

## LOGIN PAGE

Go to the 4HOnline login page located at [nj.4honline](http://nj.4honline).

If you have logged in to your 4HOnline account before and remember your password, log in to your account and skip to Home Page.

If you have forgotten your password select, *I forgot my password*.

Select **Family** as your role.

Click *Send My Password*.

**(please do not create a new account).**

Check your e-mail account for your temporary password.

Once you receive your password, select *I have a profile*.

Enter the temporary password from the e-mail message to the login page.

Click *Login*.

Once you log in, you will be prompted to create a new password.

Enter a new password

**Note:** Be sure your password includes a minimum of 8 characters, at least 1 number and 1 capital or non-alpha character .

Click *Continue* to go to your **Member List page**.

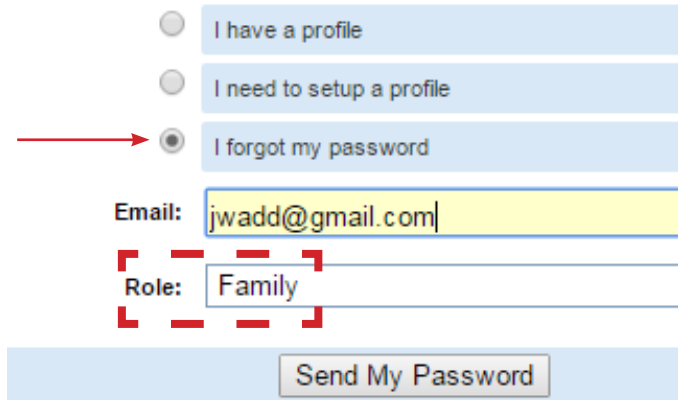
## HOME PAGE

If you login normally, you will advance to the **Home page**.

You have the option to download documents your county has posted such as flyers or newsletters.

If you are a 4-H volunteer, you may login to your club's account from this page.

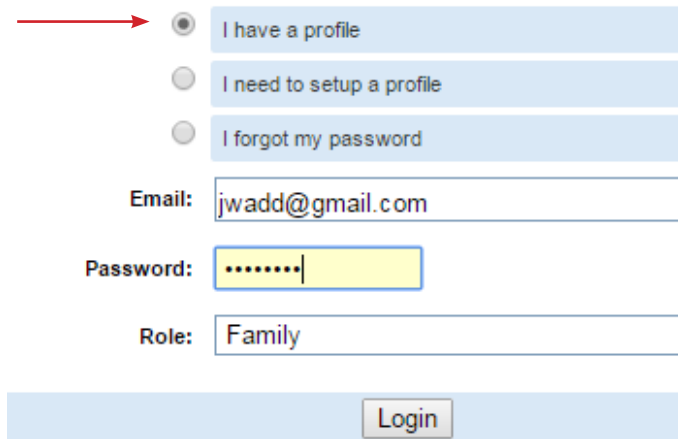
Click *Continue to Family* to go to your **Member List page**.



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

Email:

Role:

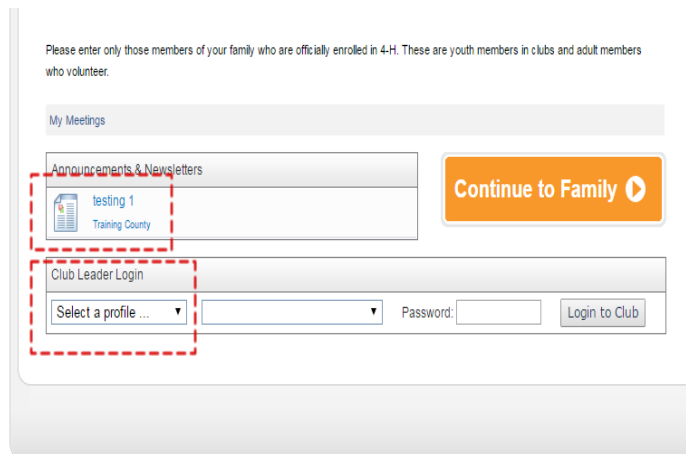


I have a profile  
 I need to setup a profile  
 I forgot my password

Email:

Password:

Role:



Please enter only those members of your family who are officially enrolled in 4-H. These are youth members in clubs and adult members who volunteer.

