



# Colorado 4-H Online (*Re-*)Enrollment Guide

## Logging in

- Log into our URL: [co.4honline.com](http://co.4honline.com)

## 4-H families that are re-enrolling

- Enter the email address and password that you previously used in 4-H Online to "Sign in". (If password is not working, click "**Reset password**")

## 4-H families enrolling for the first time

- **Contact your [local county extension](#) office prior to beginning your online enrollment.**
- Click the link "Don't have an account?"
- Select "Colorado" and then "Colorado 4-H Youth Development".
- Select the county
- Enter your family's contact information and set a password.
- Click "Create Account"
- Enter your family's address information and click "Verify."
- At any time should you have any questions or issues, please contact your [local county extension](#).

4-H Online  
4-H ENROLLMENT AND EVENT REGISTRATION

Email

Password

Sign in

Don't have an account?

Reset password?

## Login troubleshooting

If you have previously created a 4-H Online account, 4-H Online will prevent you from creating a new account based on your email address, mailing address and/or phone number. This can sometimes be resolved with the on-screen prompts; other times staff assistance may be needed:

- Questions, contact your [local extension staff](#)



Next

Finish

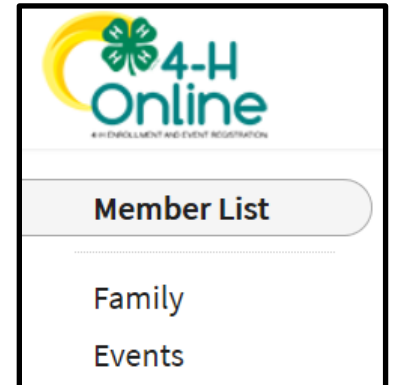
Submit

## Helpful hints: Look for the buttons!

Throughout the enrollment process, look for the **Blue** buttons to proceed, and ultimately, the **Green** button to 'Submit'.

## Re-enrolling previous 4-H youth members

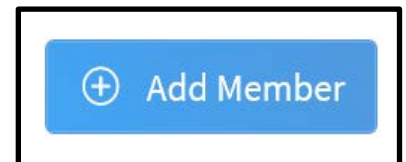
- Click on "**Member List**" to see existing member records.
- Click "**Enroll Now**" for the member you're re-enrolling.
- Select the member's current school Grade, click **Next** and then Enroll.
- Proceed through the next several screens to complete enrollment\*.



## Enrolling new 4-H youth members

### Step 1 - create a Member Profile

- Click "Add Member"
- Click on the "4-H" program and then "Next"
- Enter the requested information on the next screens to create the new member's profile. **NOTE: A unique email is required for each 'new' profile.**
  - This profile will remain in place for all future enrollments and event registrations.
- Click on "I want to join 4-H as a New or Returning 4-H Member", then Finish



### Step 2 - enroll in the current 4-H year

With the member's profile created, proceed through the next several screens to complete enrollment.\*

### \* NOTE: Additional Information Tips for Enrolling

Member	Programs
<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> Nov 30, 2010 <div style="float: right; margin-top: 10px;"><a href="#">View</a></div>	<b>4-H</b> <a href="#">Enroll Now</a>

**View** – Allows the end-user to update the “Members” profile



**Enroll Now** – Allows member to begin the enrollment process answering questions such as:

**Choosing a 4-H Units (Clubs) and Project** – contact [local extension staff](#) should questions arise. Use the other “Blue” buttons to your advantage!

Select Units

Select Projects

Show Questions

Tell Us About You and Share Information!

Share your health information isn't required but helpful, if needed during county, district, regional or state events. The only requirement are signatures to agree or disagree on emergency situations.

Show Health Form

Show Consents

**Required Consents** for Members and Parents to Sign each 4-H Year (Code of Conduct, Participation, and Photo Release) – Only if a member takes an animal project the Animal Care and Housing Form is required per project.

Unless otherwise noted, all payment and questions should be directed to your local extension office. ***NOTE: Always check with the county for all FEES, there may be additional county and/or club fees not listed on-screen!***

Show Payment Options

## What Next?

After you submit enrollments/re-enrollment, you will receive an email from the 4-H Online system, this will serve as a confirmation and give more information about participating in 4-H.

- In the days following your submissions the following will happen: **Enrollment Approved** – Yay!
- Enrollment Sent Back to Member – The County needs some corrections, then you would resubmit for review.