Enrolling in 4HOnline for the First Time!

1) Go to [http://rhodeisland.4honline.com](http://rhodeisland.4honline.com)

2) Select “I need to setup a profile.”
   - Check if you are a military family
   - Select the county you live in.
   - Type your email
   - Type your last name
   - Create a password: Must be at least 8 characters, 1 number, 1 capital or symbol ( - + $ % _ * )
   - Select Role: Family
   - Click CREATE LOGIN

3) Enter Family information
   - Email of main parent, Last Name, Address, City, State, Zip Code, Phone Number with area code included, If you want email first or mail first, if you are in a military club, County that you live in. To save you time, click update member records with the same address. This makes it so you won’t have to enter everything for each member of the family! Password updating is completely optional.
   - Click CONTINUE

4) Add a New Family Member (on right)
   - FIRST ENTER THE YOUTH MEMBERS
   - Choose Youth from the drop down and click ADD A MEMBER
   - Answer all applicable and required questions. This is where you would add a youth email, if the youth wants to also get 4-H correspondence. Or you can leave it the parent’s email at the top. You also have room for a 2nd parent's email.
• Hint a 2nd household is often used in a shared custody situation, so both addresses/emails get information.
• Click CONTINUE

5) Additional Information
• Read the Authorizations and then click accept, type in your name as the parent or guardian of this youth that is accepting these terms. Only the legal guardian of this youth can check and provide the electronic signature, agreeing to these terms. It is fraudulent for anyone else to electronically sign for the guardian of this youth. *4-H Staff or Club leaders will see a different screen if they are entering a member and have a paper enrollment form with a parent signature.
• Please let us know of any health or disability information that you are asking for accommodations or consideration for.
• Click CONTINUE

6) Club
• Select your club from the drop down menu.
• Click ADD A CLUB, if you want to add another club you may select another club and click ADD A CLUB. Make sure you have PRIMARY on the one that is your main club.
• Hit CONTINUE

7) Add a project
• Select the club that you do that project in (for most you will only have one club).
• Select the project name from the drop down and how long you have been doing it.
• Click ADD PROJECT. – Repeat this process for all projects that you intend to complete this year.
• Click CONTINUE

8) Groups
• You don’t need to do anything on this screen but click CONTINUE

9) Invoice
• This screen shows you how much you will have to pay for the enrollment.

10) Payment
• We are currently only setup for Check payments. So just click select Payment Method>>

11) Confirm
• This screen gives you the details on how to send in your check.
• On the bottom check the box and then hit SUBMIT ENROLLMENT!
• Now you can repeat the process until all 4-H members are enrolled!
Enrolling a Volunteer - parents do not need to enroll as adults- unless they want to become a volunteer.

There are only a few variations when enrolling a volunteer and they are as follows:

1) On the screen that says Member List (Step 4 above) Add a New Family Member (on right)
   - Choose Adult from the drop down and click ADD A MEMBER
   - Answer all applicable and required questions.
   - As you scroll down the heading labeled Volunteer in blue, Are you a Volunteer? Click Yes.
   - Continue answering questions then Click CONTINUE

2) On the Additional Information page, enter the addresses and names of 4 people as character references. Everyone should do this, even though we are not rechecking references for existing volunteers

3) Step 3 will be different for already existing volunteers and New volunteers.
   - NEW VOLUNTEERS THAT HAVE NOT ALREADY BEEN APPROVED. At the bottom of the page in club, click on the statement, “You must click here, print, sign and mail these 2 pages.” Then print out the forms and close this popup. Click Continue>> If you do not do this step, you will not become a 4-H Volunteer, so make sure you get those paper signatures in. This is a requirement of the University of Rhode Island lawyers that we have paper signatures for these 2 volunteer papers.
   - ALREADY APPROVED VOLUNTEERS. For this year we do not need you to resign all the documents. So you can skip through this step and click Continue>>

4) Participation Screens-
   - Add a club. If you don't work with a club- use 4-H volunteers not in a club. Then choose the appropriate volunteer type. Most will be Project Leaders. Click ADD A CLUB then Continue>>
   - Adding a project is optional. So you can click Continue>>
   - You do not need to ADD a group, so click Continue>>

5) Invoice- should read $0, click Continue>>

6) Check off box at the bottom and then Submit Enrollment!

After submitting your online enrollment registration, you still need to pay the $10 registration fee for any 4-H members 8-18. Please make checks payable to URI 4-H and mail to URI 4-H Office, 75 Peckham Farm, Kingston, RI 02881. We know that it will be a challenge for us all to enroll in this new system. If you have difficulties, email me at kstone@uri.edu.

Sincerely,

Kristina L Horan, URI 4-H Program Coordinator

The University of Rhode Island is an equal opportunity employer committed to the principles of affirmative action.