

# North Carolina 4-H

## Enrolling in 4HOnline



### SETTING UP A PROFILE

You will be required to set up a family profile on **4HOnline**, the on-line North Carolina 4-H Enrollment and event registration program. The family profile will be where the members (Youth & Adults) will enroll. The website can be found at <https://nc.4honline.com>

**1** If you need to create a family profile, select "I need to setup a profile," complete the fields required and click Create Login.

What happens if it says **User account already exists**? This means a family profile exists with that email address because your child was already enrolled through their local Extension Office. Select "I forgot my password" and a new password will be emailed to the email address on file. **Please do not create a 2nd account!** Then follow the steps on the tip-sheet, **Re-Enrolling in 4hOnline**.

**2** Follow the instructions on the Family Information page and click *Continue*. **SET UP ONLY ONE (1) FAMILY PROFILE PER HOUSEHOLD!**

After adding the family, add your family members to that family profile. Use the follow to determine the type of membership to add:

- **Adult:** 4-H volunteers
- **Youth:** 4-H youth between the ages of 8 and 19 who are involved in a 4-H program

**IMPORTANT! Adult records should only belong to adult volunteers.**

For adults and youth, the next pages are authorization releases and health forms for risk management. These are important to have completed in case you get injured at a club meeting or 4-H event. If you have questions or concerns when filling out the forms, contact your **County Extension Office**.

When adding a club, select the club from the drop down and click "Add Club" button to save the selected club. Repeat the same steps to choose your project(s). Each 4-H youth member must have at least one club to be marked active and valid.

**Note:** *Members at Large* (Youth members who do not belong to a club) should select the "Member at Large" club option.

**Adult Volunteers:** If you are a club volunteer - select your club from the drop-down bar. If you are **not** a club volunteer - skip this section - by clicking *Continue*.

**When you complete the registration process - click "Submit Enrollment" to send to your local county for activation.**