



Instructional Manual for New Families

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Welcome to 4-H Connect v. 4.0



What is 4-H Connect?

4-H Connect, version 4.0, is an online internet management tool for 4-H families, club managers/project leaders, county extension agents, and representatives of the district, regional, and state offices. The program allows 4-H families to register online for 4-H clubs, projects, groups, and events. The county extension agents can use this information to easily facilitate registrations and eliminate unnecessary paperwork.

To use the program, you must have a computer with internet access and use a Mozilla internet browser. If you do not have a computer or internet access, please visit your local library or free computer lab in your area to register for 4-H Connect.

When will I use 4-H Connect?

You will use 4-H Connect when you join your first 4-H club. You will be asked to provide contact information, school enrollment, project involvement, and other important information about your new 4-H member that will be used by the county extension office and your club managers. Adult volunteers will also use 4-H Connect to supply contact information and complete required volunteer screenings.

After you have been approved for 4-H enrollment, you may use 4-H Connect to register for eligible district, regional, and state events. You can sign up for only those activities that you are eligible (by age, county, or project criteria). Your county extension office will approve your registration for these activities.

Finally, you will use 4-H Connect every year to re-enroll. It is important that the county extension office maintain accurate records for each member. Beginning August 1, you must log in to 4-H Connect to update your information. You must complete re-enrollment in order to register for any upcoming events.

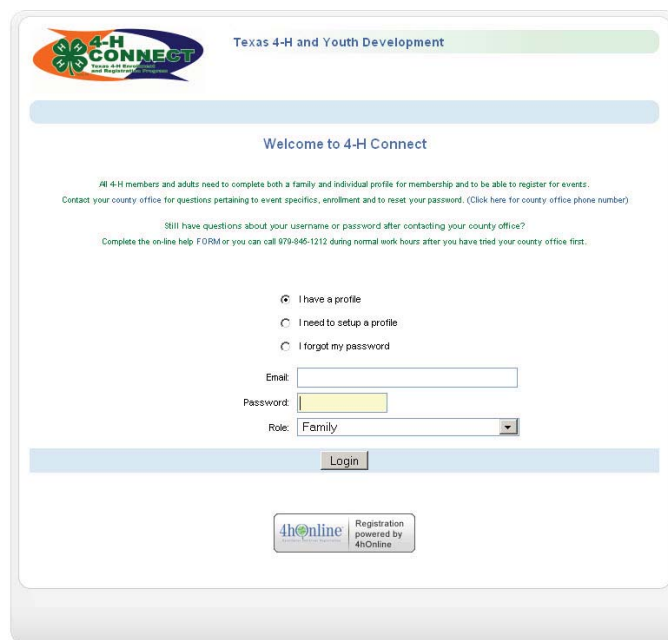
What if I have trouble using 4-H Connect?

First, read this manual thoroughly to find the answer to your question. If you cannot answer your question with the manual, contact your county extension office.

Setting Up Your Account & Establishing a Family Profile

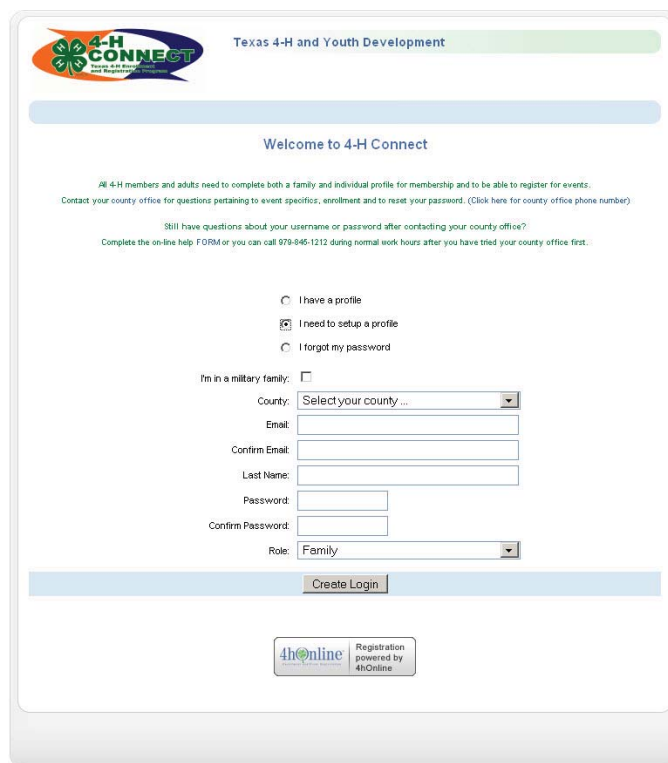
You must first set up your account information.

