

How to Create and Use a Family Profile in 4-H Online

The first step to becoming a 4-H member, volunteer, or event participant is creating a profile in the 4-H Online data management system. Maryland 4-H uses the 4-H Online system to manage all aspects of the 4-H program, including membership, events, projects, activities, and communications. All youth and adults who participate in Maryland 4-H, including 4-H Camps, must have a 4-H Online profile.

Creating your 4-H Online profile is easy and only takes a few minutes. 4-H Online profiles are family-based, which means every family creates a “master” profile with its own login ID and password. A member file is then created within the family profile for each family member involved in Maryland 4-H. A family profile may contain both youth and adults. When you create your family profile, you should add the following “members”:

- Youth family members (ages 5-18 as of January 1)
 - Youth ages 5-7 can enroll in the 4-H Cloverbuds program
 - Youth ages 8-18 can enroll in the 4-H program
 - Youth who want to attend a 4-H event, activity, or camp, but do not want to join 4-H, can create a Participant profile
- Adult family members (ages 18 and older)
 - Adults who have been screened and certified as UME 4-H Volunteers can re-enroll and complete their annual volunteer re-certification
 - Adults who want to become certified UME 4-H Volunteers can complete a Volunteer application as part of their first-time enrollment
 - Adults who are not/do not want to be certified UME 4-H Volunteers can create a Participant profile without enrolling in 4-H

Not every Family Profile will contain all these types of members. Some profiles may contain only youth members, while others will have only adults. Some profiles may have both. Once a family profile is created, it will exist for as long as members of that profile are involved in the 4-H program. New members may be added to the family profile at any time, and members who are no longer involved in 4-H may be archived.

If someone in your family was involved in Maryland 4-H from 2015 to 2019, you likely already have a family profile in 4-H Online. Use your existing login and password to access your family profile in the new 4-H Online platform. If you need assistance accessing your existing family profile, review the steps in this guide. If necessary, contact your local 4-H Office for assistance.

To access your existing family profile

OR

to create a new family profile, click on this link:

<https://v2.4honline.com>

Follow the instructions in the appropriate section of this guide

The image shows a screenshot of the 4-H Online login interface. At the top right is the 4-H Online logo. Below it are two input fields: 'Email' and 'Password'. A blue 'Sign in' button is positioned below the password field. At the bottom of the form, there are two links: 'Don't have an account?' and 'Reset password?'. The entire form is enclosed in a light gray border.

Opening an Existing Family Profile

If you already have a 4-H Online family profile, you can access it by following these steps:

1. Go to <http://v2.4honline.com>
2. Enter your email address (login) and password, then click “Sign In” to open your account

Note: If you do not remember the password associated with your family profile, you can use the “Reset password” function at the bottom of the screen. A temporary password and instructions will be sent to the email address associated with your family account.

If you do not remember the email associated with your family profile, contact your local 4-H office. The 4-H Online Manager can confirm or change the email address in your family profile. If you change the email in your family account you will need to reset your password before logging in.

Remember: Your family profile must be associated with a valid email address. This will be your log-in and you will receive 4-H Online communications at this address. It is also the email address where a password reset will be sent.



Once you have logged in to your family profile, you may review the Member List, add new family Members, and complete 4-H enrollment and registration actions. See page 5 for instructions on adding a new family member to your profile.

There are separate guides for youth enrollment, adult enrollment, and event registration. You can find these guides on the Maryland 4-H website.



Clover
CloverFamilyMD4H@gmail.com
8022 Greenmead Drive
COLLEGE PARK, MD 20742-0001
444-444-4444
Training County

