



Enrolling in 4hOnline as a NEW family

Your [Unit Extension office](#) can help you find a club, get the forms you need, and begin the enrollment process, whether you do that with a paper form, or online in 4hOnline.

To enroll in Virginia 4-H online, you need a computer, internet access, a valid e-mail address and a web browser.

1. Go to <http://virginia.4honline.com> (notice there's no "www" in that address).
2. Click "I need to set up a profile". A drop down menu will appear. Select the county you want to join, then type in your **valid** family e-mail address. **E-mail addresses must be valid in order for you to have access to your enrollment information—it's your account login as well as how you receive information. If you do not have an email address, contact your local extension office for assistance.**
3. Confirm your e-mail address
4. Type in your parent/guardian/household's last name. (This will be the name that appears on mailing labels—"The Johnson Family" for example.)
5. Create your password – must include letters and numbers/symbols with a minimum of 8 characters.
6. Click on "Create Login"

To move between boxes, you need to use your mouse or the TAB key. Don't press the ENTER key or click on the BACK ARROW – you will lose any information that you have entered.

- This is the Family Information page. Fill in all your personal information correctly and completely. Make sure that you choose your correspondence preference to either "Mail" or "Email".
- Check the "update member records" box at this time. This will carry the information over amongst family members and it will not have to be re-entered for each person.
- Password Management is used only when you need to change your password.
- Click on the "Continue" button at the bottom of the page.



- You are now at the “Member List” page. In the drop down box under “Add a New Family Member”, select “youth” and click on “Add Member”.



Member List

Fisher Family [Edit Family](#)

107 Hutcheson Hall
Blacksburg, VA 24061-0001
540-231-1173
safshe3@vt.edu

Add A New Family Member
select a member type...
Add Member

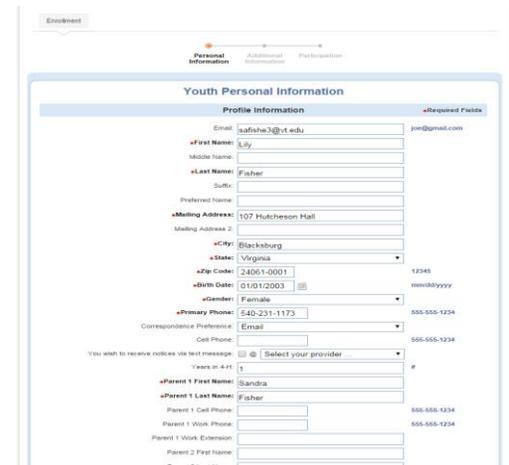
ReActivate An Archived Family Member
select a member...
ReActivate Member

If your enrollment status is 'Inactive' or 'Incomplete', click the 'Edit' button to review and submit your record for approval

Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
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This is the “Youth Personal Information” screen. Fill in all information for this member correctly and completely. Fields with the red star or that are bold are required, other fields fill in as appropriate.

- 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? Examples for youth volunteers are club officers, junior leaders, etc.
- Ethnicity – if you consider yourself/child to be a part of the Hispanic culture, mark “yes”.
- You may choose any of the other options listed below or mark “prefer not to state”. The choice is yours.
- Choose your residence.
- Complete the Military Service of Family only if it applies.
- Select your child’s current grade in school.
- Text messaging:** This is optional. Enter a cell number, check the box if you are willing to receive text messages via 4-H Online and choose your provider from the list. Texts will be used for last minute meeting notices and other priority information, only from county staff, not auto-generated through the program. Standard text message charges may apply; see your carrier for details.
- Be sure to enter an **emergency contact** name and at least one phone number (required fields). This should be someone OTHER than a parent, if possible. Parents are always contacted first, but who should be called if the parents are not available?



