

# 4HOnline for Club Advisors: A Guide to Enrollment

## SECTION 1: LOGGING IN TO 4HONLINE

Go to: [oh.4honline.com](http://oh.4honline.com) and log into your "Family" profile

OHIO  
4-H

Ohio 4-H Youth Development

Welcome to 4-H Online

**New Users:**  
If you were an adult volunteer and/or your child(ren) belonged to 4-H last year, you have a profile!  
**DO NOT use the "I need to set up a profile" link.**

1. Select "I forgot my password"
2. Enter the email address you gave your county
3. Select "Family" for Role
4. Click "Send my Password". A new password will be sent to the email account you listed for your family. **Please be sure that your email client is set to accept messages from "4honline.com"** If you do not remember what email address you furnished the county, please contact your county Extension office.

**Returning Users:**  
After your first login your profile information is stored in the database.

1. Select "I have a profile"
2. Enter your family email address
3. Select "Family" for Role
4. Click "Login"

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

Email:

Password:

Role:

Login

Select "**I have a profile**"

Enter your **Email** \_\_\_\_\_

Enter your Family **Password** \_\_\_\_\_

Role is "**Family**"

Click "**Login**"



## WELCOME TO OHIO 4-H

### Attention Club Advisors

If you have been granted access to view and/or manager your club information, the "Club Leader Login" option will be listed below. Contact your county Extension Office to request your **Club Password**.

#### My Meetings

##### Announcements & Newsletters



June 2019 Hotline

Jun 10, 2019 Ross County

##### Club Leader Login

Select a profile ...

No items available

Password:

Login to Club

In the Club Leader Login section:

- Select your name from the "Select a profile drop-down list" (if your name doesn't appear call the Extension Office)
- The club your registered to should appear in the center dropdown box
- Enter your "CLUB'S PASSWORD" in the Password box (Call the Extension Office to get the password)
- Click on Login to Club

To run reports for your club:

From your club's Dashboard, click on **REPORTS**

Ohio 4-H Youth Development (2018-2019) (Club) County | Logout

**Dashboard**

- Search
- Confirm Members
- Members
- Reports** (indicated by a red arrow)

Quick Exports Quick Reports

**Members/Volunteers**

Keyword(s) (4-H Age, Address, Birthdate, Email, First Name, Preferred Name, Last Name, Primary Phone)

Search Clear Filters

Enrollment Date From To Clear Dates

Flagged  Yes  No

Gender  Male  Female

Role Status Volunteer

Adult  Contact  Custom  Youth  Active  Archived  Inactive  Incomplete  Not Participating  Pending  Short-Term  Yes  No

0 records returned

Flag Options Add Family Email to Flagged Members Email to Search Results

**MEMBERS/VOLUNTEERS**

There are no records

Click **SHARED** (under the enrollment reports)

Ohio 4-H Youth Development [2018-2019] (Club) County | Logout

**Dashboard**

Search | Confirm Members | Members | **Reports**

Quick Videos | Quick Exports | Quick Reports

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**Enrollment Reports** | **Manager Reports**

Current 4-H Year: [Dropdown]

Enrollment Custom

**Report Options**

- Run Report
- Edit Report
- Copy Report

**File Options**

- Create Report
- Delete Report
- Create Folder
- Rename Folder
- Delete Folder

**Enrollment Reports** Sidebar:

- Custom
- Memorized
- Shared** (indicated by a red arrow)
- Standard
- Trash

Click on the type of report you want to run (from the list in the circle)

October 1<sup>st</sup> is the roll-over date, (all members/advisors will be “inactive”)

\*Club Enrollment – Name & Projects Enrolled (at the bottom of the page) will be very useful\*

Then click **RUN REPORT**

Dashboard

Search Confirm Members Members Reports

Quick Videos Quick Exports Quick Reports

Enrollment Reports Manager Reports

Custom Memorized Shared Standard Trash

Current 4-H Year

Enrollment Shared

- County
  - 2017 1st rep addresses
  - Awards
  - Book Report (Book Report)
  - Club Member Info
  - Flagged for Addresses
  - Quality Assurance
  - Shooting Sports Enrollments
  - State Fair Participants
  - State Fair Representatives
- State
  - Club
    - (Club - Directory (Primary Club)): Club Directory w/ "Primary Club Only"
  - Club Management
    - 4-H Family Phone Book
    - Club Directory - Youth in Multiple Clubs (matching projects with club)
    - Club Directory for Volunteers
    - Club T-Shirt Size
    - Code of Conduct (2018 Consent Status)
    - Completed QA
    - Family Email Addresses
    - Fees Paid
    - Member Birthdays
    - Members Signed-up to Receive Text Messages
    - Photo Release (2018 Consent Status)
    - Project Book Order
    - Project Book Order - total by member
    - Standards of Behavior (2018 Consent Status)
    - Volunteering Youth Members (Group Membership)
    - Youth Members Alphabetical w/ Projects (request by Darke Co)
  - Policy 150
    - Volunteers Who Completed Child Abuse & Neglect Training (In-person or Online)
  - Quality Assurance
    - QA- Who's completed
  - Volunteer Training Modules
    - 8 Key Elements
  - Youth Members
    - Has Health Considerations
    - Photo Release - NO Consent
    - Acknowledgement of Responsibility and Release (2018 Consent Status)
    - Club Enrollment - Name & Projects Enrolled

