



Re-Enrolling Instructions for Members/Families

RE-ENROLLMENT CANNOT BEGIN UNTIL AFTER OCTOBER 1

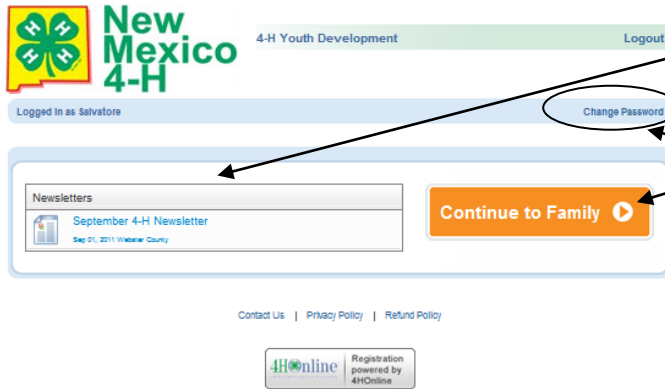
Each year on the evening of October 1, all members (Adults & Youth) records are inactivated in the 4-HOnline system. Each member (Adult & Youth) or County Office must activate their profile each year in the 4-HOnline system. Once they are in the system, they do not have to create another profile.

Open a web browser and type in: <https://nm.4honline.com>. You will now see the New Mexico 4-H Youth Development Log In Page.

- Enter family email address you gave to the extension office.
- Choose "Family" from the "Role" drop-down box.
- **Members logging in the first time (or if you have forgotten your password) mark "I forgot my Password."*
- **Click "Send my Password." Do not close the internet window.*
- **Go to your own email account and find the email sent to you from 4HOnline. It will have your temporary password.*
- Return to 4H online. Click "I have a Profile." **(This is where you will begin if you already have your password.)**
- Paste or type your password exactly as sent by 4H online. It is CASE SENSITIVE.
- The email box should still have your family email in it. You should still have "Family" chosen as your Role.
- Click "Log In."



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- This is a place your county can share helpful information such as newsletters and help sheets for enrollment.
- Don't like your password? Change it here!
- Or you can continue to your family record by clicking on the orange button.

- *Re-enter current password as sent by 4H Online.

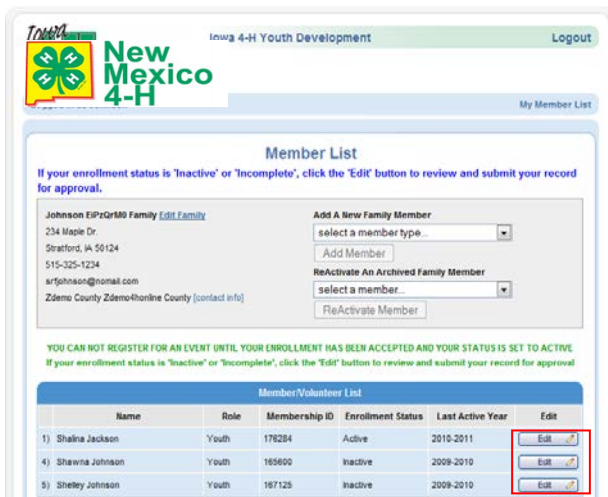
Even though the screen looks like it's been entered, you have to type it into the "Current Password" box.

- *Enter (twice) a new family password. Click 'Continue.' **Your passwords must be a minimum of 8 characters, and must contain 2 of the 3: letters, numbers, symbols.**

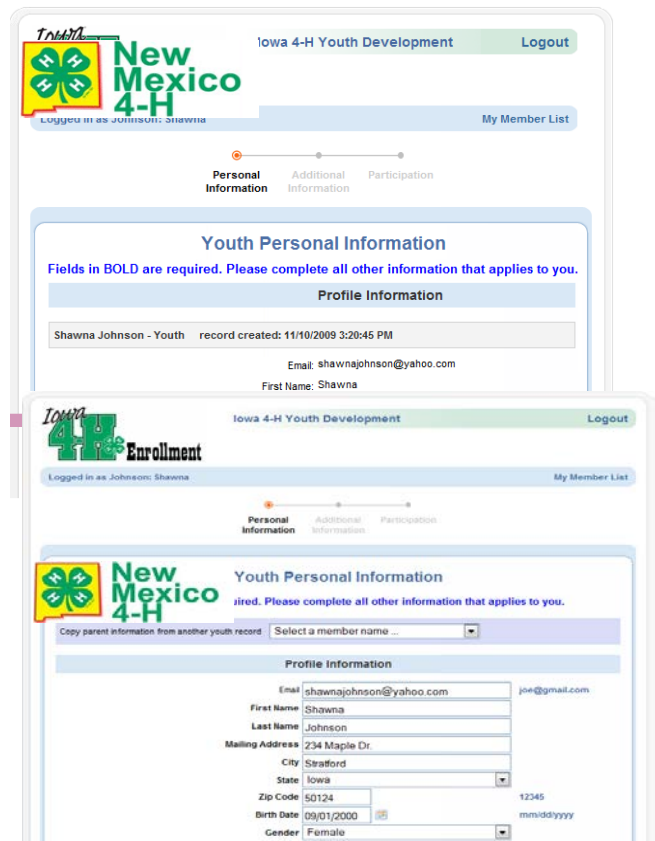
***You will be able to skip these steps if you know/memorize your password for re-entry into the program.**

This will take you to the **Member List** which includes all family members enrolled in 4H: members, leaders, volunteers.

