Enrolling in New Jersey 4-H with 4HOnline

Logging In

Go to the NJ.4HOnline site, *http://nj.4honline.com* –note there is no *www* in the address.

Click the button next to, *I need to setup a profile*
A drop down menu will appear. Select the county where the club you are joining is based. (In some cases, this may not be the county where you reside.) Next, type in a valid family email address.

You must provide a valid email address to setup your account on NJ.4HOnline. Your email address will be your login. This will be the address where you receive 4-H information.

Confirm this email by entering it again in the field below

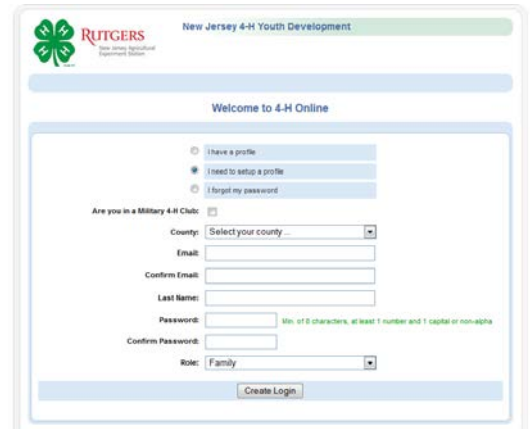Enter your family/parent/guardian/household *Last Name*.

Enter a password with a minimum of 8 characters.
Your password must contain at least 1 capital letter or number/symbol.

Confirm your email by entering it again in the field below.
(If you forget your password, a new one can be sent to your email address.)

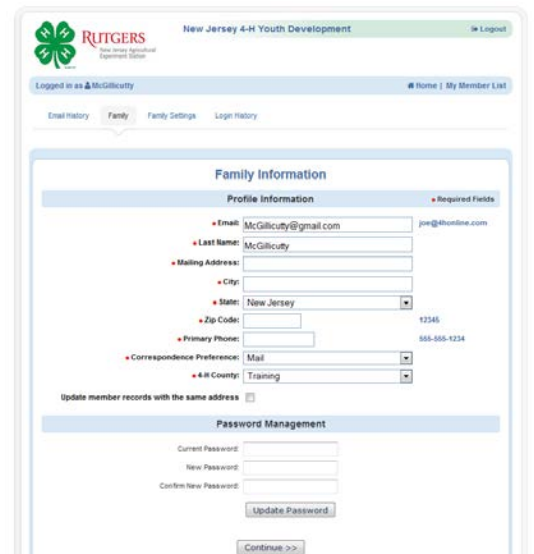Click the *Create Login* button

Family Information

The *Family Information* page is for all 4-H Youth and/or Adults in your family.
(Individual family members will be added in the next steps.)

Fill in the blank fields in the Profile Information section.

• Do not check the *Update member records …*box at this time.

• All fields with a red asterisk must be completed.

Note: You do not need to enter or change your password at this time (unless you would like to).

Member List

The *Member List* page is where you'll add Adult and Youth 4-H club members.

4-H Members may be: Adult (volunteers), Youth or Contact. Only adults who are appointed volunteers get added here.

Parent contact information is listed with your Family profile or may be included with Youth member information.
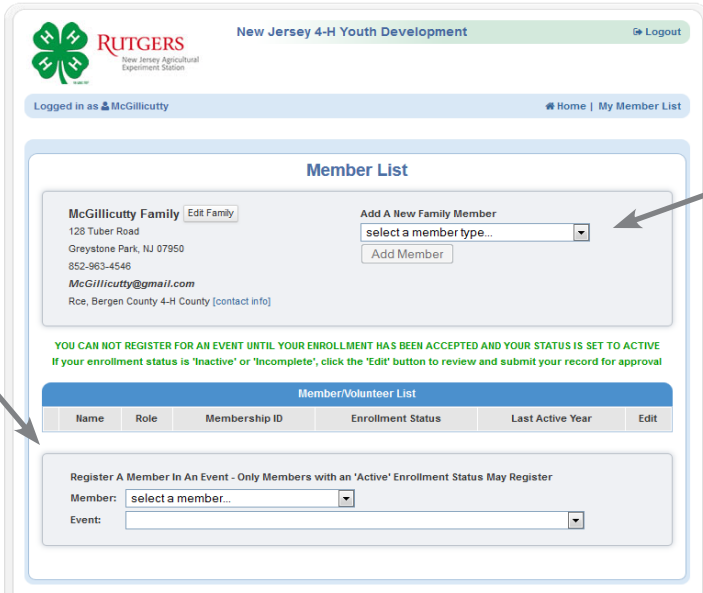
You are logged in under your Family Profile (*Logged in as _____*)

You have the option to edit any information to your family profile.

