



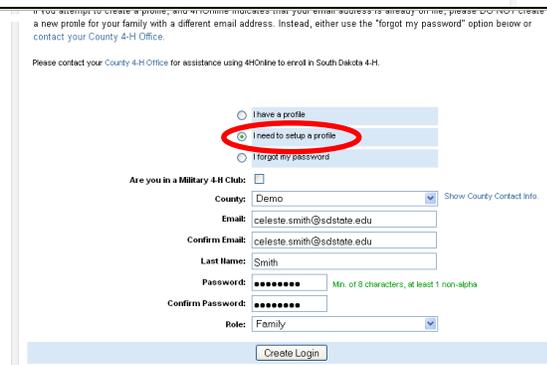
Adding a New Youth Enrollment

For youth who have not enrolled in South Dakota 4-H before.

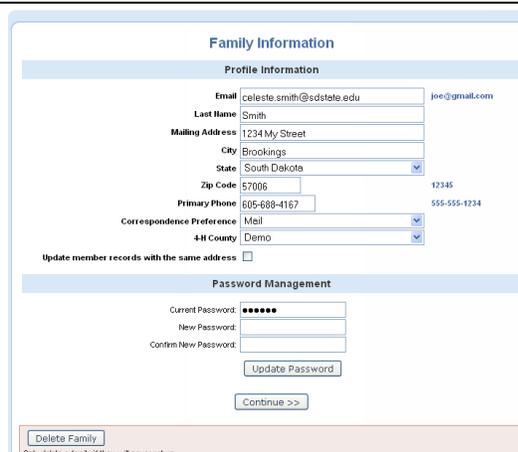
1. Open a web browser and type in: <http://sd.4honline.com> (Please note, adding the www. prefix will return an error message). You will now see the South Dakota 4-H Youth Development login page. TIP: Any browser will work well with 4HOnline, but Firefox works best.



2. Choose 'I need to setup a profile'.
3. Enter your desired login information.
4. Click 'Create Login'.
5. If you receive a message that your account already exists, contact your County 4-H Office for your login information.



6. Enter your Family Information.
7. Click 'Continue'. In 4HOnline, 'Continue' means the same as 'Save'.





8. Members in 4HOnline are categorized by Family. Add youth and adult family members who would like to enroll in 4-H.
 NOTE: Only add adults who would like to enroll as Volunteers. Parents who are not volunteers should not create an Adult member account.

To view your County's contact information click on 'Contact Info.'

9. Select 'Youth' and click 'Add Member.'

10. Enter the Youth's Personal Information.
 11. Information in **Bold** is required. All other information is optional.
 12. Click 'Continue.'



- 13. Read the Additional Information carefully.
- 14. Mark the check box and/or sign each section. Please remember, by typing your name in these sections, you agree to allow the South Dakota 4-H Program to use your typed name as your legal electronic signature.
- 15. Click 'Continue.'

Additional Information

I certify that I am a member of this South Dakota 4-H Online Family Account and that I am accessing this webpage to send information to the County and State 4-H offices under South Dakota State University (SDSU) Extension. By typing my name in the sections below, I agree to allow the South Dakota 4-H Program to use my typed name as my legal electronic signature.

Code of Conduct and Behavior Expectations

The South Dakota 4-H Program expects youth members and participants to behave in an acceptable manner at all events and activities in accordance with the South Dakota 4-H Behavioral Expectations and the Code of Conduct Policy.

Behavioral Expectations

The South Dakota (SD) 4-H Program is designed to provide youth of all ages with a positive environment in which to learn and grow. It also provides opportunities for children and youth to build positive traits of character. The SD 4-H Program supports the CHARACTER COUNTS! program and the six pillars of character: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship. To ensure that all youth have equal access to positive learning environments, SD 4-H members, staff, and volunteers agree to abide by these expectations of behavior:

- **I will be trustworthy.**
I will be worthy of trust, honor, and confidence. I will be a good role model by doing the right thing at all times. I will be honest in all of my activities. I will be on time for all scheduled events and will attend all of the planned activities. If I am not feeling well or have a schedule conflict, I will inform my chaperone or a person in charge of the event before the activity starts. I will be in the assigned area (club meeting room, building, dorm, etc.) at all times. The SD 4-H Program will not permit dishonesty such as lying or cheating.
- **I will be respectful.**
I will show respect, courtesy, and consideration to everyone, including myself, other participants, and those in authority. I will act and speak respectfully. I will treat meeting rooms, lodging areas, personal property, and transportation vehicles with respect. I will follow all published dress code guidelines for the event and/or activity. I will

Behavioral Expectations. We promise to support the individuals at all 4-H activities and events who are in charge of maintaining appropriate behavior.

We also agree to accept the appropriate and logical consequences of this 4-H member's actions according to this policy as determined by the South Dakota 4-H Program.

Member Signature **REQUIRED**

Parent/Guardian Signature **REQUIRED**

Media Release

I hereby authorize South Dakota State University (SDSU) to photograph me and/or my property or use my submitted media, and authorize SDSU, its legal representatives, or successors and assigns the absolute right and unrestricted permission to copyright, publish and/or use such photographs or recordings in whole or part, or composite form made for art, advertising, trade or any other lawful purpose.

