

## 4HONLINE

# Re-Enroll Members/Leaders

## OVERVIEW

This document explains the process of a family re-enrolling members and leaders in 4HOnline.

## GETTING STARTED

To get started with the re-enrollment process, log into 4HOnline with your family email and password. (If you have forgotten your password, click on the “I forgot my password” box and we can reset your password.)

On the family home screen, click on the orange button labeled Continue to Family.

On your Member/Volunteer list, find the family member you wish to re-enroll and click on Edit next to their name.

## RE-ENROLL

At the bottom of the next screen, click on the button for Enroll for 2014-2015.

You will now see the Personal Information that you entered when you first enrolled. Look over the information and make any corrections. When you are done, click on Continue.

Next is the Additional Information screen when you will need to accept the agreements and answer the Photo Release and Accommodations questions. Click Continue when done.

The Health Form for members is optional at enrollment, but you could be asked to complete it in the future if you attend any events that require one. Click Continue when done.

If you are an adult volunteer and see the Volunteer Screening page, then it has been 4 years since the last time a background check has been completed. You need to check over the answers to the questions and correct as needed. This page will only appear every 4 years. Click Continue when done.

On the Participation -> Club screen, confirm the correct club is listed. If you serve in a volunteer role (but not as a project leader) click on Edit and select the volunteer type. Click on Update to save the change. Click on Continue when done.

On the Participation -> Projects screen, confirm all the projects you are enrolled in are listed. Add any missing projects. If you are dropping a project, click on Edit for that project and then click on Delete. After making sure all your projects are listed correctly, click on Submit Enrollment.