https://v2.4honline.com/

FAMILY GUIDE

Family Profiles in 4HOnline 2.0

The first step to becoming a 4-H member, participant or volunteer is creating a profile in the 4HOnline 2.0 data management system. North Carolina 4-H uses the 4HOnline system to manage 4-H membership, events, projects, activities, and communications. All youth and adults who participate in North Carolina 4-H must have a 4HOnline profile. **Virtual programs participants may not be required to register in 4-HOnline. Local 4-H Programs establish those requirements re: COVID-19 policies and procedures.*

4HOnline 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 North Carolina 4-H. A family profile may contain both youth and adult volunteers.

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 active in North Carolina 4-H from 2017 to 2019, it's likely you already have a family profile in 4HOnline.

Use your existing login and password to access your family profile in 4HOnline. If you need assistance accessing your existing family profile, review the steps in this guide. If necessary, contact your local county Extension office for assistance.

LOCATE OR CREATE A FAMILY PROFILE

Follow these steps to login to the family profile or to create a new profile:

RETURNING FAMILY

- To access an existing family profile, visit https://v2.4honline.com
- Type in the email and password and sign in

NEW FAMILY

- If the family does not have a profile, visit https://v2.4honline.com
- Click the "Don't have an account?" link

See Opening An Existing Family Profile

See Creating a NEW Family Profile

North Carolina State University and North Carolina A&T State University commit themselves to positive action to secure equal opportunity regardless of race, color, creed, national origin, religion, sex, age, disability. In addition, the two Universities welcome all persons without regard to sexual orientation. North Carolina State University, North Carolina A&T State University, U.S. Department of Agriculture and local governments cooperating.

Opening an Existing Family Profile

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

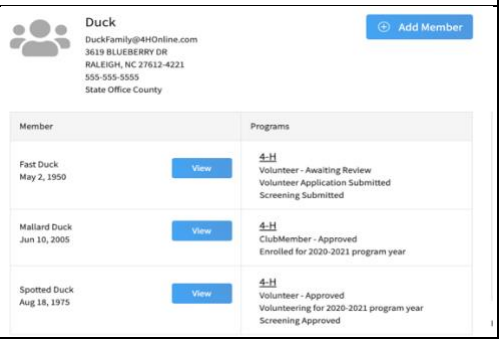
1. Go to https://v2.4honline.com
2. Enter your email address (login) and password, then click "**Sign In"** to open your account

Note: 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 local 4-H office can confirm or change the email address in your family profile. If the county 4HOnline Manager changes the email associated with 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 login and you will receive communications at this address. It is also the email address where a password reset will be sent.

Once you have logged in to your family profile, you may review the Member List, add new family Members, and complete 4-H enrollment and registration actions.



Creating a NEW Family Profile

Only families participating in North Carolina 4-H for the first time should create a NEW family profile. Once created, family profiles are permanent. If you already have a 4HOnline 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 need assistance accessing it. To create a **NEW** family profile in 4HOnline, follow these steps:

1. Go to https://v2.4honline.com

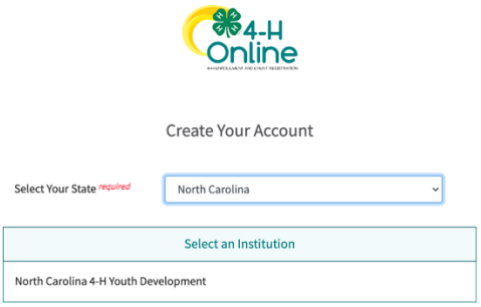
2. Click "**Don't have an account?"** if you have **never** enrolled in 4-H before using 4HOnline.

Note: Your family profile must be associated with a valid email address. This will be your login and you will receive communications to 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 4HOnline does not accept your email address, you may already have a 4HOnline family account. Contact your local Extension office for assistance.

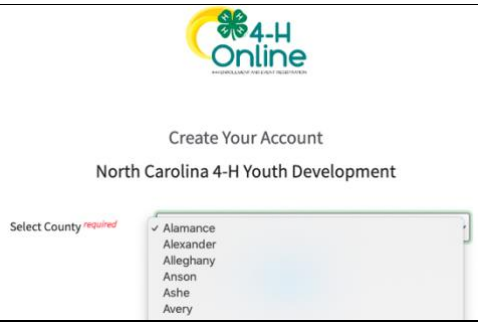
3. Select **"North Carolina"** from the drop-down menu

4. Select **"North Carolina 4-H and Youth Development"** for the Institution



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

Note: When selecting your county, you are choosing the 4-H program in which your family will participate. Click **"Continue."**

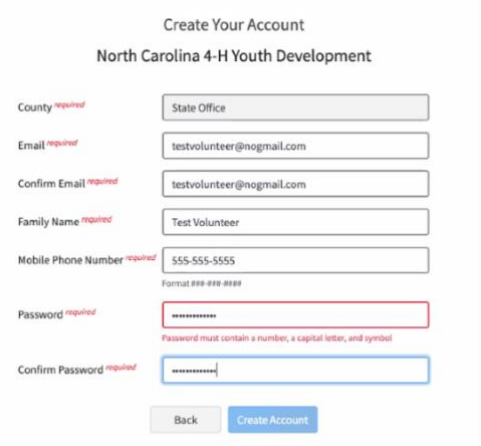


6. Complete your family's information. Required fields are marked in **red** and must be completed to move to the next screen. If you have mistakenly chosen the wrong county just hit the back button to adjust it before moving on to the next screen.

