

## How to Create and Use a Family Profile in 4-H Online

The first step to becoming a 4-H member, volunteer, or event participant is creating a profile in the 4-H Online data management system. Maryland 4-H uses the 4-H Online system to manage all aspects of the 4-H program, including membership, projects, event registrations, and communications. **All youth and adults who participate in Maryland 4-H, including 4-H Camps, must have a 4-H Online profile.**

Creating your 4-H Online profile is easy and only takes a few minutes. 4-H Online profiles are family-based, which means every family creates a “master” profile with its own login ID and password. A member file is then created within the family profile for each family member involved in Maryland 4-H. A family profile may contain both youth and adults. When you create your family profile, you should add the following members:

- Youth family members (ages 5-18 as of January 1)
  - Youth ages 5-7 can enroll in the 4-H Cloverbuds program
  - Youth ages 8-18 can enroll in the 4-H program
  - Youth who want to register for a 4-H event that is open to non-members can create a Participant profile
- Adult family members (ages 18\* and older as of January 1)
  - Adults who have been screened and certified as UME 4-H Volunteers can re-enroll and complete their annual volunteer re-certification
  - Adults who want to become certified UME 4-H Volunteers can complete a Volunteer application as part of their first-time enrollment
  - Adults who want to register for a 4-H event that is open to non-volunteer adults can create a Participant profile.

*\*An 18-year-old family member may enroll as either a youth member or an adult volunteer, not both.*

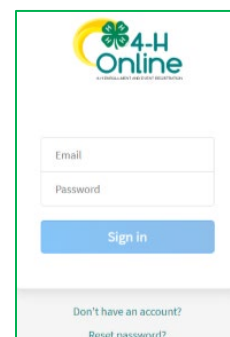
Not every Family Profile will contain all these types of members. Some profiles may contain only youth members, while others will have only adults. Some profiles may have both. Once a family profile is created, it will exist for as long as members of that profile are involved in the 4-H program. New members may be added to the family profile at any time, and members who are no longer involved in 4-H may be archived.

If someone in your family was involved in Maryland 4-H from 2015 to 2021, you likely already have a family profile in 4-H Online. Use your existing login and password to access your family profile in the new 4-H Online platform. If you need assistance locating or accessing your existing family profile, review the steps in this guide. You can also contact your local 4-H Office for assistance.

To access your existing family profile  
**OR**  
to create a new family profile, go to this site:

<https://v2.4honline.com>

Follow the instructions in the appropriate section of this guide

The image shows a screenshot of the 4-H Online login interface. At the top left is the 4-H Online logo. Below it are two input fields: 'Email' and 'Password'. A blue 'Sign in' button is positioned below the password field. At the bottom of the form, there are two links: 'Don't have an account?' and 'Reset password?'. The entire login area is enclosed in a thin green border.

## Opening an Existing Family Profile

If you already have a 4-H Online family profile, you can access it by following these steps:

1. Go to <http://v2.4honline.com>
2. Enter your email address (login) and password, then click **Sign In** to open your account

If you do not remember the password associated with your family profile, you can use the **Reset password** function at the bottom of the screen. A temporary password and instructions will be sent to the email address associated with your family account.

If you do not remember the email associated with your family profile, contact your local 4-H office. The 4-H Online Manager can confirm or change the email address in your family profile. If you change the email in your family account you will need to reset your password before logging in.

**Remember:** Your family profile must be associated with a valid email address. This will be your family profile login and you will receive 4-H Online communications at this address. It is also the email address where a password reset will be sent.

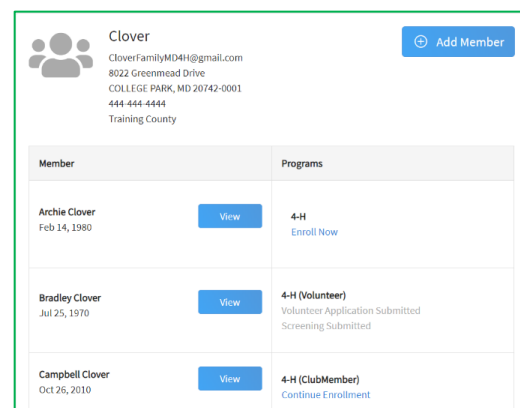


The screenshot shows the 4-H Online login interface. At the top is the 4-H Online logo. Below it is a text input field containing the email address "CloverFamilyMD4H@gmail.com". Underneath is a password input field with masked characters. A blue "Sign in" button is positioned below the password field. At the bottom of the page, there are two links: "Don't have an account?" and "Reset password?".