3 ROLES
- Youth
- Adult
- Contact

Members are listed here as they are added to the Family

Youth

Enrolled NJ 4-H Club Members including Cloverbud and Standard age members

Adult

Appointed 4-H Volunteers including club, resource and project leaders

Contact

A person who helps with 4-H. (Could be friend, family or neighbor)

Adding Youth Family Members (4-H Members)

To add a 4-H member:
- Click on the dropdown menu under *Add a New Family Member*.
- Select *Youth*
- Click the *Add Member* button

This will take you to the next screen, *Youth Personal Information*.

Youth Personal Information

Complete the information in the fields as indicated.
(While the title indicates Youth, the process for Adult Members is largely the same.)

Notes:

- Field names in bold that have a red asterisk are required, all others are optional.

- Some of the fields are pre-filled with corresponding family data however; if any of this member's data is different from the family data (i.e. email, last name, etc.), please enter the correct information.

- If s/he has a different e-mail address—than the family email 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.

- If there are parents/guardians that do not live in the same residence as you, you may enter their mailing information under *Parent 2*.

If you would like to receive notifications via text message you must, enter your cell phone number, check the box indicating this preference and select your service provider.
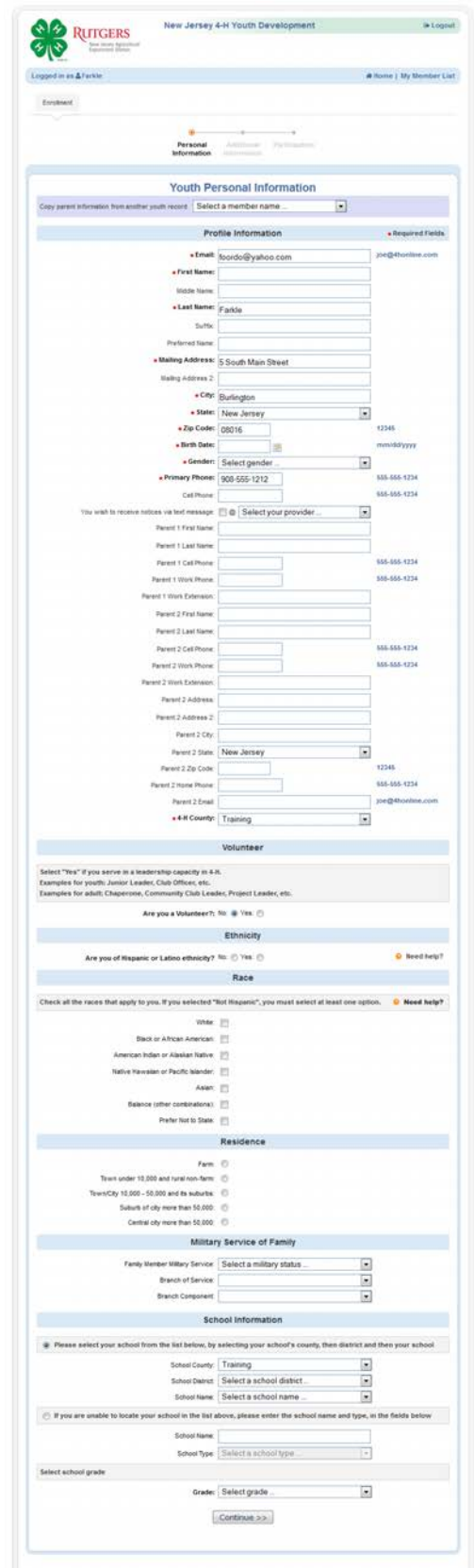
Do not check *Volunteer* unless you are an appointed 4-H volunteer and are enrolled in your county's 4-H program.

If you have questions on the selections for Ethnicity or Race, hover your cursor over the question mark.

You may choose any of the other options listed below or mark *prefer not to state*. The choice is yours.

Be sure to make a selection for Military Service—even if you are indicating that no one in your family is currently serving.
When you are done, click the *Continue* button to advance to the next screen.

