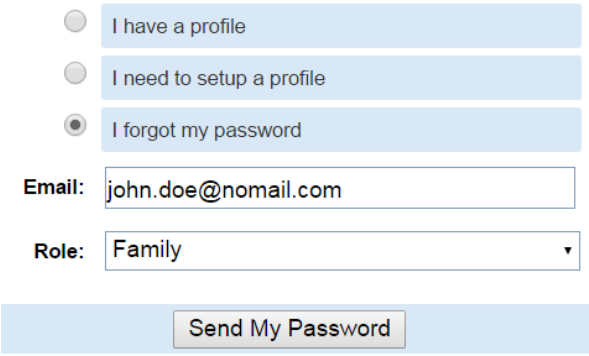
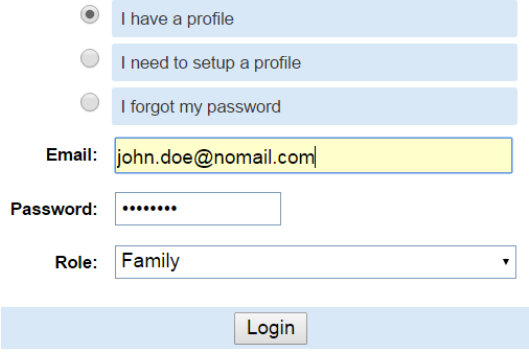

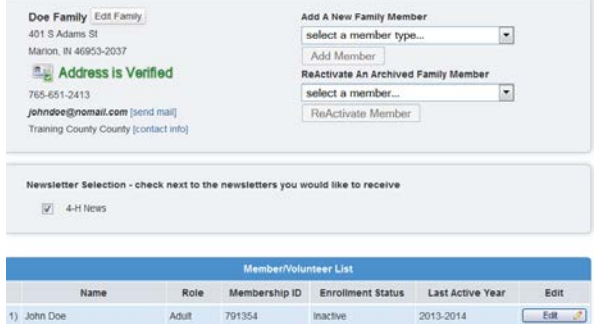
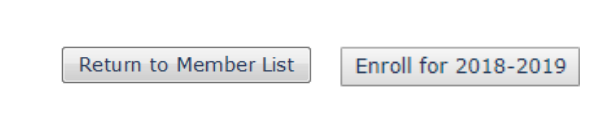
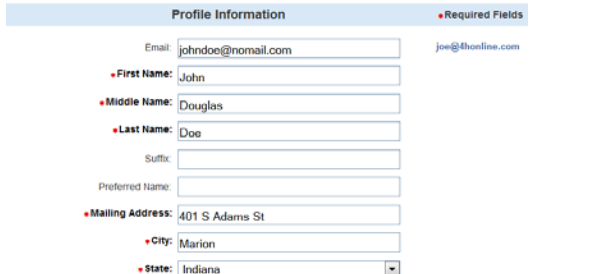

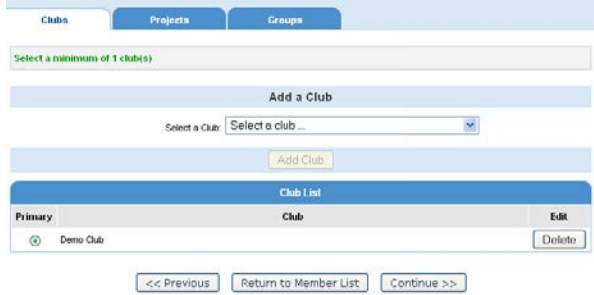
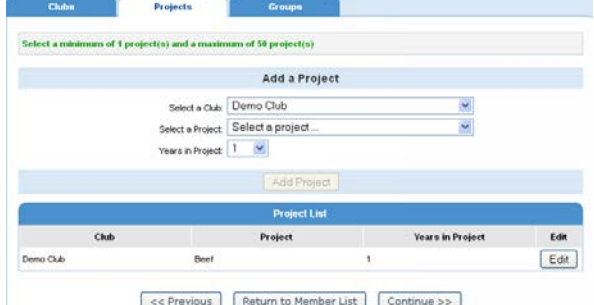


## Re-Enrolling through 4HOnline

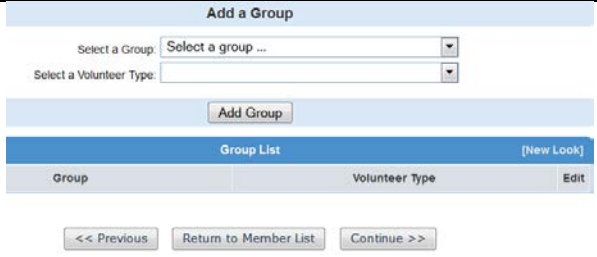
For families with an existing 4HOnline account