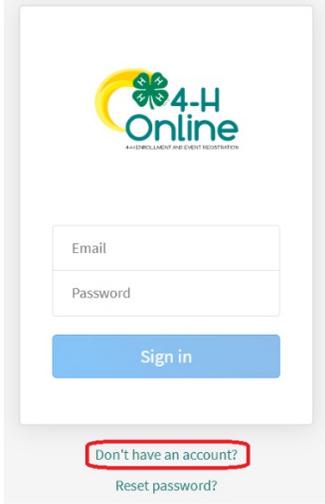
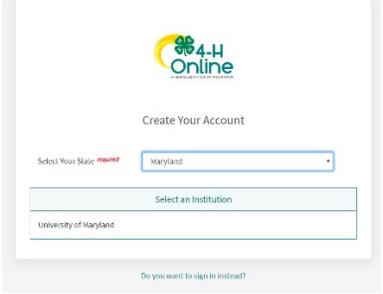
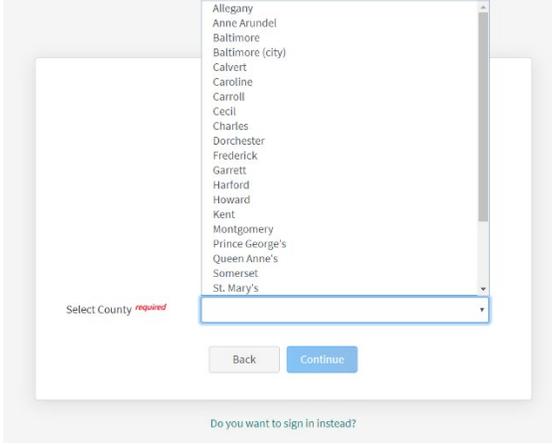
+ Add Member

Member		Programs
Archie Clover Feb 14, 1980	View	4-H Enroll Now
Bradley Clover Jul 25, 1970	View	4-H (Volunteer) Volunteer Application Submitted Screening Submitted
Campbell Clover Oct 26, 2010	View	4-H (ClubMember) Continue Enrollment

Creating a NEW Family Profile

Only families participating in Maryland 4-H for the first time should create a NEW family profile. Once created, family profiles are permanent. If you already have a 4-H Online family profile, **do not create a new one**. Contact your local 4-H office for assistance if you are not sure whether you have a family profile, or if you don't know how to access it.

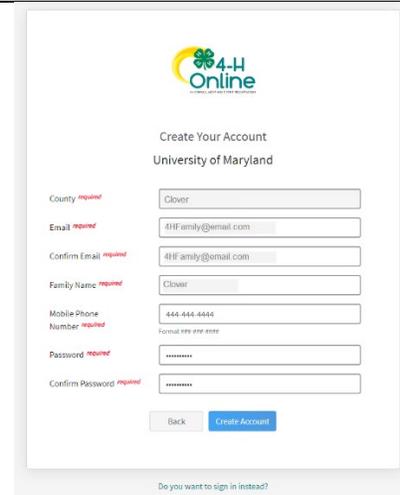
To create a **NEW** family profile in 4-H Online, follow these steps:

<ol style="list-style-type: none"> 1. Go to http://v2.4honline.com 2. Click “Don't have an account?” if you have never enrolled in 4-H before using 4-H Online. <p>Note: Your family profile must be associated with a valid email address. This will be your log-in and you will receive 4-H Online communications at this address. It will also be the email address where a password reset will be sent if needed.</p>	
<p>The email address you provide can only be associated with one family profile. If 4-H Online does not accept your email address, you may already have a 4-H Online family account. Contact your local 4-H office for assistance.</p>	
<ol style="list-style-type: none"> 3. Select “Maryland” from the drop-down menu 4. Select “University of Maryland” for the Institution 	
<ol style="list-style-type: none"> 5. Select your county from the drop-down menu. <p>Note: When selecting your county, you are choosing the 4-H program in which your family will participate. Most families participate in 4-H in the county where they live, but it is not a requirement that they do so. You may choose to participate in 4-H in a county other than where you live. However, you may select only ONE county for 4-H membership purposes.</p> <p>Families wishing to participate in the Baltimore City 4-H program will find Baltimore City listed as a “county” in the dropdown menu.</p> <p>Click “Continue”</p>	

6. Complete your family's information. Required fields are marked in **red** and must be completed to move to the next screen.

Remember: Your family information must be associated with a valid email address. This will be your log-in and you will receive 4-H communications at this address. It will also be the email where your password reset will be sent, if necessary.

