms can be printed from the Trumbull OSUE Website at: https://trumbull.osu.edu/program-areas/4-h-youth-development/how-join-trumbull-county-4-h ,you can also call the OSUE-Trumbull OSU Extension Office for a copy or ask your club advisor/volunteer for a copy.

Existing Families: If someone in your family was involved in Ohio 4-H from 2015-October 2021 you likely already have a family profile in 4-H online. Use your existing login and password to access your family profile in the NEW 4-H online platform. If you need assistance accessing your existing family profile, **review the steps in this guide**. If necessary, contact your county Extension Office for assistance. Please do not create a new member profile for existing members.

Updating your 4-H online profile is easy and only takes a few minutes. 4-H online profiles are family-based, which means every family creates a "master" profile for each family member involved in Ohio 4-H. A family profile may contain both youth and adults. When you create your family profile, you should add the following "members":

Youth family members (ages 5-18 as of January 1)

- Youth ages 5-7 can enroll in the 4-H Cloverbud program
- Youth ages 8-18 can enroll in the 4-H program (8-year-old members must be in at least the 3rd grade)
- Youth who want to attend a 4-H event, activity, or camp but do not want to join 4-H can create a PARTICPANT profile.

Adult family members (ages 18 and older)

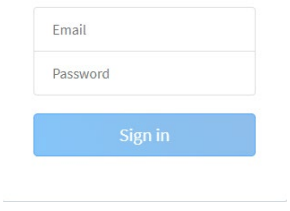
- Adults who have been screened and certified as Ohio 4-H Volunteers can re-enroll
- Adults who want to become certified Ohio 4-H Volunteers can complete a volunteer application as part of their first-time enrollment.

Not every Family profile will contain all the above listed types of members. Some profiles may contain only youth members, while others will have only adults. Some profiles will have both. Once a family profile is created, it will exist for as long as members of that profile are involved in the 4-H program. New members may be added to the family profile at any time and members who are no longer involved in 4-H may be archived.

The 2022 Trumbull 4-H Enrollment Deadline is April 1, 2022.

All members must be enrolled by this date with the correct corresponding projects.

To Access your EXISTING family profile
click on this link:
https://v2.4honline.com



THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES

CFAES

FAMILY ENROLLMENT

OPENING AN EXISTING FAMILY PROFILE

RE-ENROLL IN 4-H

If you have already been enrolled in 4-H, you already have a 4-H online family profile. You can access your account by following the directions below.

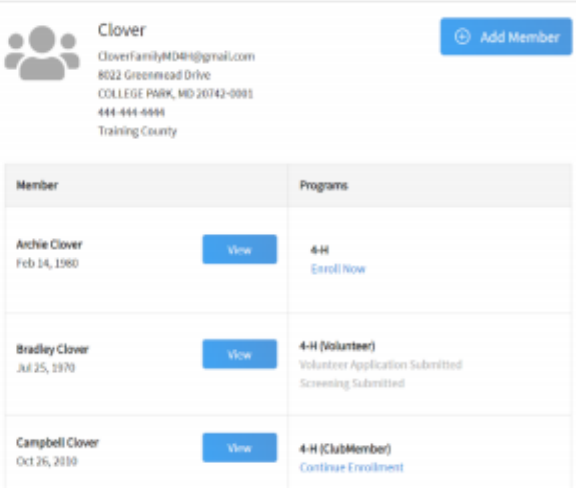
1. Go to https://v2.4honline.com
2. Enter your email address (login) and password, then click "**Sign In**" to open your account

Note: If you do not remember the password associated with your family profile, you can use the **"Reset password"** function at the bottom of the screen. A temporary password and instructions will be sent to the email address associated with your family account.

If you do not remember the email associated with your family profile, contact your local 4-H office. The 4-H Online Manager can confirm or change the email address in your family profile. If you change the email in your family account you will need to reset your password before logging in.

Remember: Your family profile must be associated with a valid email address. This will be your log-in and you will receive 4-H Online communications at this address. It is also the email address where a password reset will be sent.

Once you have logged in to your family profile, you may review the Member List, add new family members if necessary, and complete 4-H enrollment and registration actions.

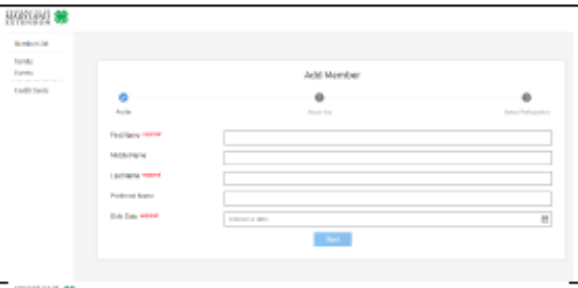
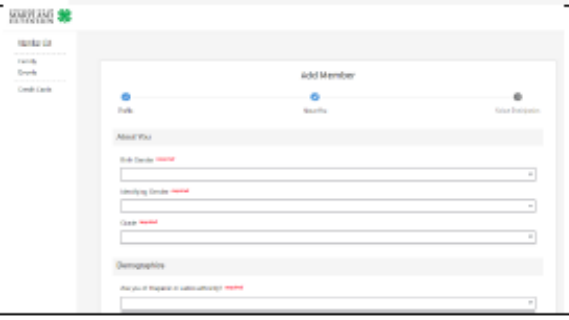
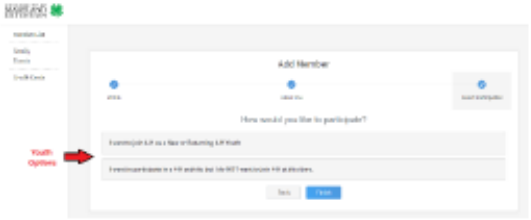


