

Re-Enrolling through 4HOnline

For families with an existing 4HOnline account.

1. Enter your email address and select 'I forgot my password' if this is your first time to log in.
2. Select 'Family' as your role.
3. Click 'Send My Password.' Do not close the internet window.

South Dakota 4-H Youth Development

Welcome to 4hOnline

I have a profile
 I need to setup a profile
 I forgot my password

Email: celeste.smith@sdsstate.edu

Role: Family

Send My Password

4Honline Registration powered by 4HOnline

4. Check your email account for your temporary password.
5. Once you receive your password, select 'I have a profile.'
6. Copy and Paste your temporary password from the email message to the login page.
7. Click 'Login.'

South Dakota 4-H Youth Development

Welcome to 4hOnline

I have a profile
 I need to setup a profile
 I forgot my password

Email: celeste.smith@sdsstate.edu

Password: ●●●●●●

Role: Family

Login

4Honline Registration powered by 4HOnline

8. Once you log in, you will be prompted to create a new password. Enter a new password that will be easy for you to remember.
9. Click 'Continue' to go to your Family Member List.

South Dakota 4-H Youth Development Logout

Logged in as Smith Home | My Member List

Please update your password

Password Management

New Password: ●●●●●●

Confirm New Password: ●●●●●●

Continue >>

4Honline Registration powered by 4HOnline

10. The Member List will show all of the youth members and adult volunteers or leaders in your family who were enrolled in the South Dakota 4-H program for the 2011-2012 program year.
11. Click 'Edit' next to the member you would like to re-enroll.
12. To update a Family address, click 'Edit Family'.

South Dakota 4-H Youth Development Logout

Logged in as Smith Home | My Member List

Member List

Smith Family **Edit Family**

12315
Brookings, SD 57006
605-688-4167
celeste.smith@sdsu.edu
Admin County [contact info]

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

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

	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Junkyard Anderson	Youth	415077	Active	2011-2012	Edit
2)	Tazz Anderson	Youth	415042	Active	2011-2012	Edit
3)	celeste Smith	Youth	410321	Active	2011-2012	Edit
4)	Ces Smith	Youth	427163	Active	2011-2012	Edit
5)	ces123 Smith	Adult		Pending		Edit

Member/Volunteer List

Volunteer Screenings Previous (2011-2012) View

13. Scroll to the bottom of the record review page and click 'Enroll for 2012 - 2013.'

Parent 2 Last Name:
Parent 2 Cell Phone:
Parent 2 Work Phone:
Parent 2 Work Extension:
Parent 2 Address:
Parent 2 City:
Parent 2 State: South Dakota
Parent 2 Zip Code:
Parent 2 Home Phone:
Second Household Send Correspondence: No
Second Household Correspondence Preference: Mail
Second Household Family Name:
Second Household First Name:
Second Household Primary Phone:
Second Household Address:
Second Household City:
Second Household State: South Dakota
Second Household Zip Code:
Second Household Email:
Emergency Contact Name: dad
Emergency Contact Phone: 605-688-6555
Emergency Contact Email:
Emergency Contact Relationship: dad
4-H County: DENO
Second 4-H County:
Enroll for 2012-2013

14. Update any personal information on this page.
15. Click 'Continue' at the bottom of the page.

as Smith: celeste Home | My Info

Personal Information Additional Information Health Form Participation

Youth Personal Information

South Dakota State University is an Affirmative Action/Equal Opportunity Employer and offers all benefits, services, education and employment opportunities without regard for race, color, creed, religion, national origin, ancestry, citizenship, age, gender, marital status, pregnancy, sexual orientation or Vietnam Era Veteran status.

Copy parent information from another youth record Select a member name ...

Profile Information

Email: joe@gmail.com

First Name: celeste
Middle Name:
Last Name: Smith
Preferred Name:

Mailing Address
City: Brookings
State: South Dakota
Zip Code: 57006 12345
Birth Date: 08/29/1998
Gender: Female
Primary Phone: 605-688-4167 555-555-1234
Correspondence Preference: Mail
Cell Phone: 555-555-1234

Enroll for 2012-2013

16. Read the text, check the appropriate check boxes and type your electronic signature.
17. Click 'Continue' to access the member's Health Form.

18. It is very important that each member's Health Form is complete and accurate. Enter the member's Health information and click 'Continue.'

19. The Participation page is where you will review and edit your Clubs and projects.
 20. Review your Clubs and click 'Continue.'
- **Special Note:** Cloverbuds may enroll in their local 4-H Club, but must also enroll in the Cloverbuds Group found under the Groups tab.

21. Review and edit your projects.

****Special Note: Cloverbuds are only eligible to enroll in the 'Cloverbuds' project.**

22. Click 'Continue.'

Logged in as Smith: celeste Home | My Member List

Personal Information
Additional Information
Health Form
Participation

Clubs
Projects
Groups

Select a minimum of 1 project(s) and a maximum of 50 project(s)

Add a Project

Select a Club:

Select a Project:

Years in Project:

Add Project

Project List			
Club	Project	Years in Project	Edit
Demo Club	Beef	1	<input type="button" value="Edit"/>

23. Groups is optional.

24. Click 'Submit Enrollment' to submit your 2012 - 2013 re-enrollment.

25. Your County will receive notification of your enrollment.

26. You will receive email notification when the County has reviewed and accepted your enrollment.

Logged in as Smith: Ces Home | My Member List

Personal Information
Additional Information
Health Form
Participation

Clubs
Projects
Groups

ATTENTION CLOVERBUDS!
Please enroll in the 'Cloverbuds' Group below.

Add a Group

Select a Group:

Add Group

Group List	
Group	Edit

TIPS:

After your initial login, you will see the Families Home Page when you first log in.

The Announcements and Newsletters section is where your County can post Newsletters, Announcements and other important documents for you to view.

To access your member list, you will click 'Continue to Family.'

If you would like to change your password at any time after your initial login, click 'Change Password.'

If you forget your password, please select 'I forgot my password' from the login page. County and State offices do not have access to Family passwords.

If, at any point, you would like to return to your start page, click on 'Home.'

To return to your member list from any page, click on 'My Member List.'

For quick navigation between the four member enrollment pages, simply click on the page title under the navigation bar.

The image shows two screenshots of the South Dakota 4-H Youth Development website. The top screenshot is the 'Families Home Page' for a user logged in as 'Smith'. It features a 'Logout' button, a 'Change Password' link, and a 'Continue to Family' button. The bottom screenshot shows the 'My Member List' page for a user logged in as 'Smith: celeste'. It includes navigation tabs for 'Clubs', 'Projects', and 'Groups', and a section for 'Add a Group' with a dropdown menu and an 'Add Group' button. Below this is a 'Group List' table with columns for 'Group' and 'Edit', and navigation buttons for '<< Previous' and 'Return to Member List'.