Youth Personal Information

Profile Information

*Email: safshe3@vt.edu | jee@gmail.com

*First Name: Lily

*Last Name: Fisher

Preferred Name:

*Mailing Address: 107 Hutcheson Hall

*City: Blacksburg

*State: Virginia

*Zip Code: 24061-0001 | 12345

*Birth Date: 01/01/2003 | mm/dd/yyyy

*Gender: Female

*Primary Phone: 540-231-1173 | 555-555-1234

Correspondence Preference: Email | 555-555-1234

You wish to receive notices via text message: Select your provider: #

*Parent 1 First Name: Sandra

*Parent 1 Last Name: Fisher

Parent 1 Cell Phone: | 555-555-1234

Parent 1 Work Phone: | 555-555-1234

Parent 2 First Name:

Parent 2 Last Name:



- When you have completed this page, click "Continue." This brings you to the Additional Information Page.

Authorizations and Releases

- All fields are required. Select an option if there is a choice, or check the "I agree..." box.
- You must check a box on the Equine Waiver, Media Release, Privacy Statement and Code of Conduct. You will not be able to move forward without these fields being completed.
- **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.*
- **Additional Information**
- Type in Office held if applicable.
- When you have completed this page, click "Continue." This brings you to the Health Page.

Enrollment Member Settings

Personal Information **Additional Information** Health Form Participation

Additional Information

Approval/Emergency Authorization

APPROVAL / EMERGENCY AUTHORIZATION

If the participant is under 18, parents/guardians must sign in the space provided. If you are over the age of 18, please sign for yourself. If you cannot sign this due to religious reasons, you must contact your Extension office to obtain a legal waiver that must be signed. If this section is not signed, participation in the 4-H event/activity will not be allowed. You must contact your Extension office if there is a change in health status after submitting this form.

1. I give my permission for the participant named on this form to attend the designated 4-H program. He / She has permission to participate in all activities which may include swimming and other water sports under the supervision of lifeguards and to take part in other scheduled activities such as firearms safety, horsemanship, archery, low ropes, physical activity/exercise and related activities under the supervision of instructors, subject to limitations noted herein.
2. I hereby give permission to the medical staff person selected by the event/activity director to order X-rays, routine tests and treatment for my child (or for myself if I am a participant over 18 years old) as medically necessary. I also give permission for the participant to receive over-the-counter medication as needed under the guidance of the medical staff person. I understand that all attempts will be made to notify parents/guardians of any serious injury or illness to their child. If I cannot be reached in an emergency, I hereby give permission to the medical staff person to hospitalize, secure proper treatment for, and to order injection and/or anesthesia and/or surgery for me/for the participant named on this form. This form may be photocopied for use outside of the event/activity location.
3. I understand and agree to abide with any restrictions placed on my activities according to this form.

By checking this box, I indicate that I have read and agree to the above statements. **REQUIRED**

Member Signature **REQUIRED**

Parent/Guardian Signature **REQUIRED**

Equine Release, Waiver, and Indemnification Statement

Equine Release, Waiver, and Indemnification Statement

The undersigned participant, and his or her parent or legal guardian if the participant is under the age of 18 years, does/do hereby execute this release, waiver, and indemnification for himself or herself/themselves and his or her/his/their heirs, successors, representatives, and assigns and, thereby, agree(s) and represents as follows:

To release the Virginia Polytechnic Institute and State University and the Commonwealth of Virginia, its members, employees, agent, representatives, subsidiary corporations, and those governmental agencies and other organizations affiliated with this activity from any and all liability, loss, damage, costs, claims, and/or causes of action, including but not limited to all bodily injuries and property damage arising out of participation in the activity, it being specifically understood that said activity includes the handling of equine by the undersigned participant. The undersigned person(s) further agree(s) to indemnify the Virginia Polytechnic Institute and State University and the Commonwealth of Virginia, its employees, members, agents, representatives, and those governmental agencies and other organizations affiliated with this project, and hold them harmless for any liability, loss, damage cost, claim judgment, or settlement which may be brought or entered against them as a result of the undersigned person's participation in said activity.