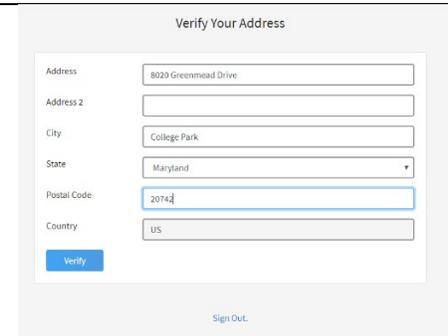
Click the **“Create Account”** button



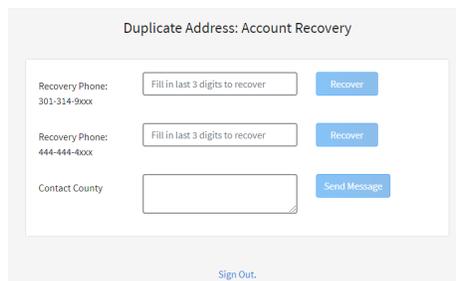
Note: An email account can only be associated with one family profile. If you enter an email address that is already associated with a 4-H Online profile, you will see this message. Click the **“Confirm”** button and continue to log in to the existing account. See instructions for logging into an existing 4-H Online account on page 2 of this guide.



7. Enter your family's address information and click **“Verify.”**
The verification process may require you to select an appropriate USPS format.



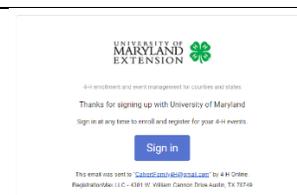
If there is already another record in 4-H Online with a matching address, you may see this Duplicate Address screen:



Use the browser “back” button to return to the previous screen. Double-check the address you entered and try again. Be sure you have included the full USPS address and a unit/apartment number, if that is part of your address. If you receive the Duplicate Address message again, choose an account recovery method and contact your local 4-H office for assistance.

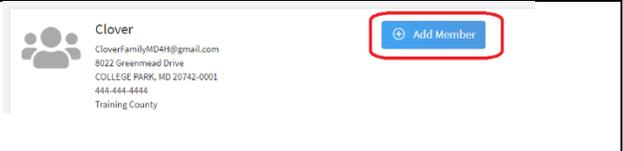
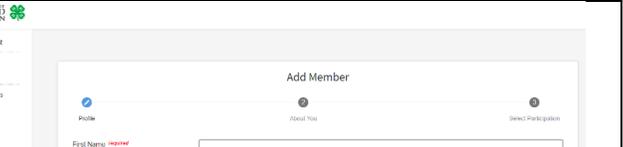
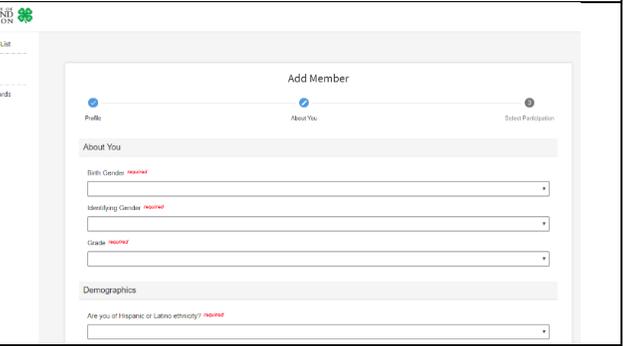
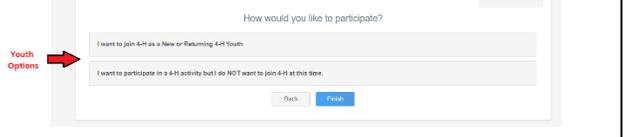
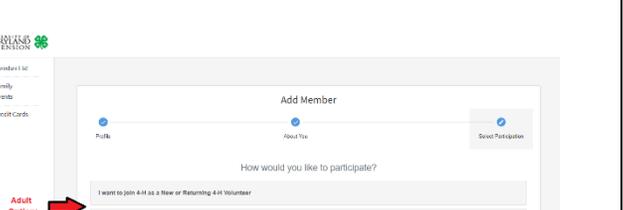
After the address is verified, your family profile has been created! You will receive an email confirming your family profile.

The next screen you see will allow you to add the first member to your family.