### 3. Review, add and enroll members.

Once you have logged in to your family profile, you may review the Member List, add new family members, and enroll new or existing family members. See **page 5** for instructions on adding a new member to your family profile.

To enroll youth members or adult volunteers, refer to the **Youth Enrollment** guide or to the appropriate **Volunteer Enrollment** guide. These family help guides can be found on the [Maryland 4-H website](#).



The screenshot shows the family profile page for "Clover". It includes contact information: "CloverFamilyMD4H@gmail.com", "8022 Greenmead Drive", "COLLEGE PARK, MD 20742-0001", "444 444 4444", and "Training County". There is an "Add Member" button. Below is a table with two columns: "Member" and "Programs".

| Member                          | Programs  |
|---------------------------------|---|
| Archie Clover<br>Feb 14, 1980   | 4-H<br>Enroll Now   |
| Bradley Clover<br>Jul 25, 1970  | 4-H (Volunteer)<br>Volunteer Application Submitted<br>Screening Submitted |
| Campbell Clover<br>Oct 26, 2010 | 4-H (ClubMember)<br>Continue Enrollment                                   |

## Creating a NEW Family Profile

Only families participating in Maryland 4-H for the first time should create a new family profile. Once created, family profiles are permanent. If you already have a 4-H Online family profile, **do not create a new one**. Contact your local 4-H office for assistance if you are not sure whether you have a family profile, or if you don't know how to access it.

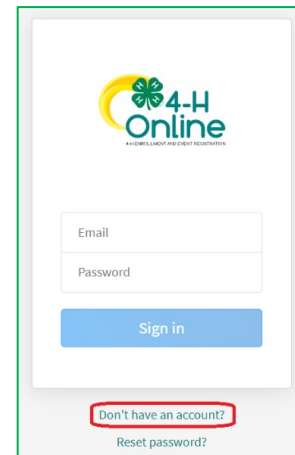
To create a **NEW** family profile in 4-H Online, follow these steps:

**1. Go to <http://v2.4honline.com>**

**2. Click **Don't have an account?** if you have **never** enrolled before using 4-H Online.**

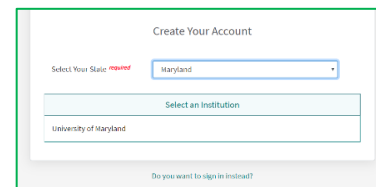
Your family profile must be associated with a **valid email address**. This will be your family profile login and you will receive 4-H Online communications at this address. It will also be the email address where a password reset will be sent if needed.

The email address you provide can only be associated with **one** family profile. If 4-H Online does not accept your email address, you may already have a 4-H Online family account. **Do not try a different email address; contact your local 4-H office for assistance**. They can tell you if you already have a family profile and help you access it, if needed.



**3. Select **Maryland** as your membership state.**

**4. Select **University of Maryland** as your Institution.**



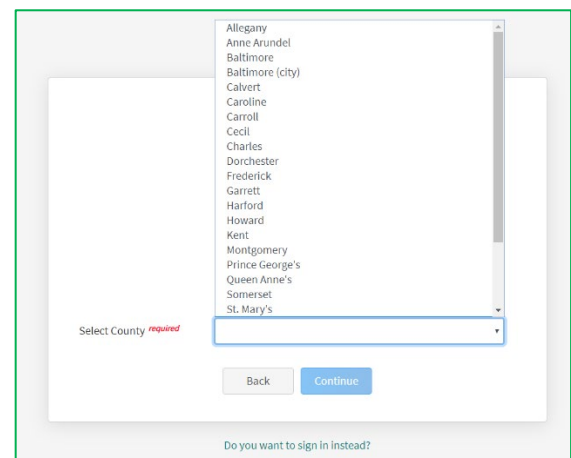
**5. Select your family county from the drop-down menu.**

When selecting your county, you are choosing the 4-H program in which all members of your family will primarily participate. This is called your **“family county.”**

Families are generally expected to participate in 4-H in the county in which they reside. However, they can participate in a different county with 4-H program approval. A family can select only **ONE** family county for 4-H membership purposes.

If you would like to participate in 4-H in a different county from where you live, contact your local 4-H office. They can help you obtain approval to enroll in a different county's 4-H program.

Families wishing to participate in the Baltimore City 4-H program will find Baltimore City listed as a “county” in the dropdown menu.