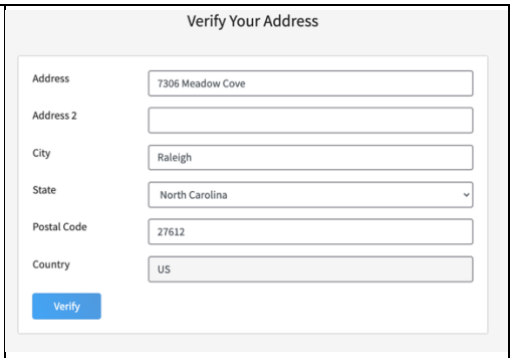
Remember: Your family information must be associated with a valid email address. This will be your login and you will receive 4-H communications at this address. It will also be the email where your password reset will be sent, if necessary.

Click the **"Create Account"** button

Note: An email account can only be associated with one family profile. If you enter an email address that is already associated with a 4HOnline profile, you will see an existing family profile message. Click the "**Confirm"** button and continue to log in to the existing account. See instructions for logging into an existing family account.



7. Enter your family's address information and click "**Verify.**" The verification process may require you to select an appropriate USPS format.



If there is already another record in 4HOnline with a matching address, you may see this Duplicate Address screen:

Use the browser "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, choose an account recovery method and contact your local 4-H office for assistance.

After the address is verified, your family profile has been created! You will receive an email confirming your family profile. The next screen will allow you to add the first member to your family.

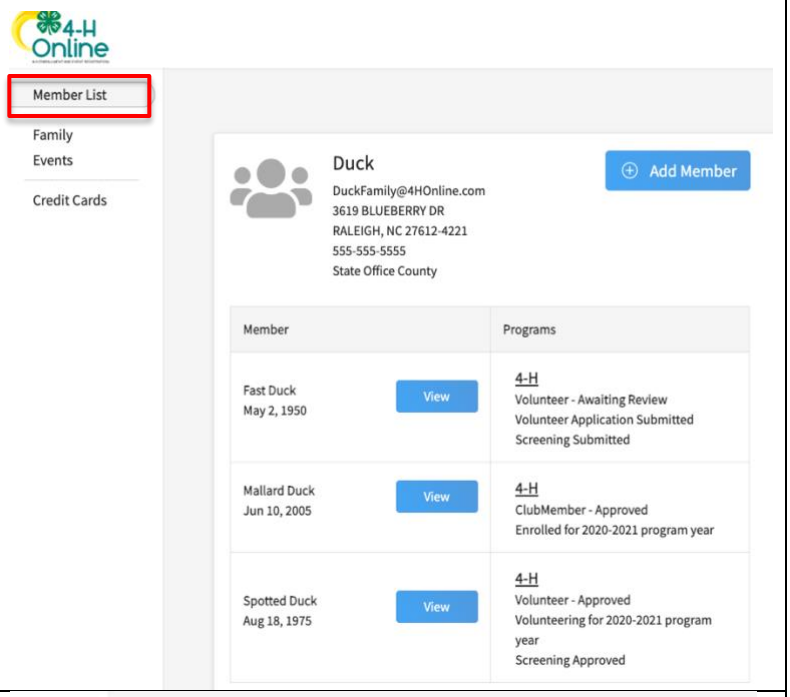
Family Profile Management

Each time you log in to your family profile in 4HOnline, your Member List will open as the home page. The Member List displays all family members for whom a Member record has been created. In addition to the Member List, your family profile contains family details, events, and saved credit card information.

Member List

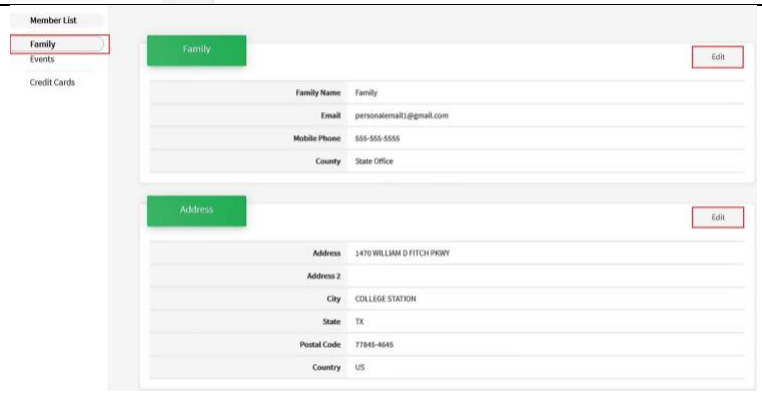
Your member list shows each member record that has been added to your family profile. You can see:

- Member's name and DOB
- 4-H Member Type
  - Club Member
  - Participant
  - Volunteer/Adult
- Status of Enrollment (
  - Enrolled
  - Approved
  - Submitted
  - Awaiting Review
  - Etc.



