



Utah State 4-H Office
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Welcome to our new 4honline program!

Here is some basic information about 4honline.

You access ut4honline at the secure website <https://ut.4honline.com> Each of you should have received an automated email from 4honline with a login password. (If you did not get this call Stan at 435-797-3221 or email me at stanley.guy@usu.edu) Log in by entering your email, password, and with the role drop down menu set to County.

To start with I'll go over 4H enrollments:


4honline is a database that houses 4H family profiles and within each family profile there are family members' 4H profiles. Profiles include family information, member information, code of conduct, photo, and medical release, and participation information. There are two ways to have family and member profiles added to the system:



- 1) The county can create these profiles by entering the data from the paper enrollment forms for your 4H youth. (Note the red highlights in the table below.)
- 2) Have the 4H family go on-line and set up their family and member profiles. The family will need to go to <https://ut.4honline.com> and use the "I need to set up a profile" option. ***This will save time for county 4-H staff as they do not have to do each 4-Hfamily's data entry.***

When an enrollment is done at this stage their profiles will be **pending** for county approval. Approvals are done by county managers in the "Confirm Members" section. After you confirm members the profiles become **active** and the enrollment process is complete.

Each county will need to decide which way they want to do 4H enrollments. You may want to initially do some of the enrollments yourself so you can become familiar with the system before having families go on line to register.

When you are logged in a page appears that has the following icons. (There are many other icons, but for now we'll focus on those used for 4H enrollments.)

Icon	Functions within icon.
 Search	This is one of two areas where county managers will spend most of their time in 4h-online. <ul style="list-style-type: none"> • Members/Volunteers – place where you search your county's members/volunteer profiles. Has an Add Family button for the county to add 4H family and member profiles from paper

	<p>enrollment forms.</p> <ul style="list-style-type: none"> • Families – where you search your county’s family profiles. Also, has an Add Family button. • Projects – where you search your county’s projects • Activities – where you search your county’s activities • Awards – where you search your county’s awards • Groups – where you search your county’s groups • Training – where you search your county’s training
 <p>My Account</p>	<p>This is where you edit your profile information, including your password.</p>
 <p>Confirm Members</p>	<p>This is the other area where county managers will spend most of their time. This is where the county approves members and volunteers and volunteers to complete enrollments.</p>

I’ve attached the Utah-4Honline-family-enrollment-get-started.doc. You can adapt this document for your county. This has more detailed instructions for families on enrollment. (This document is good for county managers, also.)

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