Additional Information
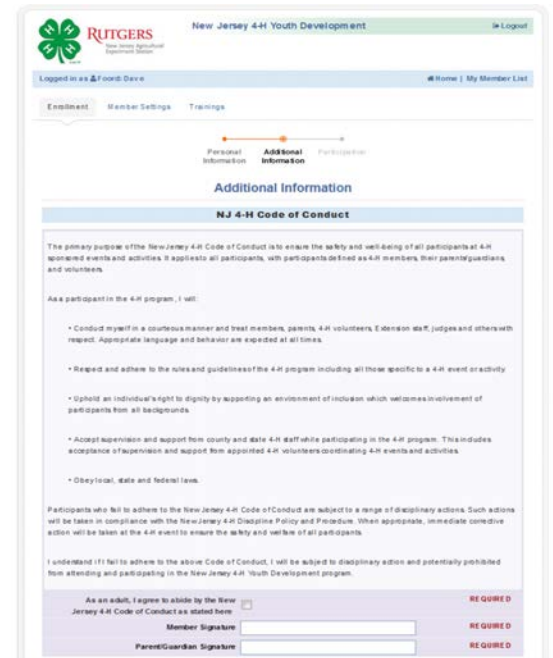
Authorization Statement and Release

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.

Code of Conduct

- Member and parent are required to review and agree to the *New Jersey 4-H Code of Conduct.*

- Check the box indicating your agreement to adhere to the *New Jersey 4-H Code of Conduct.*

- Enter your names in the parent and member fields as electronic signatures.

Media Policy

- Using the dropdown menu please indicate your agreement or disagreement with the policy.

- Enter your names in the parent and member fields as electronic signatures.

- Both fields must be filled in before you can click the *Continue* button.

Participation

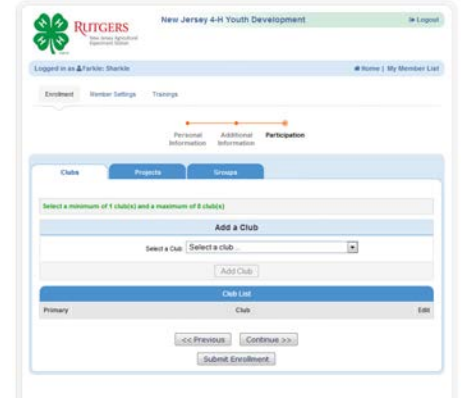## Clubs, Projects, and Groups

Clubs

This next screen includes a series of tabs that represent aspects of each member's participation

- Select the correct club from the drop down menu and click on it.
- Click the *Add Club* button (this is important, the member is not added to the club until the button is clicked). The club will appear under the blue Club List title bar.

For each additional club, repeat the steps above.

Click the *Continue* button to select a *Project*

Projects

Under *Add a Project*, click on the drop down menu: select a club and then select a project from the next drop down menu.
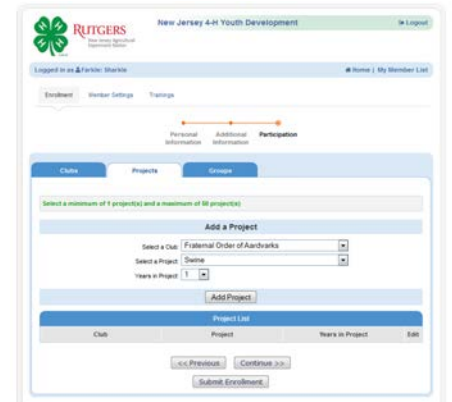

Enter the years you have participated in this project.

(If you are unsure, your county office can add this information from past records.)

Click the *Add Project* button to add this under the blue Project List title bar. (As with Clubs, the project is not enrolled in the club until the button is clicked.)

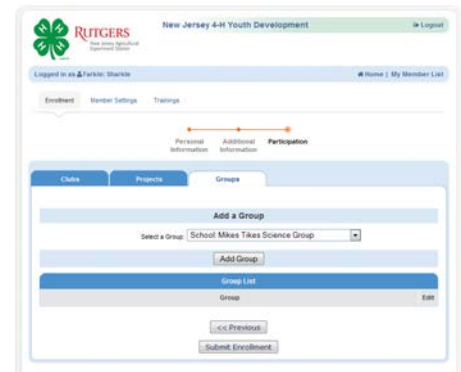For each additional project you want to add, repeat the steps above.

Click the *Continue* button to advance to *Groups*

Groups

Your county may or may not include Groups for you to enter. If you see a Group that you belong to (i.e. a 4-H Advisory Council, Fair Committee, Leaders Association, or the like), select it from the menu and add it to your Group List by clicking the *Add Group* button.

When you have added all groups, click the *Submit Enrollment* button.

Completing Enrollment

You must click the *Submit Enrollment* button to submit the member's enrollment for staff review and confirmation. Repeat the process for additional youth and adult members in the family. For each enrollment submitted, an email confirmation will be sent to the family email address.