



4HOnline Tip Sheet:

How to create a Family Account

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- At welcome to 4-H Online Screen
 - Select “I need to setup a profile”
 - Select your respective County or City
 - Enter your email address and confirm
 - Enter your last name
 - Enter your password and confirm
 - Make sure Role says “Family”
 - Click “Create Login”
- At the Family Information Screen
 - Enter your mailing address, city, zip and phone
 - Choose correspondence preference
 - Check “Update member records with the same address”
 - Update password if you are using temporary one.
- At Member List Screen
 - Start adding family members (youth or adults)
 - Under “Add a New Family Member” select Adult or Youth
 - Click “Add Member”
 - Complete Enrollment Fields. Red asterisks = required fields.
 - Second household is for divorced families or similar situations
- At Additional Information Screen
 - Complete authorizations.
- At Health Form Screen
 - Enter all health information
- Participation Screen
 - Click on the triangle pull down beside “Select a Club”. You should see a list of all of active clubs in your respective unit (county or city). Select

- the club you want and then click “Add Club”. If you are in multiple clubs, select another club and then click “Add Club”. Under the club list you can select which club is your primary club.
- Click continue to add projects.

 - Project Screen
 - Under add a project, select a club, project and years in project.
 - Follow the same steps to add multiple projects.

 - Submitting Enrollment
 - Submit enrollment. When enrollment is submitted you will receive an email stating that your enrollment is awaiting approval from the unit office.