### 6. Complete your family's information.

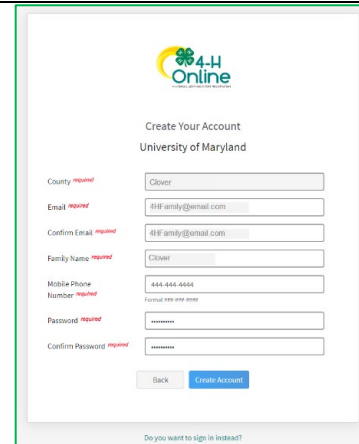
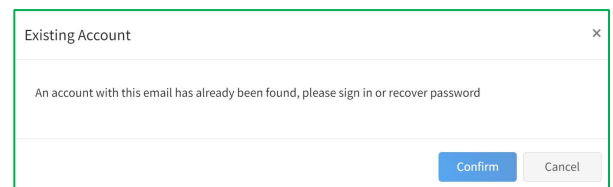
Fields marked **required** must be completed to move to the next screen.

**Remember:** Your family information must be associated with a valid email address. This will be your family profile login and you will receive 4-H communications at this address. It will also be the email where your password reset will be sent, if necessary.

Click **Create Account**.

An email account can only be associated with one family profile. If you enter an email address that is already associated with a 4-H Online profile, you will see this error message. Click the **Confirm** button to return to the login screen and try to log in using the email address. You can reset the password if necessary.

See instructions for logging into an existing 4-H Online account on **page 2** of this guide.

### 7. Verify your address.

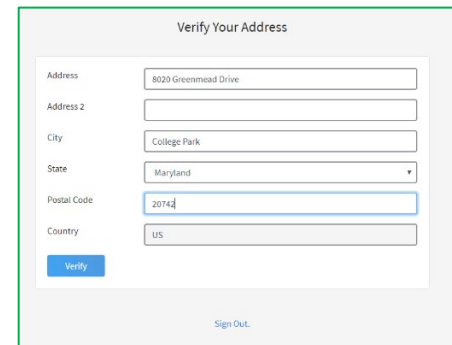
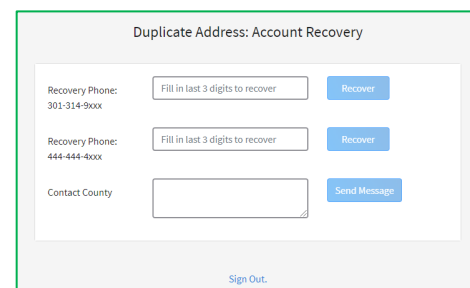
Enter your family's U.S. Postal Service (USPS) mailing address information and click **Verify**. The verification process may require you to select an appropriate USPS format.

If you live in a multiple-family dwelling such as an apartment building, be sure to enter your unit number or other identifying details on the second address line.

If there is already another family profile in 4-H Online with a matching address, you may see a **Duplicate Address** notice.

Use your browser's **Back** button to return to the previous screen. Double-check the address you entered and try again. Be sure you have included the full USPS address and a unit/apartment number, if that is part of your address. If you receive the Duplicate Address message again, contact your local 4-H office for assistance.

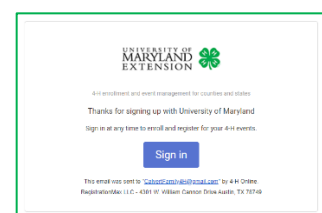
**NOTE:** You may send a message through the **Contact County** field, but it is recommended you directly contact your local 4-H office for prompt assistance.

### 8. Family profile confirmation.

After the address is verified, your family profile has been created! You will receive an email confirming your family profile.


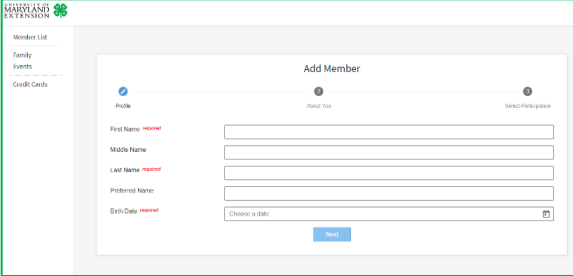
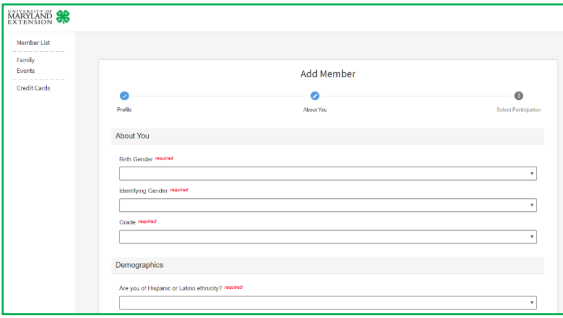
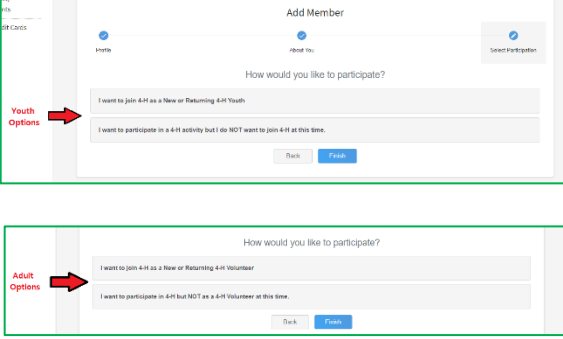
The next screen you see will allow you to add a member to your new family profile.



