



How to Re-Enroll a Youth in 4-H Online 2.0

Before beginning enrollment, please read the following notes:

- 1) Throughout the enrollment process, you will see a “Fees” box located on the right side of your screen. Please disregard this feature as it does not apply to the task of re-enrolling 4-H members.
- 2) As you use the 4-H Online system, you may have a need to navigate “back” to a previous page. Do NOT use your browser’s back button as this will cause you to lose the information you just entered. Instead, please USE THE BACK BUTTON at the BOTTOM of the system page.

To get started: Log in to 4-H Online 2.0 at <https://v2.4honline.com>

Log-In

Use the original 4-H Online email and password to login to your account.

- If you do not remember your family e-mail, contact your Extension office they will be able to tell you what email you used.
- If you do not remember your password, click “reset password.”
- Upon login, it may ask to verify your address. Enter information accordingly then click, “Verify.”

Family Account

1. Once logged in, click Member list in the top left-hand corner of the screen.
2. Select “Enroll Now” written in blue to the right of the member you wish to re-enroll.
3. A window will appear. You may be prompted to do one or both of the following: A) Select the role/level of membership or B) Select the grade level of the 4-H member.
4. Using the appropriate drop-down menu(s), select the appropriate responses.
5. Click “Next.”
6. Confirm that you want to enroll the 4-H member by clicking, “Enroll.”

Clubs

The member name will not be at the top of the screen and the enrollment year

1. Click Select Units
2. A list of Clubs in your county will appear.
3. Select Club you wish to enroll in and click Add.
4. If you need to enroll in another club, click select units again
 - If multiple clubs are selected, you can indicate which club will be the 4-H member’s primary involvement by clicking “Change to Primary” beside the appropriate club. If you have questions about this designation, please contact your local Virginia Cooperative Extension office.
5. Then click Next

Projects

1. Click Select Projects
2. A list of projects will appear.
3. Select the project you wish to enroll in.
 - a. Your club leader should share information on what projects are available to members of each club.

- b. You will need to update how many years your member has been enrolled in the project.
4. In you need to enroll in another project, click select projects again
 - b. If you are enrolled in more than one club you will need to select projects for each club- use the drop down at the top to match clubs with projects
5. Then click Next

About You/Questions

1. Look through these questions and ensure all of the information is still up to date.
2. Some questions you will have to fill in every year.
3. Click Next

Health Form

This is where all the health form information is collected. Youth and parent/guardian will be asked to sign Emergency Authorization

1. Complete all sections
2. Mark that you have read and agree to the Approval/Emergency Authorization
3. Youth and Parent/guardian type in name as a signature
4. Click Next

Consents

All Consents must be read and digitally ***signed by youth and parent/guardian***

1. Read and sign Consents
2. Click Next

Enrollment Review Page

Look over information, if it is correct

1. Click Submit

Your enrollment has been submitted to the Extension Office for Review. Next to the youth's name you will see "Awaiting Review" & "Enrollment Submitted" The Extension Office will review your enrollment.

1. If enrollment is correct/complete the Extension Office will accept the member and status will change to "Approved" & Enrolled for the current program year.
2. If enrollment is incorrect or incomplete Extension Office will send your enrollment back with a note for changes/corrections.