1. Open your Mozilla internet browser, available for free download at www.mozilla.com.
2. Go to <https://texas.4honline.com>.
3. Click “I need to setup a profile.”



4. **MILITARY FAMILIES:** If you are in a military family and participating in 4-H through your military base, you will click the “I’m in a military family”. You will then be asked to select the base you are participating through. You will not have to select a county as described in the Step 5 below.

5. Select your county from the drop down menu.
6. Fill in the fields marked Email, Confirm Email, Last Name and create a password you will remember.
7. Select “Family” from the Role drop down menu.
8. Click “Create Login.”



Setting Up Your Account & Establishing a Family Profile

After setting up your account, you must complete your basic family information. This information includes your Address, City, State, Zip, and primary phone number.

1. Some information will be automatically generated from the previous screen. Fill in your contact information, making sure it is accurate.
2. The “Password Management” field allows you to change the password you provided on the previous screen.
3. Once complete, click “Continue” to advance to add 4-H members and/or adults to your family profile.

HOW CAN 4-H CONNECT WORK BETTER FOR YOU!

Below are some hints for making sure you don't have problems during the setup process or throughout the year when registering for events:

- Realize that the e-mail, address, city, state, and zip code you use in the profile information will be where ALL correspondence will be e-mailed and/or sent. Double check your contact information and if you change your e-mail address during the year make sure you change it on 4-H CONNECT!
- Check your capitalization! If you don't capitalize correctly, it will print out incorrectly on certificates, rosters, labels, contest lists, etc. It is your responsibility to make sure the spelling and capitalization is correct.

The screenshot shows the 4-H CONNECT website interface. At the top, it says "Texas 4-H and Youth Development" and "Logout". Below this, a progress bar shows steps 1 through 7: Personal Information, Additional Information, Participation, Member List, Registration, Payment & Verification, and Confirmation. The "Personal Information" section is active. It contains fields for Email (lepley@ag.tamu.edu), Last Name (Lepley), Address (7607 Eastmark Drive, Suite 101), City (College Station), State (Texas), Zip Code (77840), Primary Phone (979-845-1212), and 4-H County (STATE OFFICE). Below this is the "Password Management" section with fields for Current Password, New Password, and Confirm New Password, along with "Update Password" and "Continue >>" buttons. At the bottom, there are links for "Contact Us", "Privacy Policy", and "Refund Policy", and a logo for "4hOnline" with the text "Registration powered by 4hOnline".

The “Member List” area allows you to identify all members of your family actively participating in 4-H programs.


If you are new to 4-H CONNECT, you will not see any members listed and will also use this page to add all youth and/or adults to your family profile.

1. Select “Adult” or “Youth” from the “Add A New Family Member” drop down menu. Select “Adult” or “Youth” from the “Add A New Family Member” drop down menu.