Family Information

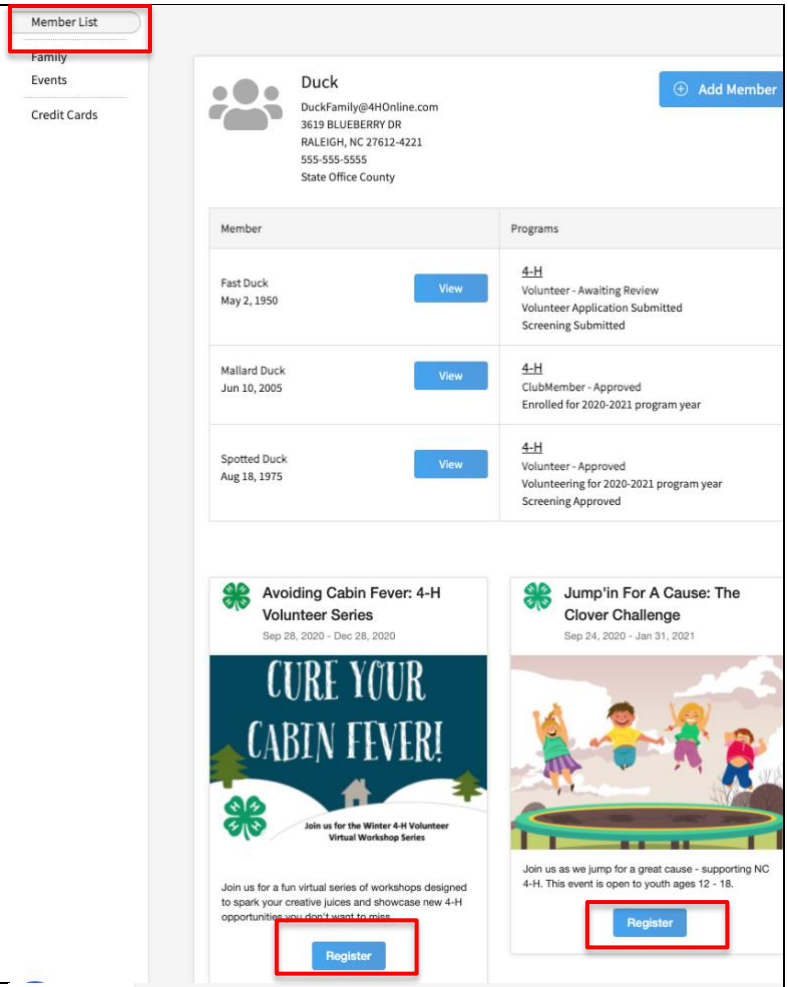
You can view the information contained in your family profile. You can change or update email, phone, and address by clicking the **"Edit"** Button.



The county associated with your family's profile can only be changed by the State 4-H Office. If you want to change your county affiliation, contact Dr. Mitzi Downing, Assistant State 4-H Program Leader & 4-HOnline Coordinator at mitzi_downing@ncsu.edu

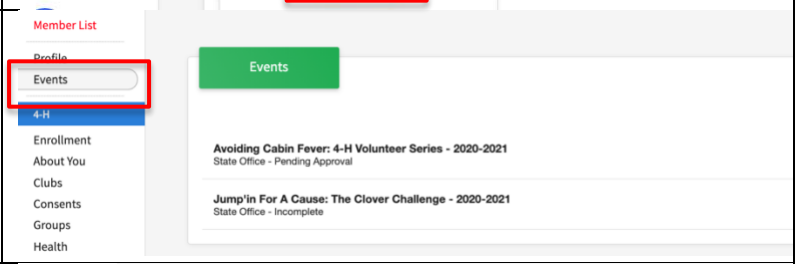
Register for Events

You can view events that are open for registration to members of your family on the "Member List" Tab. To register for an event, click on the event name, select the Member who wishes to attend, click the **"Register"** button, then follow the instructions.



Events

You can check event registration statuses. To review your registrations click on the "Event" button.



Track Volunteer Hours

Volunteers can add and track their own volunteer efforts in 4-HOnline 2.0. To add volunteer hours click on "Hours," and then "Add Hours." Add the volunteer experience, date, mileage, etc.