## Adding a Member to a Family Profile

Family profiles contain individual records for each youth or adult family member who participates in 4-H. These records are called Member profiles. When creating a new family profile, you will automatically be asked to add the first family member. To add additional family members, click the blue **Add Member** button at the top of the Member List. Each family member should have only **ONE** Member profile. **Do not create more than one Member profile for each individual.**

To create a Member profile, follow these steps:

|  |  |
|--|--|
| <p><b>1. Initiate a new member profile.</b></p> <p>If you just created a new family profile, you will automatically be prompted to add the first family member. If you are adding another member, click the <b>Add Member</b> button at the top of the family Member List.</p>   |    |
| <p><b>2. Enter the member's identifying information.</b></p> <p>The member's name and date of birth are required.</p> <p>When you click <b>Next</b>, 4-H Online will determine based on the member's date of birth whether they are eligible to enroll as a Cloverbud, Youth, or Adult.</p>  |   |
| <p><b>3. Answer questions about the member</b></p> <p>Provide information for the member's profile. All <b>required</b> questions must have a response before you will be able to move to the next step. When all information is complete, click <b>Next</b> to proceed.</p> <p><b>NOTE:</b> As a federally-funded program, Maryland 4-H is required to collect information about program members' race, ethnicity, gender, and residence.</p>   |  |
| <p><b>4. Select member's program participation.</b></p> <ul style="list-style-type: none"> <li>If the member wants to enroll in 4-H as a youth member or adult volunteer, click the appropriate "I want to join 4-H" statement.</li> <li>If the member is creating a profile only to register for a 4-H event that is open to non-members, click the appropriate "I want to participate but NOT join 4-H" statement.</li> </ul> <p>Click <b>Finish</b> to create the member profile.</p> |  |

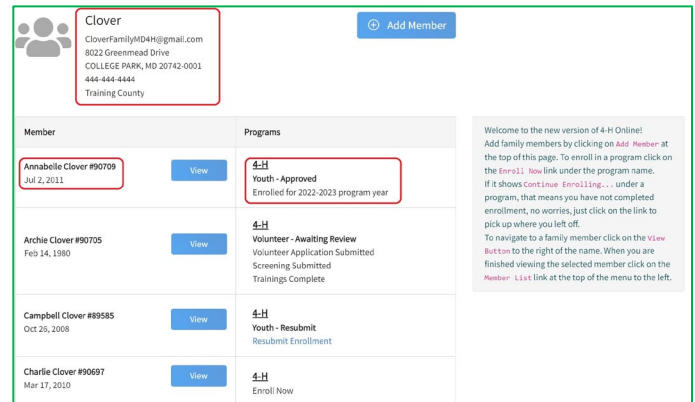
## Your Family Profile

Each time you log in to your family profile in 4-H Online, your **Member List** will open as the home page. The Member List displays all family members for whom a member profile has been created and their current year's enrollment status. In addition to the Member List, your family profile contains family details, events, saved payment card information, login history, and email history.

### 1. Member List

The member list shows each member record that has been added to your family profile. You can see:

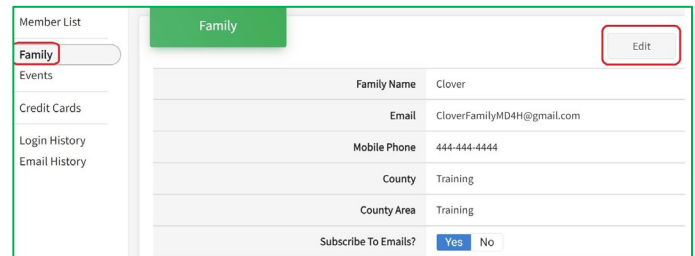
- Family's email, address, phone, and county
- Each Member's name and DOB
- 4-H Member type
  - Club Member (youth 8-18)
  - Cloverbud (youth 5-7)
  - Volunteer (adult 18+)
  - Participant (adult or youth)
- Member enrollment status
- Volunteer screening status
- Payment due notice if applicable



### 2. Family Information

You can view the information contained in your family profile. You can change or update your email, phone, and address by clicking the **Edit** Button.