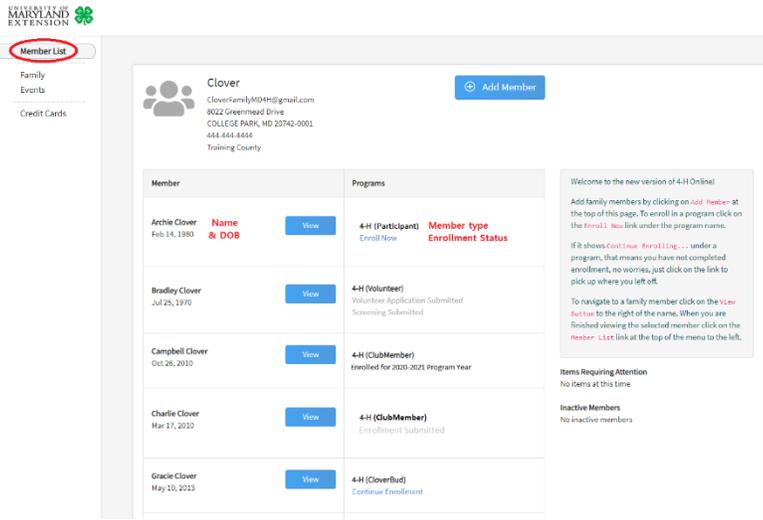
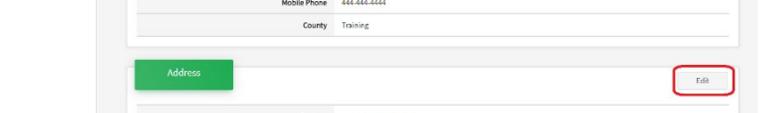
Adding a Member to the Family Profile

Family profiles contain individual records for each youth or adult family member who participates in 4-H. These are called Member profiles. When creating a new family profile, you will automatically be asked to add the first family member. To add additional family members, click the blue “Add Member” button at the top of the Member List. Each family member should have only **ONE** Member profile. Do not create more than one Member profile for an individual. To create a Member profile, follow these steps:

<p>Creating a New Member Profile</p> <p>1. Click the “Add New Member” button on the Member List page.</p>	
<p>Profile</p> <p>2. Fill in the member’s name and birthdate. Click “Next” at the bottom of the page.</p>	
<p>4-H Online will determine whether the member is eligible to enroll as a Cloverbud, Youth, or Adult, based on birthdate.</p>	
<p>About You</p> <p>3. Complete the information for the member, being sure to complete required fields. Click “Next” at the bottom of the page</p>	
<p>Select Participation</p> <p>3. Choose how the Member will participate in 4-H:</p>	
<p>Youth: choose the preferred option</p> <p>“I want to join 4-H as a New or Returning 4-H Youth” (Member) OR “I want to participate in a 4-H activity but I do NOT want to join 4-H at this time.” (Participant)</p>	
<p>Adults: choose the preferred option</p> <p>“I want to join 4-H as a New or Returning 4-H Volunteer” (Volunteer) OR “I want to participate in 4-H but NOT as a 4-H Volunteer at this time.” (Participant)</p>	
<p>Click “Finish”</p>	

Your Family Profile

Each time you log in to your family profile in 4-H Online, your Member List will open as the home page. The Member List displays all family members for whom a Member record has been created. In addition to the Member List, your family profile contains family details, events, and saved credit card information.

<p>Member List</p> <p>Your member list shows each member record that has been added to your family profile. You can see:</p> <ul style="list-style-type: none"> Member's name and DOB 4-H Member Type <ul style="list-style-type: none"> Club Member (Youth 8-18) Cloverbud (Youth 5-7) Volunteer (Adult 18+) Participant (Adult or Youth) Status of Enrollment <ul style="list-style-type: none"> Enrolled Volunteering Submitted Incomplete (Continue Enrollment) Not Enrolled (Enroll Now) 	
<p>Family Information</p> <p>You can view the information contained in your family profile. You can change or update email, phone, and address by clicking the “Edit” Button.</p>	
<p>The County associated with your family's profile can only be changed by a 4-H Online Manager. If you want to change your county affiliation, contact your local 4-H Office for instructions.</p>	
<p>Events</p> <p>You can view events that are open for registration to members of your family. To register for an event, click on the event name, select the Member who wishes to attend, click the “Register” button, then follow the instructions.</p>	
<p>Credit Cards</p> <p>The credit/debit card(s) used to pay for 4-H Online transactions are listed in the family profile. The card number is not saved in 4-H Online; only identifying information is retained. You can modify or delete card records by clicking on the card type. Only a family member can view or edit card information; it cannot be accessed by 4-H Online Managers.</p>	