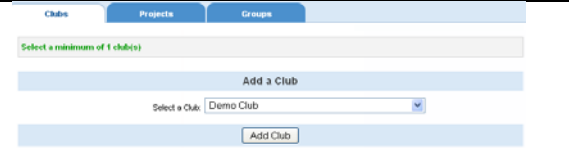

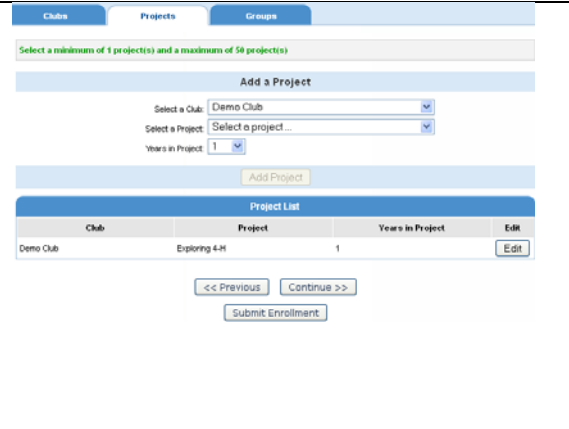



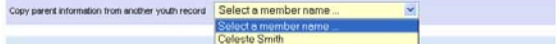
How to Enroll in Jackson County 4-H through 4HOnline

<ol style="list-style-type: none"> Open a web browser and type in: http://or.4honline.com (Please note, adding the www. prefix will return an error message). You will now see the Oregon 4-H login page. <p>TIP: Use Firefox or Chrome.</p> <ol style="list-style-type: none"> Choose I need to setup a profile. Enter your desired login information. Click Create Login. <p>If you receive a message that your account already exists, contact us at the Jackson County Extension office for your login information.</p>	
<ol style="list-style-type: none"> Enter your Family Information. Click Continue. <i>In 4HOnline, Continue means the same as Save.</i> 	
<ol style="list-style-type: none"> Members in 4HOnline are grouped by Family. Add youth and adult family members who would like to enroll in 4-H. Select the desired Member Type and click Add Member. <p>NOTE: Only add adults who would like to enroll as Volunteers. Parents who are not volunteers should not create an Adult member account.</p>	
<ol style="list-style-type: none"> Enter the Youth's Personal Information. Information in Bold is required. All other information is optional. Click Continue. 	
<ol style="list-style-type: none"> Read the Additional Information carefully. Mark the check box and/or sign each section. This section will be locked for editing after the enrollment has been submitted. Click Continue. 	



<p>15. Select your desired Club. 16. Click Add Club.</p>	
<p>17. The Club will appear on the Club List. 18. If you would like to join another Club, select it from the drop-down list and click Add Club. 19. Be sure to select which Club will be your Primary Club. 20. When you have finished adding Clubs, click Continue.</p>	
<p>21. Select the Club in which you would like to enroll in a Project. 22. Select the Project. Note: Only the projects listed for the club you picked will show. These are the only projects you can enter. If you were 5-8 yrs old on 9-1-16 choose Cloverbuds. 23. Click Add Project. 24. Repeat to add all of your projects. 25. When you have finished adding your projects, click Continue. 26. Leave the Groups area blank.</p>	
<p>27. The member that you just added will appear in your Member List as Pending. You will receive an email that your enrollment has been submitted to your County 4-H Office. 28. Your County will receive notification of your enrollment. Once payment and the forms below have been received at the Extension Office you will receive email notification that the County has reviewed and accepted your enrollment. 29. Now go to http://extension.oregonstate.edu/sorec/ enroll Print off the Health form, Code of Conduct and Risk and Waiver of Liability form. Fill them out and send in or bring into the Extension office with enrollment fees attached.</p>	



<p>30. To enroll another family member, select the member type and repeat the enrollment process</p> <p>31. If the second member's Parent and Emergency Contact information is the same as the first member's information, select "Copy parent information from another youth record" to auto-fill these portions of the Youth Profile page.</p>	
<p>32. You may login to your 4HOnline account at any time to edit member information, view Announcements and Newsletters.</p>	