To begin, go to http://v2.4honline.com.

If you don’t already have a 4-HOnline account, click on the Don’t have an account? link to create one.

**Notes:**

If you had an account in 4-HOnline last year, you should be able to login with your current information (username: email and password.)

If you’ve forgotten your password, click the Reset Password link to have a temporary password sent to your email address.

*Passwords in 4HOnline 2.0 must have 10 characters, include a number, a capital letter and a symbol. Example: Clover1234!*

Select New Jersey from the drop-down menu requesting your State.

Select New Jersey Youth Development

Select your county from the next menu

Enter your information in the Create Your Account section.

**Add Member**

To enter your first member, click Add Member.

**Join a Program**

Click on the rectangle to select 4-H as the program you are enrolling in.

Then click Next.
Profile
Add the member’s name and date of birth.
Then click Next to advance.

About You
Answer the questions under About You and Demographics. Please add information for an Emergency Contact.
Then click Next to advance.
Note: Many of the questions here are required and must be answered to submit the 4-H member’s enrollment.

Select Participation
On the Participation page, please select the top rectangle for New or Returning 4-H members. This will allow you to enroll in a 4-H club.
Then click Finish to begin enrollment for the member.

Registration
Clubs
In this section you will select 4-H clubs.
The timeline at the top of the page will show your progress. You can always go back to a section to change information. If you get interrupted, the program will take you back to where you left off.
Click Select Units to begin.

Tips
- Your progress can be tracked on the timeline at the top of the page.
- You can always navigate back to change any information.
By default, you can select a club from your county.

If you are participating in a club from another county, select that county from the drop-down menu. This will display the clubs in that county.

Do not select clubs without contacting the club’s leader first.

The club will be added to your record.

**Primary Club**

The first club selected is the member’s **Primary** club. The leader of this 4-H club must confirm the member’s participation before their enrollment can be approved by the county 4-H office.

You may select additional clubs by clicking the **Select Units** button.

When you have selected all your clubs, click **Next**.

**Projects**

In this section you will link each club to a project.

Click the **Select Projects** button.

To add the project listed at the bottom the screen to the club at the top, click the **Add** button.

If more than one project is listed for the club, add those in which you will be participating.

Click **Select Projects** for each club you added to your record. Choose each club through the drop-down menu to add projects to it.

When you have have added projects to each of your clubs, click **Next**.
Questions
In the Questions section you will add to the personal information you entered in the About You section.

Click the Show Questions button.

Add contact information for any additional guardians for the 4-H member. Select the school they attend and answer the questions regarding military service.

When complete, click Next to continue.

Health
In the Health section you will be able to share information about any allergies the 4-H member may have. Most of these are not required, but answering them will help us provide a safer environment.

Click the Show Health Questions button.

When complete, please type/sign your name in the field at the bottom of the page, and click Next.

Note: During the program year you will be able to change or add information to the member’s health record.

Consents
Consents are policies you must read and sign indicating you agree. (With the Media Agreement you have the option to disagree.)

Click the Show Consents button.

Review the consent forms, click the appropriate button afterward and sign.

Click Next when done.

Confirmation
The Confirmation page is your final step.

Please review the club and project information for accuracy. (You can return to any part to make changes.)

Click Submit when done.

Congratulations! You will receive an email confirming your submission and another when you are officially enrolled.

You may check on the status of your enrollment by logging into your 4-HOnline account.
Menu Options

Family
If your family’s contact information changes during the year, please update it here.

Events
As 4-H events become available online you will be able to register here.

Add Members
You can add members to your family’s account here.

Enrollment Status
You can see each member’s enrollment status here.
If you were unable to complete a member’s enrollment, click the Continue link to pick up where you left off.

Useful 4-H Websites...
New Jersey 4-H
http://nj4h.rutgers.edu/
Facebook: New Jersey 4-H
https://www.facebook.com/NewJersey4H/