CFAES

FAMILY ENROLLMENT

Adding a Member to the Family Profile

Family profiles contain individual records for each youth or adult family member who participates in 4-H. These are called Member profiles. To add additional family members, click the blue “Add Member button at the top of the Member List. Each family member should have only **ONE** Member profile. Do not create more than one Member profile for an individual. To create a Member profile, follow the steps below:

Creating a New Member Profile 1. Click the **“Add New Member”** button on the Member List page.	
Profile 2. Fill in the member’s name and birthdate. Click **“Next”** at the bottom of the page. 4-H Online will determine whether the member is eligible to enroll as a Cloverbud, Youth, or Adult, based on birthdate.	
About You 3. Complete the information for the member, being sure to complete required fields. Click **“Next”** at the bottom of the page	
Select Participation 3. Choose how the Member will participate in 4-H: **Youth:** choose the preferred option “I want to join 4-H as a New or Returning 4-H Youth” (Member) OR “I want to participate in a 4-H activity but I do NOT want to join 4-H at this time.” (Participant) **Adults**: choose the preferred option “I want to join 4-H as a New or Returning 4-H Volunteer” (Volunteer) OR “I want to participate in 4-H but NOT as a 4-H Volunteer at this time.” (Participant) Click **“Finish”**	

CFAES

FAMILY ENROLLMENT

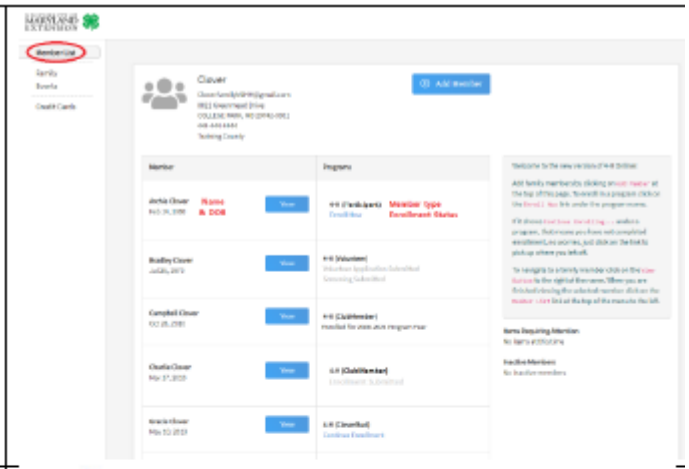
Your Family Profile

Each time you log in to your family profile in 4-H online, your member list will open as the home page. The member list displays all family members for whom a Member record has been created. In addition to the member list, your family profile contains family details, and events.

Member List

Your member list shows each member record that has been added to your family profile. You can see:

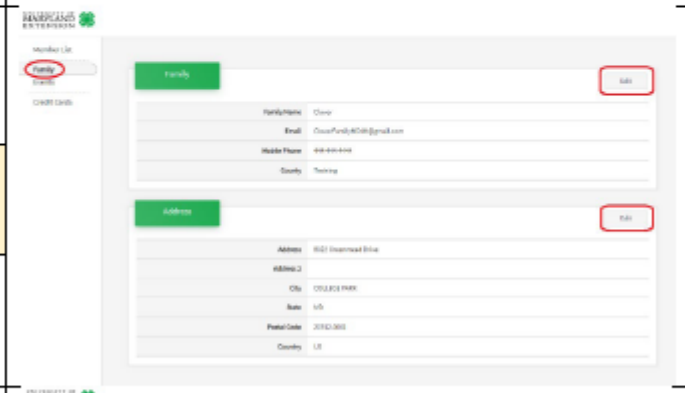
- Member's name and DOB
- 4-H Member Type
  - Club Member (Youth 8-18)
  - Cloverbud (Youth 5-7)
  - Volunteer (Adult 18+)
  - Participant (Adult or Youth)
- Status of Enrollment
  - Enrolled
  - Volunteering
  - Submitted
  - Incomplete (Continue Enrollment)
  - Not Enrolled (Enroll Now)

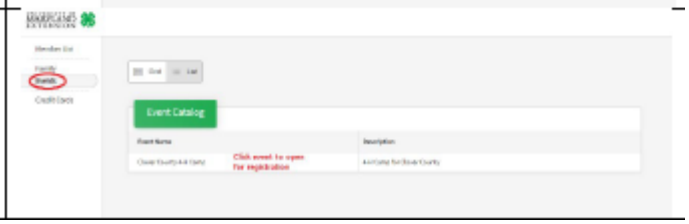


Family Information

You can view the information contained in your family profile. You can change or update email, phone, and address by clicking the "Edit" Button.

The County associated with your family's profile can only be changed by a 4-H Online Manager. If you want to change your county affiliation, contact your local 4-H Office for instructions.



Events

You can view events that are open for registration to members of your family. To register for an event, click on the event name, select the Member who wishes to attend, click the "Register" button, then follow the instructions.