My Meetings

Announcements & Newsletters

testing 1  
Training County

Club Leader Login

Select a profile... Password:

## MEMBER LIST PAGE

The **Member List** will show all of the youth members and adult volunteers in your family who were enrolled in the previous year.

If you need to update your family contact information (all members), click *Edit Family*.

To re-enroll individual members, click *Edit* next to the Inactive member you would like to re-enroll.

Logged in as Farkle Home | My Member List

### Member List

Farkle Family [Edit Family](#)

5 South Main Street  
Burlington, NJ 08016  
908-555-1212  
foordo@yahoo.com  
Rce, Training County (contact info)

Add A New Family Member  
select a member type...  
[Add Member](#)

YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE  
If your enrollment status is 'Inactive' or 'Incomplete', click the 'Edit' button to review and submit your record for approval

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Angela Farkle	Adult		Pending		<a href="#">Edit</a>
	✓ Volunteer Screening		Approved (2015-2016): No Restrictions			
2)	Bill Farkle	Adult	1620884	Active	2015-2016	<a href="#">Edit</a>

On the record review page, scroll to the bottom and click *Enroll for 2018-2019*.

## PERSONAL INFORMATION PAGE

Please review the Personal Information page and update any information that may have changed. This information will be used by the county 4-H office to stay in-touch. You may change this information throughout the year.

When complete, click *Continue* at the bottom of the page.

Profile Information Required Fields

Email: Afarkle@rowanmartin.com joe@4honline.com  
Prefix:   
First Name: Angela  
Middle Name:   
Last Name: Farkle  
Suffix:   
Preferred Name:   
Job Title:   
Organization Title:   
Mailing Address: 5 South Main Street  
Mailing Address 2:   
City: Burlington  
State: New Jersey  
Zip Code: 08016 12345  
Birth Date: 04/15/1950  
Gender: Female  
Primary Phone: 609-555-1212 555-555-1234

## ADDITIONAL INFORMATION PAGE (SIGNATURES)

Please review the New Jersey 4-H Code of Conduct and Media Release statement.

Mark the check box and/or sign each section. This section will be locked for editing after the enrollment has been submitted.

**Note:** You **must** agree to and sign the Code of Conduct. You may decline the Media Release.

Click *Continue* at the bottom of the page.

Enrollment Member Settings Trainings

Personal Information Additional Information Participation

### Additional Information

#### Code of Conduct

#### New Jersey 4-H Code of Conduct

The primary purpose of the New Jersey 4-H Code of Conduct is to ensure the safety and well-being of all participants at 4-H sponsored events and activities. It applies to all participants, with participants defined as 4-H members, their parents/guardians, and volunteers.

As a participant in the 4-H program, I will:

## PARTICIPATION PAGE-CLUBS

Review and edit the member's Clubs. Delete any clubs the member will no longer be participating in and add any new ones.

If the member belongs to more than one club, please note the club listed as *Primary*.

The 4-H leader for the primary club must confirm the member's participation before they can be approved by the county office

Click *Continue*.

## PARTICIPATION PAGE-PROJECTS

Review and edit **Projects**.

First, select a club the member will participate in (from previous page).

Next, select the project related to the member's participation in that club. (In many cases there will only be one choice.)

If you know how many years the member has been in the project select from the drop down menu, and click *Add Project*.

If the member is in more than one club, repeat the process for each club.

When done, click *Submit Enrollment*.

Your County will receive notification of your enrollment.

The leader for your primary 4-H club will be able to confirm your participation. Once the club has *confirmed* the member, the county office will be able to *accept* their enrollment.

You will receive email notification when the County has reviewed and accepted the enrollment.

## NAVIGATION TIPS:

You may navigate to different parts of your Family Profile using the controls at the top of each page.

***Please contact your county 4-H office with any questions.***