If involved in equine activities pursuant to Section 3-2-6202 amended of the Code of Virginia the undersigned(s) execute(s) this waiver of the undersigned(s) rights to sue and agree(s) to assume all risks resulting from the "intrinsic dangers of equine activities". "Intrinsic dangers of equine activities" is defined as those dangers or conditions that are an integral part of equine activities, including but not limited to, (i) the propensity of equines to behave in ways that may result in injury, harm, or death to persons on or around them; (ii) the unpredictability of an equine's reaction to such things as sounds, sudden movement, and unfamiliar objects, persons, or other animals; (iii) certain hazards such as surface and subsurface conditions; (iv) collisions with other animals or objects; and (v) the potential of a participant acting in a negligent manner that may contribute to injury to the participant or others, such as failing to maintain control over the equine or not acting within the participant's ability.

This waiver shall remain valid unless expressly revoked by the participant or Parent or guardian of a minor. The revocation shall be in writing which shall be delivered to the provider and shall become effective thirty (30) days after delivery to the provider.

In the case of school-, college-, and university-sponsored classes and programs, waivers executed by a participant or parent or guardian of a participant shall apply to all equine activities in which the participant is involved in the next succeeding twelve (12) month period unless earlier expressly revoked in writing. The revocation shall become effective thirty (30) days after it is delivered to the provider.

The undersigned(s) agrees to maintain all medical and health insurance needed to cover all risks of any kind in any place in livestock, equine, and/or other activities.

I agree to wear and use, in accordance with established Cooperative Extension policy and procedure, all safety equipment and to ensure equipment is in good condition at all times.

I am not involved in the 4-H equine program and this waiver does not apply to me.

Member Signature **REQUIRED**

Parent/Guardian Signature **REQUIRED**



- When you have completed this page, click "Continue."

Health Form

Health / Medical

Family Physician Name:

Family Physician Phone:

Dentist/Orthodontist Name:

Dentist/Orthodontist Phone:

Do you carry family medical/hospital insurance?:

Family Medical/Hospital Insurance Carrier:

Family Medical/Hospital Insurance Policy ID Number:

SPECIAL DIETARY NEEDS INSTRUCTIONS: The purpose of this section is to communicate special dietary needs, food allergies, etc. for any child, teen, or adult who will be attending a 4-H event. In the space below, please list all food allergies and/or other dietary restrictions for the person listed above and any necessary precautions that should be taken:

Has the participant ever experienced or had special needs in any of the following? Check all that apply.

Asthma:

Bleeding Disorder:

Attention Disorders (ADHD):

Eating Disorders:

Seizures/Convulsions:

Wears Contacts:

Diabetes:

Bed Wetting:

Behavior:

Fainting Spells:

Non-Food Allergies:

Other:

Please describe any condition or need that you checked above:

Is this participant experiencing any current health problems, under medical care, receiving mental or behavioral services, or currently taking medications?

Yes:

No:



The Clubs/Projects/Groups page is where you will select a 4-H club and projects for the current 4-H year.

Click on the “Club” 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 primary club has the dot next to it.
- Click the “Continue” button.

Click on the “Projects” tab

- 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 can to click on “**Submit Enrollment**” and you are done!

Click on the “Groups” tab (optional)

- Select a group from the pull down menu
- Select and add group
- If you add a group, then you should click on “Submit Enrollment.”

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. There is an option for to “copy parent information from another youth record” drop box that will shorten the process some for the second (and beyond) youth.

Once your enrollment has been submitted, it is sent to your Unit 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.

Primary	Club	Edit
<input checked="" type="radio"/>	BEHP	Delete

Club	Project	Years in Project	Edit
BEHP	Food & Nutrition	1	Edit
BEHP	Horse and Pony	1	Edit
BEHP	Outdoor Adventures	1	Edit



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!

FAQ – Frequently asked Questions

Passwords and E-mail Addresses

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 contact your Unit Extension office and ask them to look at your profile for the correct e-mail address.

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

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

Q: If I forgot my e-mail and/or password, can I just set up another profile?

A: NO! If you do that it duplicate the enrollment numbers in the system and creates multiple profiles for families and 4-H members and does not allow you to create a "transcript" of all your 4-H events.

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 more memorable, as long as it has a minimum of 8 characters & includes letters, plus numbers and/or symbols.