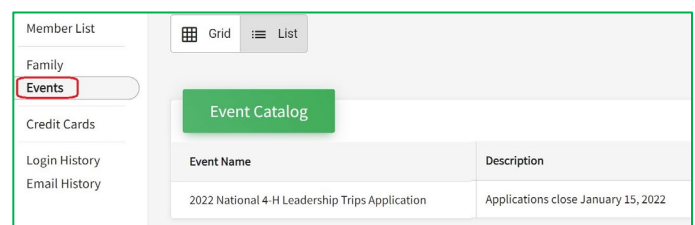
The county associated with your family profile can only be changed by a 4-H Online Manager. If you want to change your family county, contact your local 4-H Office for instructions.



### 3. Events

You can view events that are open for registration to eligible family members. Events are also viewable on the Member List page.

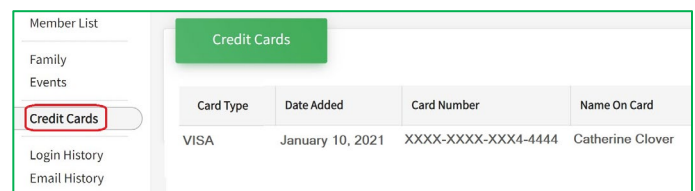
See the **Event Registration** guide for information on how to register for a 4-H event.



### 4. Credit Cards

The credit/debit card(s) you enter pay for 4-H Online transactions are listed in the family profile. The card number is not saved in 4-H Online; only identifying information is retained. You can modify or delete card records by clicking on the card type.

**Only a family member can view or edit card information; it cannot be accessed by 4-H Online Managers.**



### 5. Login History

You can view your family profile login history. 4-H Online Managers can also view this information.

| Member List   |                            |               |         |       |  |
|---------------|----------------------------|---------------|---------|-------|--|
| Login History |                            |               |         |       |  |
| Date          | Email                      | IP Address    | Status  | Type  |  |
| 1/14/2022     | CloverFamilyMD4H@gmail.com | 129.2.180.182 | Success | Login |  |
| 1/13/2022     | CloverFamilyMD4H@gmail.com | 129.2.180.182 | Success | Login |  |
| 1/12/2022     | CloverFamilyMD4H@gmail.com | 73.87.168.227 | Success | Login |  |

### 6. Email History

This section displays a list of all 4-H Online system emails that were sent to your family or a family member.

| Member List                |                      |        |                |  |  |
|----------------------------|----------------------|--------|----------------|--|--|
| Email History              |                      |        |                |  |  |
| Address                    | Type                 | Status | Processed Date | Subject  |  |
| cloverfamilymd4h@gmail.com | Broadcast            | Sent   | 1/14/2022      | 2022 Enrollment is OPEN!   |  |
| aleclover@4mail.ccc        | Screening Sent Back  | Failed | 1/10/2022      | Your 4-H Online volunteer screening needs to be updated            |  |
| CloverFamilyMD4H@gmail.com | Enrollment Sent Back | Sent   | 1/10/2022      | Your 4-H Online enrollment has been sent back for your review      |  |
| aleclover@4mail.ccc        | Screening Sent Back  | Failed | 1/10/2022      | Your 4-H Online volunteer screening needs to be updated            |  |
| cloverfamilymd4h@gmail.com | Broadcast            | Sent   | 1/10/2022      | Northeast Volunteer Connections- 2022- Come join the conversation! |  |
| CloverFamilyMD4H@gmail.com | Enrollment Approved  | Sent   | 1/7/2022       | Your 4-H Online enrollment has been approved                       |  |
| CloverFamilyMD4H@gmail.com | Enrollment Approved  | Sent   | 1/7/2022       | Your 4-H Online enrollment has been approved                       |  |
| CloverFamilyMD4H@gmail.com | Enrollment Sent Back | Sent   | 1/6/2022       | Your 4-H Online enrollment has been sent back for your review      |  |
| cloverfamilymd4h@gmail.com | Broadcast            | Sent   | 12/21/2021     | A Holiday Message  |  |
| cloverfamilymd4h@gmail.com | Broadcast            | Sent   | 12/20/2021     | Update from the State 4-H Program Leader                           |  |