Looking to enroll in Michigan 4-H? Your county Michigan State University (MSU) Extension office staff can help you find a club, get the forms you need and begin the enrollment process.

ENROLLING IN 4-H ONLINE AS A NEW FAMILY

To enroll in Michigan 4-H Online, you need a computer, internet access, a valid e-mail address and a web browser. Although 4-H Online will work in Internet Explorer, Chrome or a Macintosh browser, some aspects work better with Mozilla FireFox or Google Chrome. If you need assistance accessing the internet, please contact your county MSU Extension office.

To begin, go to https://mi.4honline.com/ (notice there is no “www” in the address).

1. Click “I need to set up a profile.”
   Select the county in which you want to join 4-H and then type in your valid family email address.

   **NOTE:** Email addresses must be valid in order for you to have access to your enrollment information. The email address will serve as your account login as well as how you receive information.

2. Confirm your e-mail address.

3. Type in the last name of the household/parent/guardian. This will be the name that appears on mailing labels, i.e. “The Johnson Family.”

4. Create your password. It must be a minimum of eight characters and include at least one letter and one number/symbol.

5. Select Family as your role.

6. Click on “Create Login.”

**To move between boxes, you need to use your mouse or the TAB key. Don’t press the ENTER key or click on the BACK ARROW as you will lose any information that you have entered.**
FAMILY INFORMATION PAGE
The next screen that will appear is the Family Information page. Information entered on this page is applicable to all 4-H youth and/or adults in your family. Information about individual family members will be added in the next steps.

1. Fill in all the blank fields in the Profile Information section: mailing address, phone and correspondence preference. Do not check the “update member records” box at this time.

   NOTE: You do not need to enter or change your password at this time (unless you want to).

2. Click on the “Continue” button at the bottom of the page.

ADDING YOUTH FAMILY MEMBERS (4-H MEMBERS)
You are now at the Member List page. This is where you can add any and all youth in your household that need to enroll in 4-H.

1. In the drop down box under Add a New Family Member, select Youth and click on “Add Member” to access the Youth Personal Information screen.

2. On the Youth Personal Information screen, complete empty fields.

   NOTE: Only fields with bold text or a red * are required fields, all others are optional.

3. Some fields will be pre-filled with corresponding family data, however if any of the member’s data is different from the family data (i.e. email address, last name, etc.), simply enter the correct information in that field.
4. If there are parents/guardians that do not live in the same household as the youth, you may enter their mailing information under Secondary Household.

5. **Emergency Contact** information should be someone OTHER than a parent, if possible. Parents are always contacted first but in the case the parent(s) are not available, it is useful to have another contact listed.

6. Click on the “Continue” button at the bottom.

**NOTE:** These snapshots are a complete picture of the **Youth Personal Information** screen you will see once you click on “Add Member.”
ADDITIONAL INFORMATION
You are now on the Additional Information screen associated with Youth Personal Information. Please fill out all authorizations and information on this screen, as well as the Health Form page. Required fields must be completed before you can go on to the next page or submit your enrollment.

1. Review each authorization statement and check the agreement check box under each one. The only authorization that is not required is the media release; all others are required.
2. Digital Signatures require both parent/guardian and youth names. Both fields must be filled in before you can click “Continue.”
3. By logging on with your user ID and password, you are indicating that you are the correct person to agree to the terms.
4. When the statements have been agreed to and information reviewed, click “Continue.”

PARTICIPATION (Clubs/Projects/Groups) INFORMATION
The final portion of the youth enrollment process. This is where you'll enter the youth’s Participation Information as it relates to their clubs, projects and groups.

1. Select the correct club from the drop down menu and click on it.
2. Be sure to click “Add Club.” This is important, as the member is not enrolled in the club until “Add Club” is clicked. To ensure you have completed this step, verify the club appears in the Club List section.
3. If your child is a member of more than one club, add the next club in the same way. Make sure the primary club has the green dot next to it.
4. Click the “Continue” button.

This will automatically advance you to the Projects tab.
**Completing Youth Enrollment**
Once you have entered all your project(s), you must click on “Submit Enrollment.” *NOTE: Do not click “Continue” to go on to the Groups tab.* This will submit this member’s enrollment for staff review and confirmation. Repeat the process for each additional youth member in the family. For each enrollment submitted, an email confirmation will be sent to the family email address.

**Adding New Adult Family Members**
Unless parents/guardians are also a 4-H volunteer, these individuals will not make a profile for themselves in the 4-H Online system. However, their information will be kept in the Parent Info section of the family account.

If you are interested in becoming a 4-H volunteer, the first step is to complete the volunteer screening process. Please call your local MSU Extension office for more information.

**Adding New 4-H Volunteers**
Michigan 4-H depends on the caring adult volunteers who are willing to offer their time and talents to make a difference. If you have already completed the Volunteer Selection Process (VSP) and are serving as a screened adult 4-H volunteer - thank you! You may enroll yourself in the 4-H Online system by starting at the beginning of this document. Once you arrive at the Member List page, select “Add a new family member – adult” from the list of options. Continue throughout the remaining enrollment process, including forms and participation.

*NOTE: If you are a 4-H volunteer who is also the parent of youth 4-H members, you may enroll yourself as an adult member under the same Family account.*