I hereby waive any right that I may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it is applied. I understand no payment or compensation will be provided to use my photograph or recordings.

I hereby release, discharge and agree to hold harmless SDSU from any liability by virtue of any use whatsoever, whether intentional or otherwise, that may occur or be produced in the taking of said picture, or in any processing needed to complete the finished product.

I agree to the terms of the Media Release above and permit SDSU to use pictures of this 4-H member for the purposes stated above.

I DO NOT permit SDSU to use pictures of this 4-H member for any purpose.

Member Signature **REQUIRED**

Parent/Guardian Signature **REQUIRED**

Medical Release

- 16. Fill out the Health Form and click 'Continue.'
- 17. If a Health Form does not appear, return to the Personal Information page and check the youth's birthdate. The Health Form will only appear for members ages 5 – 18 as of January 1 of the current program year.
- 18. Click 'Continue.'

Health Form

Member Health Information

All information is required. If any field does not apply, enter NA.

List any significant health conditions (diabetes, asthma, psychological counseling, etc.):

List any significant allergies to drugs:

List any other significant allergies:

Are immunizations current?
 No
 Yes

Date of last Tetanus Shot:

Health and Accident Insurance Information

Member health and accident insurance policy: Select one

Company Name:

Policy Number:



- 19. In order to enroll in South Dakota 4-H, a member must be enrolled in at least one Club.
- 20. If you would like to be an Independent member, select the 'Independent' Club for your County.
- 21. Cloverbuds must enroll in the local 'Cloverbuds Club' ONLY. Please do not enroll your Cloverbud in any other Clubs. If you would like your Cloverbud to participate in a local Club, contact your County 4-H Office.
- 22. Select your desired Club.
- 23. Click 'Add Club.'

- 24. Your Club will appear in your 'Club List.'
- 25. If you would like to join another Club, select it from the drop-down list and click 'Add Club.'
- 26. Be sure to select which Club will be your Primary Club.
- 27. When you have finished adding Clubs, click 'Continue.'

- 28. In order to enroll in South Dakota 4-H, each youth member must select a project.
- 29. If this is your first year enrolling in 4-H, you may select 'Exploring 4-H' as your project which allows you to try any project you would like throughout the year.
- 30. Cloverbuds may only enroll in the 'Cloverbuds' project.
- 31. Click 'Add Project.'
- 32. You may enroll in as many projects as you would like.
- 33. When you have finished adding your projects, click 'Continue.'



- 34. Groups are optional. You may leave this area blank.
- 35. Click 'Submit Enrollment.'
- 36. The member that you just added will appear in your 'Member List' as 'Pending' and you will receive an email that your enrollment has been submitted to your County 4-H Office.
- 37. Once you County 4-H Office reviews the member enrollment, you will receive another email either confirming your enrollment, or asking you to make changes and resubmit your enrollment.

The screenshot shows the 'Member List' interface. At the top, there is a 'Smith Family' section with an 'Edit Family' link and contact information for Celeste Smith. To the right, there are buttons for 'Add A New Family Member' (with a dropdown for member type and an 'Add Member' button) and 'ReActivate An Archived Family Member' (with a dropdown for member and a 'ReActivate Member' button). Below this is a 'Member/Volunteer List' table with columns for Name, Role, Membership ID, Enrollment Status, Last Active Year, and Edit. One entry for Celeste Smith is shown with a role of 'Youth' and an enrollment status of 'Pending'. At the bottom, there is a 'Member Reports' section with dropdowns for selecting a member and a report type.

- 38. To enroll another family member, select the member type and repeat the enrollment process (see the 'New Adult Enrollment' Help Sheet for instructions on how to add adult members).
- 39. If the second member's Parent Information is the same as the first member's information, select 'Copy parent information from another youth record' for instructions on how to add adult members).

The screenshot shows the 'Youth Personal Information' form. At the top, there is a disclaimer from South Dakota State University. Below that, there is a section for 'Copy parent information from another youth record' with a dropdown menu. The dropdown is open, showing options like 'Select a member name...' and 'Celeste Smith'. Below this, there are various input fields for personal information: Email (celesteelaine85@yahoo.com), First Name, Middle Name, Last Name (Smith), Preferred Name, Mailing Address (1234 My Street), City (Brookings), State (South Dakota), Zip Code (57006), Birth Date (mm/dd/yyyy), Gender (Female), Primary Phone (605-688-4167), and Correspondence Preference (Mail).

- 40. You may login to South Dakota 4HOnline at any time to edit member information or view Announcements and Newsletters that your County Office uploads.
- 41. To edit member information, click 'Continue to Family.'

The screenshot shows a user dashboard. At the top, it says 'Logged in as Smith' and 'Change Password'. Below that, there is a 'Welcome to South Dakota 4-H' message. On the left, there is a section for 'Announcements & Newsletters' with two items: '4-H Update' (May 08, 2012 Demo County) and '4-H FYI' (May 08, 2012 Demo County). On the right, there is a large orange button that says 'Continue to Family' with a right-pointing arrow.