Click "Edit" to the right of the "Inactive" member listed. On the Personal Information screen, scroll to the bottom of the page and click "Enroll for 2012-2013". (Screen shots are used for example purposes ONLY).



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Now you will have an editable Personal Information screen as shown at right.



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Please complete all information that applies to you. Fields in BOLD are required.

A few notes:

- **Years in 4-H** includes the year of 4H that you are entering.
- **Ethnicity:** You must mark whether you feel you are of Hispanic descent. Other ethnic fields may be checked or mark "prefer not to state."
- Fill out **Residence** and **Military Service of Family** as they apply to your family.

Text messaging: This is optional and still in development. Check mark if you are willing to receive text messages via 4-H Online and choose your provider from the list. Texts will be used for last minute meeting notices and other priority information

When you have completed this page, click "Continue." This brings you to the Additional Information Page.

Additional Information – Code of Conduct, Code of Ethics, Medical Release, Publicity (Image/Voice) Permission, Transportation Release, and T-Shirt Size: You must select an option from the drop-down menu or check boxes and enter the members name and parent/guardian name where indicated. Select a t-shirt size from the radio button options offered.

By logging on with your user ID and password, you authorize the information listed on the Additional Information page and the Health Information page.

When you have completed this page, click "Continue." This brings you to the Health Page.

Health Form- Check all health conditions and allergies that apply. Any health issues not listed need to be written out in the text boxes.

When you have completed this page, click "Continue."

8/23/2012

The screenshot shows a web browser interface for the 4-H re-enrollment process. At the top, it says "Logged in as Miller, Kyle" and "Home | My Member List". A progress bar indicates the current step is "Additional Information", with other steps being "Personal Information", "Health Form", "Participation", and "Animals".

The "Additional Information" section includes:

- Code of Conduct:** A text area with "BEHAVIOR EXPECTATIONS of the Participant" and a paragraph of text. Below it is a dropdown menu with "I agree to the terms above." and two "REQUIRED" signature fields for "Member Signature" (Kyle Miller) and "Parent/Guardian Signature" (Robert Miller).
- Exhibitor/Livestock Code of Ethics:** A text area with "If you are going to enter exhibits at any fair, you must agree to the code of ethics below." and a paragraph of text. Below it is a dropdown menu with "I agree to all terms above." and a "REQUIRED" signature field for "Parent/Guardian Signature".
- Publicity Release:** A text area with "PUBLICITY/IMAGE/VOICE PERMISSION" and a paragraph of text. Below it is a dropdown menu with "I consent to all terms above." and a "REQUIRED" signature field for "Parent/Guardian Signature".
- Transportation Release:** A text area with "Transportation Release" and a paragraph of text. Below it is a "Transportation" section with a checkbox for "Any adult volunteer" and a "REQUIRED" signature field for "Parent/Guardian Signature".

The "Health Form" section includes:

- Health Conditions:** A text area with "Do you (or your child, for youth records) have any of the following conditions or a history of any of the following conditions? (Check all that apply.)" and a list of conditions with checkboxes: Asthma, Diabetes, Convulsions/Seizures, Migraine headaches, Bronchitis, Hay fever, Ear infections, Farming spells, Heart or cardio-vascular problems/disease, Chronic bone, muscle, or joint injuries, and Other condition(s). A dropdown menu shows "ADD".
- Allergies:** A text area with "Check all that apply" and a list of allergens with checkboxes: Aspirin, Insect bites or stings, Penicillin, Dairy, Hygiene/human touch, Gluten, and Peanuts. A dropdown menu shows "ADD".
- Medications:** A text area with "Are you (or your child, for youth records) currently on any prescribed or over-the-counter medication? (If so, please record the condition/s, name of medication, dosage, times/days, prescribing physician)." and a dropdown menu showing "Medications: Oxcarbazepine, 300 mg/day".
- Tetanus Shot:** A text area with "Date of last tetanus shot (approximate if necessary)." and a dropdown menu showing "Date of Tetanus: 08/08/2009".

At the bottom, there are navigation buttons: "<< Previous" and "Continue >>".



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Your primary club should be listed at the bottom in the Club List. If you have involvement with a secondary club, locate it in the drop-down box and select it. Be sure to click "Add club."

Click "Continue" to enroll in projects.

Choose your primary club in the drop-down box (each time you select a project).

Primary	Club	Edit
<input checked="" type="radio"/>	Independent Members	Delete

Club	Project	Years in Project	Edit
Independent Members	Beef	2	Edit
Independent Members	Citizenship	2	Edit

Then, select a project area in the 2nd drop-down box. Select your years in this project area.

If you wish to NOT continue in a current project area listed, click "Edit", then "Delete". If you wish to add a Project Leader status, click "Edit", then "Youth Project leader" from the drop-down box and click "Update."

When you have selected all of your projects, click "SUBMIT ENROLLMENT".

When you have completed your re-enrollment, click "Log out" in the upper right-hand corner.

You may return to this page by logging in, at any time during the year—to view or edit your information, and add/delete projects within your county guidelines.