



One of the perks of the new online registration system is that it is paperless - we no longer need to collect the 4-page document from you when you sign up for a new club. It also, allows families to update their information as needed to keep all information as current as possible.

- 1) Go to: <https://mi.4honline.com> (note: there is no "www")
- 2) Create a family profile by selecting "*I NEED TO SETUP A PROFILE*". Enter your current email address and a 4-H online password you can remember, and complete the short form. (Passwords must be 8 characters with 1 upper case). **PLEASE NOTE: IF YOUR YOUTH HAS PARTICIPATED IN A 4-H PROGRAM/CLUB, FROM 2015 FORWARD, YOU MAY ALREADY HAVE AN ONLINE PROFILE. ENTER YOUR EMAIL ADDRESS THAT WAS USED AT YOUR YOUTH'S LAST 4-H REGISTRATION, & SELECT "*I FORGOT MY PASSWORD*". IF YOU DO ALREADY HAVE A PROFILE, A LINK WILL BE SENT TO YOUR EMAIL WITH INSTRUCTIONS ON HOW TO ESTABLISH A NEW PASSWORD. CHOOSE A PASSWORD YOU CAN REMEMBER, & CONTINUE TO #3. IF THE ONLINE SYSTEM STATES YOU DO NOT HAVE A PROFILE, SELECT "*I NEED TO SETUP A PROFILE*" & CONTINUE WITH #2 INSTRUCTIONS.**
- 3) After signing in with your email address and password, the system will collect some info and ask if you'd like to change the password - **Changing your password is not necessary!**
- 4) Once your "*family profile*" is created, you can "*add a new family member*", (& adults as leaders). (Note- You must have completed the Volunteer Selection Process to be a leader.) Some of the fields will pre-populate from information you already gave.
- 5) *IF YOU ARE **RE**-ENROLLING YOUR YOUTH FOR A **NEW** 4-H YEAR, (Sept. 1st – August 31st), after selecting "edit" next to your youth's name, go to the bottom of your youth's page, click on "*re-enroll for (new year – new year)*" & proceed with completing the pages.
- 6) For the permission page, please select "agree" or "do not agree" for each section and then type both the members' name and your own as an electronic signature.
- 7) Lastly, select the club(s), from the drop down menu, that each of your youth is enrolling in. Then on the next page, select your club again, then directly below, select all projects listed in the drop down menu. (Each member must re-enroll for each new 4-H year, select their clubs and projects, **and DELETE any clubs they are NOT registering for in the current year.**)
- 8) Once you have selected all the projects listed in the drop down menu, go to the bottom of the page and click on "Submit for approval". We will receive notice that your registration is "pending" and verify that all needed information is completed. The very last step of the process is to pay the yearly \$10 participation fee & any club fees- either directly to the MSU Extension office, or to your club leader. Please take time to register before attending your club. To enroll online, please go to; <https://mi.4honline.com>

The Roscommon MSU Extension Office is located at 500 Lake St., in the Roscommon County building. Office hours are Monday-Thursday, 10 a.m. to 3 p.m. Please call if you have any questions; (989)275-5043.