



Welcome to Chemung County 4-H!

New Family Enrollment

If at any point in the process you need assistance, please contact 4-H Staff! We are glad to help.

Step 1: Set up a family profile with 4honline

1. In your browser type **ny.4honline.com**
 - **Note:** there is no “www”
2. Select the “I need to set up a profile button.”
3. Select your County of 4-H participation.
4. Enter a valid **family** email address.
 - The email address entered will be the account login for the entire family. It must be valid address for you to receive 4-H information and reset your password.
5. Enter your family/household Last Name.
6. This will be the name that appears on mailing labels – “The Brown Family”, for example
7. Create and confirm a password.
8. Click Create Login.

I have a profile
 I need to setup a profile
 I forgot my password

Email:

Password:

Role:

Login

Note: Emails can only be used once. If you forgot your password, please select “I forgot my password” to reset the password.

Step 2: Add a family member

1. In the dropdown box under “Add a New Family Member”
 - For members select: **Youth**
 - Volunteers should select: **Adult**

2. Click

Note: Parents and guardians who are not volunteers should not add themselves. You will receive information and contact via your family email.

New York 4-H Youth Development [Logout](#)

Cornell University Cooperative Extension

Logged in as [Diederich](#) [Home](#) [My Member List](#)

Member List

Diederich Family [Edit Family](#)

425 Pennsylvania Ave
Elmira, NY 14904-1762
607-734-4453
sdiederich73@gmail.com
Cornell Cooperative Extension Of Chemung County [\[contact info\]](#)

Add A New Family Member

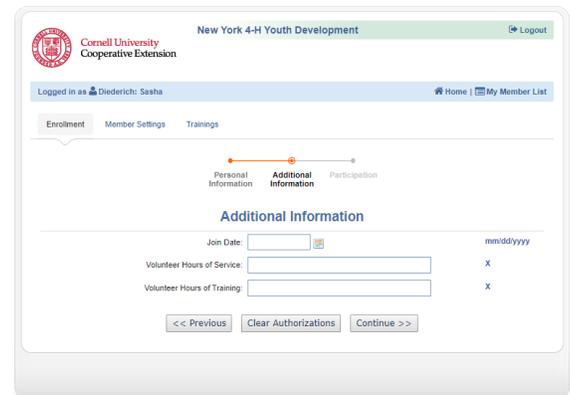
select a member type ...

Step 3: Member Information

1. Please fill in member information completely.
2. You may update the members email, but the family email will automatically be entered.
3. There is space to add a second household if needed.
4. Any time you see **4-H County** please select Chemung even if you live in a different county.
5. Select **Continue** when all information has been added.

Step 4: Additional Information

1. When you see this box and are adding a **member** please only enter **Join Date**. Then click continue.
2. If you are a **volunteer**, please use this space to enter you're estimated hours of service to 4-H and hours of training you have received as a 4-H volunteer.
3. Select Continue.

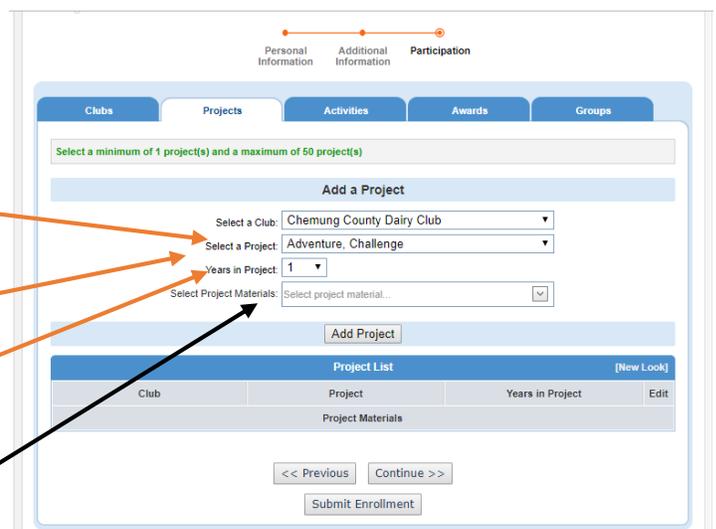


Step 5: Select a Club

1. To add a club, in the drop down box, select your primary club.
 - a. A primary club is the club you are most active in.
2. After you have selected the club, click: **Add Club** **Add Club**
3. You may add other clubs by selecting them in the drop down list and clicking add club.
4. Once you have selected the clubs you intend to participate in select **Continue >>**

Step 6: Add a Project

1. You must select at least one project to move forward. You can change this at any time if you choose not to do any of the projects you chose.
2. Select the club you will complete the project in.
3. Search the drop down menu for the project you are looking for.
4. Select the number of years the member has done the project. If this is the first year, select one.
5. You may leave the materials section empty.
6. Select **Add Project**
7. You may add as many projects as you think the member will complete. You can update this list at any time.



Step 7: Finishing adding your member

1. At this time, you may choose to enter other activities, awards and group your member is involved in. At some point, you may be asked by staff to add something based on your member's participation.
2. Once you have added all the clubs, projects, activities etc. that you wish to enter. Select **Submit Enrollment**
3. If you need to update any information at any time you can select "Previous" and you can click through the top tabs by selecting continue.
4. Once you have submitted the enrollment you will be sent back to your family page and can add another member using the same steps until all family members are added.

The screenshot shows a web interface for adding projects. At the top, there are tabs for 'Clubs', 'Projects', 'Activities', 'Awards', and 'Groups'. Below the tabs, a message reads 'Select a minimum of 1 project(s) and a maximum of 50 project(s)'. The 'Add a Project' section includes a dropdown for 'Select a Club' (set to 'Chemung County Dairy Club'), a dropdown for 'Select a Project' (set to 'Select a project...'), a dropdown for 'Years in Project' (set to '1'), and a dropdown for 'Select Project Materials' (set to 'Please select a project from above...'). An 'Add Project' button is located below these fields. Below the form is a 'Project List' table with columns for 'Club', 'Project', 'Years in Project', and 'Edit'. The table contains one entry: 'Chemung County Dairy Club', 'Animals', '1', and an 'Edit' button. At the bottom of the form, there are navigation buttons: '<< Previous', 'Continue >>', and 'Submit Enrollment'.

Note: Once you have submitted the enrollment for your member the member enters "pending status" and is NOT officially enrolled until a staff member approves the enrollment. There are final steps to complete with the office before an enrollment can be completed.

Step 8: Finishing your enrollment with office staff

1. Obtain additional required forms (available online) and return them to the CCE 4-H office.
 - Forms can be found on the homepage when you sign in to 4honline
 - On the CCE Chemung website
 - Picked up in the office
2. You must turn in:
 - Code of Conduct
 - Acknowledgement of Risk
 - Medical Form
3. You may turn the forms into the office or your 4-H Leader.
4. Once the members online enrollment is complete AND the forms are received the member will be approved in 4honline and approved for 4-H participation.

Step 8: Paying Dues

1. Dues are \$25 per member and cap at \$50 per family.
2. Families can choose to contact the office to sell Gertrude Hawk candy bars to raise dues. One box raises dues for one member.

Step 10: Attend Club meetings, stay connected and have fun!

