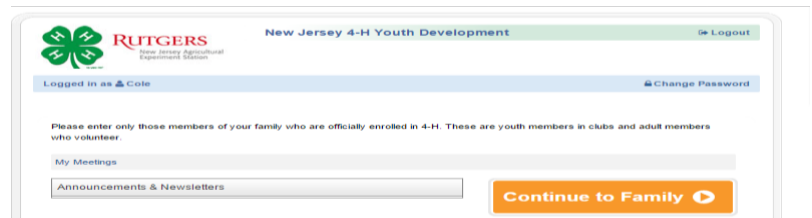


New Jersey 4-H has switched to 4HOnline for our member database. 4HOnline is designed to have families, members, and adult volunteers register on-line and maintain their own information. In this transition year, the 4-H Office has entered all "Families" and entered all current members and volunteers under their families.

1. Go to <http://nj.4honline.com> (notice that there is no "www" in that address).
2. Select "I have a profile."
3. Enter your family email address.
4. Type your password exactly as sent by 4HOnline – it is case sensitive.
5. Choose "Family" from the Role drop-down box. Click "Log In."
6. You can enter a new Family Password or enter and keep the password sent from 4HOnline.
  - a. Password must be at least 8 characters and contain 2 of the 3 – letters, numbers, symbols
7. Re-enter the password and hit "continue."

This will take you to an entry screen for your Family. Click "Continue to Family" This will take you to the Member List for your *Family* which includes all family members enrolled in 4-H – youth and adult volunteers.

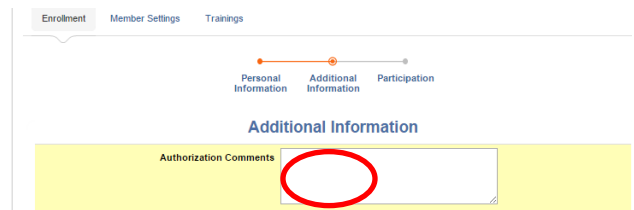


Click on the "edit" button to the right of each member to update. Complete missing information, make changes and updates, follow screen prompts, and click "ENROLL FOR 2016-2017" at the bottom of the first Personal Information page.

#### ADDITIONAL INFORMATION

You need to make sure you go to this tab – you should be taken to this page directly after hitting the "enroll" button, but if aren't – you can click directly on this page link.

Here you need to read through and then "sign" the agreements. If you do not sign these forms, your registration re-enrollment will not be approved.



#### CLUB/PARTICIPATION UPDATING

Click on the tabs for club and participation to update the clubs you are re-enrolling in or adding and the projects for each.

Refer to *Re-Enrolling Members/Families* for detailed instructions at <http://rutgers-atlantic.org/4-H/pdfs/online-re-enrollment-instructions.pdf>.