4HOnline is an online management system for keeping member, volunteer, and club records. What's new about this system is that the members and adults manage their own records and new members and volunteers create their own records. It minimizes the need for data entry (eliminating some data entry errors) and paper registration.

To enroll and re-enroll each year, families need a computer, internet access, a valid email address, and a web browser (we will work with families that do not have access to these items).

The system is set up to create a "Family" profile that has information applicable to all 4-H youth and/or volunteers in the family. Individual family members are then added to the "Family."
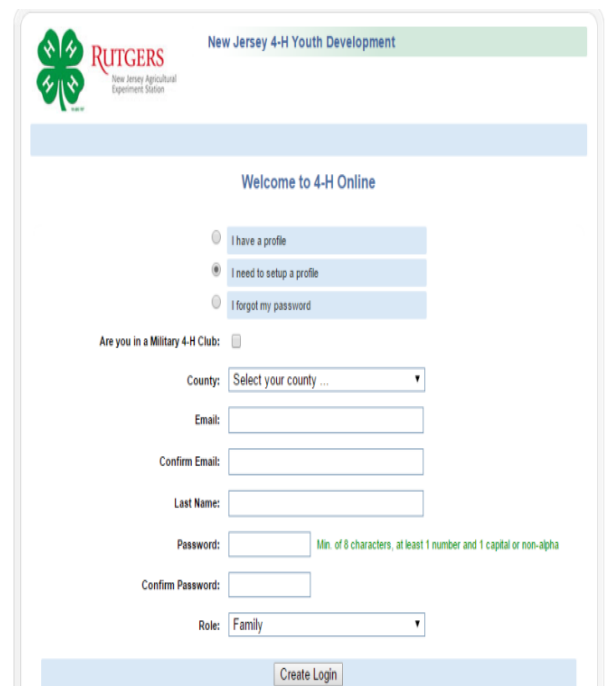
4HOnline is set up by:
1. Creating a Family Profile – this includes
    a. Family's Last Name
    b. Contact Information – address, phone, email
2. Creating a Member Profile
    a. Completed under the FAMILY for each 4-H member in the family
    b. Personal Information Page – years in 4-H, birthdate, grade, school, personal email (if applicable) and additional contact information
    c. Additional Information – agreements/signature pages for Code of Conduct and Media Release
    d. Club Information
    e. Project Information
    f. Other – Activities, Awards, Groups
3. Volunteers
    a. 4HOnline has volunteers designated as ADULT MEMBERS
    b. Complete a personal profile as a member of FAMILY

How to Enroll.

1. Go to http://nj.4honline.com (notice that there is no "www" in that address).
2. Select, "I need to setup a profile."
3. Select Atlantic County from the County drop down menu
4. Enter your family email address (email address you want 4-H Office to use).
5. Re-enter your email address for confirmation
6. Type in the family's last name
7. Enter a family password (8 characters minimum, with a combination of 2 of 3: capital, number, symbol)
8. Enter the password again
9. Choose "Family" form the "Role" drop-down box.
10. Click on "Create Login"

This will take you to a Family Information screen

Family Information is for all youth and/or volunteers in the family (individual family members are added after the Family profile).

1. Fill in the blank fields in the Profile Information section
2. DO NOT check the "Update member records…" at this time
3. Since you just created a password, you do not need to change the password unless you want to
4. Click on "Continue" button at bottom of the page

Adding Youth Family Members (4-H Members)

1. Click the drop down menu under "Add a New Family Member"
   a. Select Youth
2. Click on "Add Member" to access the "Youth Personal Information" screen
3. Fields with * are required, you will not be able to go to other screens until these are completed

NOTE: Some of the fields are pre-filled with corresponding family data. If any of the youth data is different from the family, simply enter the correct information in the field.

4. Click on the "Continue" button at the bottom

Additional Information

5. Review each authorization statement and check the agreement check box under each one
6. When statements have been reviewed and checked for agreement, click the "Continue" button

Participation (Clubs, Projects, Activities, Groups)

7. Select the club the member wants to join from the drop down menu
8. Click "Add Club" – this is important, it will not add the club until this is clicked
   a. The club name must appear on the club list
9. Click "Continue" at the bottom

This takes you automatically to the Projects tab (note that you can click directly on any of the tabs to take you to that screen)

10. Under "Select a Project" click on the drop down menu
    a. Select the project and click on "Add Project" – again, clicking on "Add Project" is critical
    b. For some clubs there may be more one than project to select, select all that apply and making sure to click on "Add Project" after each selection
11. Click the "Continue" button

As a new member, there would be no activities to add at this point and Atlantic County currently does not have "Groups". Members can update the activities as they become more involved with the club and county 4-H program and events.

12. Once the Personal Information, Additional Information, Club, and Project screens have been completed, you must click on "Submit Enrollment".
    a. This will submit the member's enrollment for staff review and confirmation.
13. Repeat this process as needed for additional youth members in the family.
    a. An email confirmation will be sent to the family email address for each enrollment successfully submitted.

Adding ADULT Family Members (4-H Volunteers)

The 4HOnline system refers to volunteers as Adult Members. Adults that want to become volunteers follow the same basic steps as youth members noting the following differences:

1. If the volunteer applicant has a child or children already in a 4-H club, the adult access the same FAMILY profile to "add" her or him as an Adult Member
   a. Otherwise, the pending volunteer would need to create a profile and Family page
2. On the Personal Information Page, select "Yes" under Volunteer Section – "Are you a Volunteer?"
3. There will be a Volunteer Reference Release agreement form in addition to the Code of Conduct agreement to be signed/checked off
4. **Volunteer Screening** page –
   a. Complete all of the fields
   b. Employment information is optional, but 4-H History and References are not

When a volunteer has submitted their enrollment information for review, the 4-H staff will:
1. Acknowledge receipt of the registration and providing information about the next steps in the process, which include:
   a. Checking the references provided
   b. Completing the RU Working with Minors certification course
   c. Completing either a Tier 1 or Tier 2 Background Check
2. Conduct an orientation and training session for their volunteer role
   a. Both the volunteer and staff member sign the Volunteer Appointment Agreement
3. Append the Adult Member's Volunteer Screening page to include: (these items the Adult Member cannot see on their profile page, but administration can)
   a. Date of RU Working with Minors certification completion
   b. Date of completed background check and tier level
   c. Date of volunteer training
   d. Date when agreement signed
   e. "Approve" the volunteer screening status
   f. Select any restrictions based on tier level (Tier 1 are restricted from serving as Chaperones, Tier 2 technically have no restrictions, some in either/both tiers could have restrictions to the club's funds, etc.)
4. Once all items have been completed and verified, the 4-H staff will click on the "Accept Member"
   a. An email confirmation will be sent to the Family email address