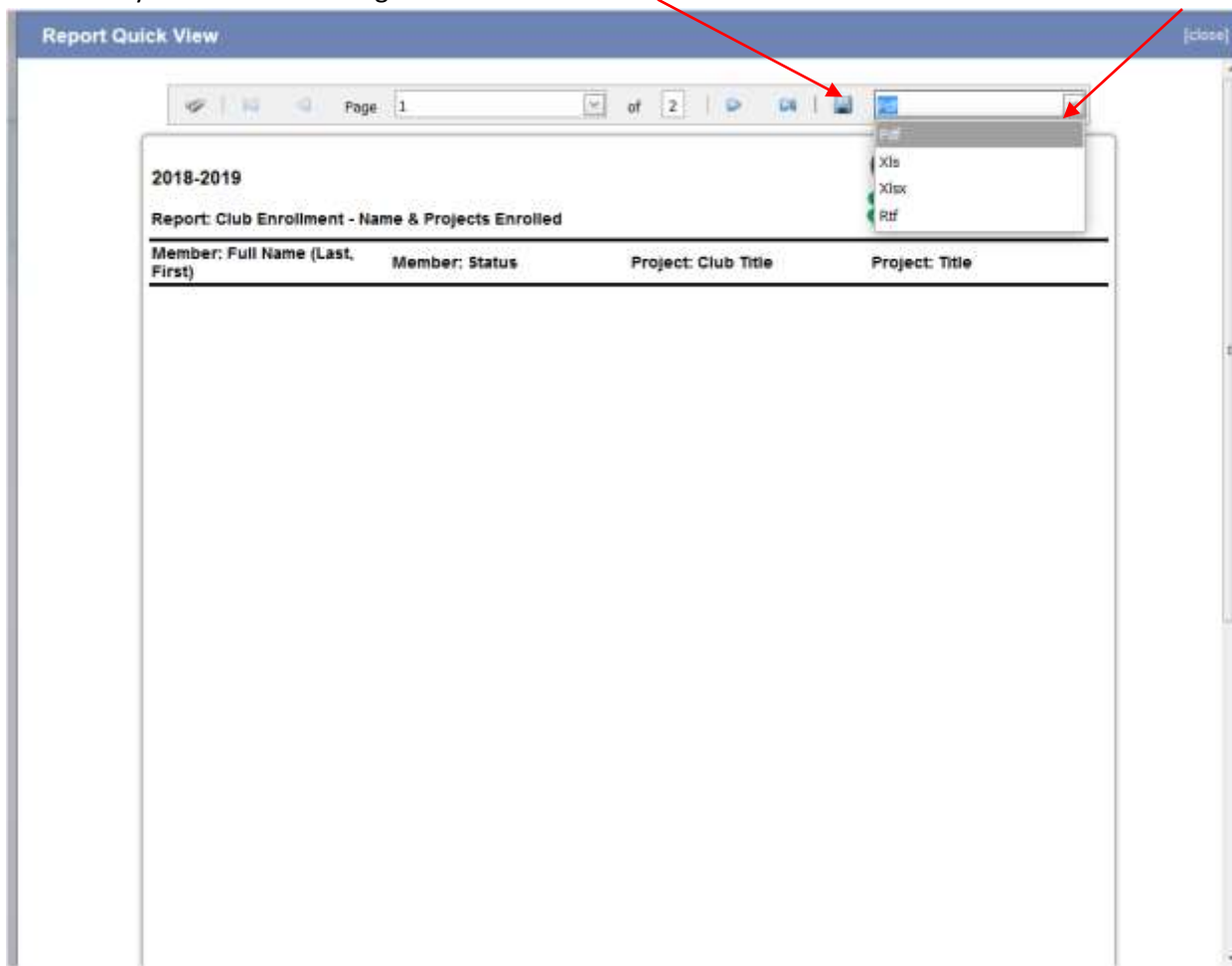
Report Options

- Run Report
- Memorize Report

File Options

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You are connected to T2A21-85-C, #Online v1.6 Revision 2016.03.01. 402

Your report will look like this. You can export your report to a pdf or an excel document by clicking on the type of document you want and clicking on the disc.



Feel free to run any of the reports you're interested in and if there is information you'd like to have I can (probably) create the report and share it with you.

Sandy