

# North Carolina 4-H

## Enrolling in 4HOnline



### SETTING UP A PROFILE

You will be required to set up a family profile on **4HOnline**, the on-line North Carolina 4-H Enrollment and event registration program. The family profile will be where the members (Youth & Adults) will enroll. The website can be found at <https://nc.4honline.com>

**1** If you need to create a family profile, select "I need to setup a profile," complete the fields required and click Create Login.

What happens if it says User account already exists? This means a family profile exists with that email address because your child was already enrolled through their local Extension Office. Select "I forgot my password" and a new password will be emailed to the email address on file. **Please do not create a 2nd account!** Then follow the steps on the tip-sheet, **Re-Enrolling in 4hOnline**.

**2** Follow the instructions on the Family Information page and click *Continue*.  
**SET UP ONLY ONE (1) FAMILY PROFILE PER HOUSEHOLD!**

After adding the family, add your family members to that family profile. Use the follow to determine the type of membership to add:

- **Adult:** 4-H volunteers
- **Youth:** 4-H youth between the ages of 8 and 19 who are involved in a 4-H program

### IMPORTANT! Adult records should only belong to adult volunteers.

For adults and youth, the next pages are authorization releases and health forms for risk management. These are important to have completed in case you get injured at a club meeting or 4-H event. If you have questions or concerns when filling out the forms, contact your **County Extension Office**.

When adding a club, select the club from the drop down and click "Add Club" button to save the selected club. Repeat the same steps to choose your project(s). Each 4-H youth member must have at least one club to be marked active and valid.

**Note:** *Members at Large* (Youth members who do not belong to a club) should select the "Member at Large" club option.

**Adult Volunteers:** If you are a club volunteer - select your club from the drop-down bar. If you are **not** a club volunteer - skip this section - by clicking *Continue*.

**When you complete the registration process - click "Submit Enrollment" to send to your local county for activation.**