The screenshot shows the "Member List" page. At the top, it says "Member List". Below this, there is a warning: "IF ENROLLMENT STATUS IS 'INACTIVE' YOU NEED TO RE-ENROLL: Click the 'EDIT' button beside each youth/adult profile, review all information for correct data, select projects, activities, and leadership roles. If your status has been 'PENDING' on your enrollment for several days, please contact your County Extension Office for assistance, as they are responsible for approving enrollments." Below this, there is a section for "Lepley Family" with fields for "Edit Family", "Add A New Family Member", and "select a member type...". Below this, there is a table titled "Member/Volunteer List" with columns: Name, Role, Membership ID, Enrollment Status, Last Active Year, and Edit. The table contains one row: "1) Toby Lepley", "Adult", "49661", "Active", "2008-2009", and an "Edit" button. Below the table, there is a section for "Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register" with fields for "Member:" and "Event:". At the bottom, there is a link for "View / Print".

Establishing a Member and/or Adult Profile

2. Complete the "Personal Information" screen for the adult or youth member. Fields in bold are required. Be sure to indicate "Yes" if you participate in any volunteer activities. Click Continue.

Texas 4-H and Youth Development

Logout

Logged in as Lepley

My Member List

1

2

3

4

5

6

7

Personal Information

Additional Information

Participation

Member List

Registration

Payment & Verification

Confirmation

Youth Personal Information

Copy parent information from another youth record:

Profile Information

First Name

Middle Name

Last Name

Suffix

Preferred Name

Address

City

State

Zip Code ex. 12345

Birth Date ex. mm/dd/yyyy

Primary Phone ex. 555-555-1234

4-H County

Volunteer

Select "Yes" if you serve in a leadership capacity in 4-H.
Examples for youth: Junior Leader, Club Officer, etc.
Examples for adult: Community Club Leader, Project Leader, etc.

Are you a Volunteer?: No: ☒ Yes: ☐

Gender

Female: ☒
Male: ☐

Ethnicity

Check all that apply

Are you of Hispanic ethnicity?: No: ☒ Yes: ☐

White: ☐

Black: ☐

American Indian or Alaskan Native: ☐

Native Hawaiian or Pacific Islander: ☐

Asian: ☐

Residence

Farm: ☒

Town under 10,000 and rural non-farm: ☐

Town/City 10,000 - 50,000 and its suburbs: ☐

Suburb of city more than 50,000: ☐

Central city more than 50,000: ☐

Military Service of Family

Family Member Military Service:

Branch of Service:

Branch Component:

School Grade

Grade:

Continue >>

Contact Us | Privacy Policy | Refund Policy

4Honline

Registration powered by 4Honline

Establishing a Member and/or Adult Profile

3. The “Additional Information” screen will record a variety of information depending on if you are a youth or an adult. The items it will be requesting include your years in 4-H, leadership, emergency contacts, school and alumni information. Complete this screen with accuracy. Click Continue.

Logged in as Lepley, franj My Member List

1 Personal Information 2 **Additional Information** 3 Participation 4 Member List 5 Registration 6 Payment & Verification 7 Confirmation

Additional Information

4-H Club & County Information

Years in 4-H (include this year?):

Leadership Information

Offices held (check all that apply):

President: ☐
1st Vice-President: ☐
2nd Vice-President: ☐
3rd Vice-President: ☐
Secretary: ☐
Treasurer: ☐
Reporter/Public Relations: ☐
Council Delegate: ☐
Alternate Council Delegate: ☐
Health/Safety Officer: ☐
Other: ☐

Youth Leadership Type (Check all that apply):

Junior Leader: ☐
Teen Leader: ☐

Parent/Guardian and Emergency Contact Information

Primary Contact Information

Name (Primary):
Address (Primary):
City, State, Zip (Primary):
Occupation (Primary):
Work Phone (Primary): ex. 555-555-1234
Home Phone (Primary): ex. 555-555-1234
E-mail (Primary): ex. joe@gmail.com
Phone Extension (Primary):
Name (Secondary):
Address (Secondary):

Secondary Contact Information

City, State, Zip (Secondary):
Occupation (Secondary):
Work Phone (Secondary): ex. 555-555-1234
Phone Extension (Secondary):
Home Phone (Secondary): ex. 555-555-1234
E-mail (Secondary): ex. joe@gmail.com

PLEASE PROVIDE EMERGENCY CONTACT OTHER THAN A PARENT/GUARDIAN.

