4-H Online Enrollment
Do’s & Don’ts

- Do not use an auto fill feature.
- Current or re-enrolling members do not create new profiles. **ONLY** new members will create new profiles.
- If the family email is no longer accessible, call the Extension Office (513) 695-1311 to update the email. **Do not create a new profile!**
- Members must electronically sign. **A lack of ‘signatures’ will cause an enrollment to be sent back.**
  - Responsibility and Release
  - Code of Conduct
  - General Permission
  - Photo Release
- Select a T-shirt size – We use this report for the Farm Bureau t-shirts that members receive at fair. (If your club orders shirts this report comes in handy).
- Projects
  - Remove the previous year’s projects
  - Add projects for current year
  - Under this section is where members will select the project materials.
- Advisors please do **NOT** ‘reject’ a member’s profile. If something is wrong or missing from the enrollment, email the members and ask them to make these changes.

**Tips & Tricks**
- Members must ‘opt in’ to receive text messages
- Advisors review enrollments once a week, do not wait until the deadline.
- Youth members must select ‘yes’ under the volunteer tab in order to list their officer roles
- Start the enrollment process early, this allows time to fix mistakes.
- Reports assist in ordering books & shirts.
FAQ - 4-H Online Frequently Asked Questions

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 email address that I used, how can I get it?
A: Contact your County Extension Office

Q: I requested my password be sent, but it never came, what should I do?
A: Contact the Extension Office and ask for your password to be reset.

Q: I was given/emailed 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 & paste’ the password into the password field. Then once you are logged into the system, you can reset it to something that you will remember as long as it has a minimum of 8 characters and includes letters, plus numbers and/or symbols.

Q: I completed my profile over a week ago and it is still pending, what do I do?
A: Contact your County Extension Office (513-695-1311)