Emergency Contact Name:
Emergency Contact Phone Number: ex. 555-555-1234
Emergency Contact E-mail: ex. joe@gmail.com
Emergency Contact Relation to 4-H Member:

School Information

Name of School (No Abbreviations):
Type of School:

4-H FRIENDS AND ALUMNI INFORMATION

Check if you are willing to receive direct mailed information from the Texas 4-H Friends and Alumni Association:

Certification Process

We give permission for photos or videotapes of the member to be reproduced for promotional or educational purposes.

We give permission for the member to participate in and/or complete surveys and evaluations that will be used to determine program effectiveness or to promote the program.

I, have read the statements above, and:

I, have read the statements above, and:

We understand that participation in surveys and evaluations is voluntary and that the member may choose not to participate in surveys or evaluations without any impact on his or her eligibility to participate in the 4-H program.

I, have read the statements above, and:

We understand that the member will be asked for his/her verbal assent before completing a survey or an evaluation.

I, have read the statements above, and:

I, have read the statements above, and:

We understand that failure to abide by the Commitment to Excellence, Code of Conduct, and Consequences of Misbehavior may result in loss of membership privileges.

<< Previous Continue >>

4. Complete the “Participation” screen by selecting your primary club from the drop down menu and clicking “Add Club.” Then add any additional clubs. Notice that you are on the “Clubs” tab. Click “Projects” tab when finished.
5. Select your club, project, and years in project from the drop down menu. Add any additional projects (limit 5). Click “Groups” tab when finished.
6. Select any groups that you are involved in or are interested in joining. Once complete, click the “Submit Enrollment” button.
7. Repeat the above steps to add other family members involved in 4-H. Note: Any adult members requesting enrollment will include questions regarding volunteer screening, alumni affiliation, etc.

IMPORTANT - KNOW WHAT IS GOING ON WITH YOUR ENROLLMENT!

When your enrollment is complete, an e-mail is sent to the County Extension Office for notification and approval for youth enrollment. Adult enrollments will either be sent to your Extension Office for approval, or to the Texas 4-H Youth Protection Standards Office for volunteer screening (if you are a new volunteer or it has been three years since your last screening). Once your enrollment has been reviewed/ screened the county office will approve it for membership. You will only be able to register for events after your enrollment has been reviewed and approved by an agent and a membership number has been assigned.

The status of your enrollment can be seen on the member list page at any time.

Registering a 4-H Member for an Event

After you have been approved for enrollment by your county extension agent, you will be eligible to register for 4-H events.

1. Open your Mozilla internet browser and go to <https://texas.4honline.com>.
2. Click “I have a profile” and enter your e-mail address and password. Click “Login.”
3. Logging in will bring up the “Member List” screen. At the bottom of the screen is a drop down menu with the title “Register a Member in an Event.” Select the family member you would like to enroll. Next, select the event you are registering for.

4-H Connect Tips for Families

1. Always use the free Mozilla internet browser. 4-H Connect does not function properly in Internet Explorer, Safari, Netscape, etc. Mozilla may be downloaded at www.mozilla.com.
2. Monitor the e-mail account you provided at enrollment for 4-H Connect updates from your extension agent regarding enrollment verification, necessary changes, event registration approval, volunteer screening information, etc.
3. Re-enrollment is required EVERY YEAR, beginning August 1. Go to <https://texas.4honline.com>. Log in to your 4-H Connect account, verify that your information is correct, and submit profile for review by your county extension agent. Remember to check that your address, e-mail address, phone number, age, and grade in school are accurate.
4. Do NOT use the “Back” button on your browser when within the 4-H Connect program. Use the navigation tools within 4-H Connect instead of your browser’s tools.