<ol style="list-style-type: none"> <li>Go to the Indiana 4HOnline login page located at <a href="http://in.4honline.com">http://in.4honline.com</a>. ** Please use Firefox, Google Chrome, or Safari as your internet browser when logging into 4HOnline.</li> <li>If you have logged in to your 4HOnline account before and remember your password, log in to your account and skip to step #13.</li> <li>If you have never logged in to your 4HOnline account before (in many cases where a County 4-H Office added the initial enrollment record), contact your County 4-H Office to obtain the email address that is on file for your account. If you do not have an email address on file, contact the County 4-H Office to add the email address to your account.</li> <li>Enter your email address and select "I forgot my password."</li> <li>Select Family as your role.</li> <li>Click Send My Password.</li> </ol>	
<ol style="list-style-type: none"> <li>Check your email account for your temporary password.</li> <li>Once you receive your password, select I have a profile.</li> <li>Enter the temporary password from the email message to the login page.</li> <li>Click Login.</li> </ol>	
<ol style="list-style-type: none"> <li>Once you log in, you will be prompted to create a new password. Enter a new password that you will remember.</li> <li>Click Continue to go to your Family Member List.</li> </ol>	

## Online Re-enrollment Instructions

<p>13. The Member List will show all of the youth members and adult volunteers in your family who were enrolled in the previous year.</p> <p>14. Click “Edit” next to the Inactive member you would like to re-enroll.</p> <p>15. To update your family information, click Edit Family.</p>	 <p>The screenshot shows the 'Doe Family' profile with contact information and an 'Address is Verified' badge. It includes an 'Add A New Family Member' section with a dropdown menu and an 'Add Member' button. Below that is a 'ReActivate An Archived Family Member' section with a dropdown menu and a 'ReActivate Member' button. A 'Newsletter Selection' section has a checked box for '4-H News'. At the bottom is a 'Member/Volunteer List' table:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Role</th> <th>Membership ID</th> <th>Enrollment Status</th> <th>Last Active Year</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>1) John Doe</td> <td>Adult</td> <td>791354</td> <td>Inactive</td> <td>2013-2014</td> <td><a href="#">Edit</a></td> </tr> </tbody> </table>	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit	1) John Doe	Adult	791354	Inactive	2013-2014	<a href="#">Edit</a>
Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit								
1) John Doe	Adult	791354	Inactive	2013-2014	<a href="#">Edit</a>								
<p>16. Scroll to the bottom of the record review page and click Enroll for 2019 - 2020.</p>	 <p>The screenshot shows two buttons: 'Return to Member List' and 'Enroll for 2018-2019'.</p>												
<p>17. Update any personal information and Click Continue at the bottom of the page.</p>	 <p>The screenshot shows the 'Profile Information' form with fields for Email, First Name, Middle Name, Last Name, Suffix, Preferred Name, Mailing Address, City, and State. Required fields are marked with a red asterisk. The 'State' dropdown is set to 'Indiana'.</p>												
<p>18. Read the Additional Information carefully.</p> <p>19. Mark the check box and/or sign each section. This section will be locked for editing after the enrollment has been submitted.</p> <p>20. Click Continue.</p>	 <p>The screenshot shows the 'Required Digital Signatures' section. It includes a checkbox for 'We have read and completed all required sections above.' and two signature lines for 'Member Signature' and 'Parent/Guardian Signature', both marked as 'REQUIRED'.</p>												
<p>21. Review and edit your Clubs if necessary. Only Clubs in which the member will participate during the current program year should be listed.</p> <p>Click Continue.</p>	 <p>The screenshot shows the 'Clubs' section with an 'Add a Club' form and a 'Club List' table. The 'Add a Club' form has a dropdown for 'Select a Club' and an 'Add Club' button. The 'Club List' table is as follows:</p> <table border="1"> <thead> <tr> <th>Primary</th> <th>Club</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Demo Club</td> <td><a href="#">Delete</a></td> </tr> </tbody> </table>	Primary	Club	Edit	<input checked="" type="checkbox"/>	Demo Club	<a href="#">Delete</a>						
Primary	Club	Edit											
<input checked="" type="checkbox"/>	Demo Club	<a href="#">Delete</a>											
<p>22. Review and edit projects as needed. Click Continue.</p> <p>23. NOTE: Only projects in which the member will participate in during the year should be listed in the Projects tab. Previous year projects will remain on the Member’s enrollment history. Remove any projects listed in which the member will no longer participate.</p>	 <p>The screenshot shows the 'Projects' section with an 'Add a Project' form and a 'Project List' table. The 'Add a Project' form has dropdowns for 'Select a Club' (set to 'Demo Club'), 'Select a Project', and 'Years in Project' (set to '1'), and an 'Add Project' button. The 'Project List' table is as follows:</p> <table border="1"> <thead> <tr> <th>Club</th> <th>Project</th> <th>Years in Project</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Demo Club</td> <td>Beef</td> <td>1</td> <td><a href="#">Edit</a></td> </tr> </tbody> </table>	Club	Project	Years in Project	Edit	Demo Club	Beef	1	<a href="#">Edit</a>				
Club	Project	Years in Project	Edit										
Demo Club	Beef	1	<a href="#">Edit</a>										

## Online Re-enrollment Instructions

<p>24. Groups is optional. Add any Groups in which the member will participate during the current program year. Click Continue.</p>	
<p>25. An individual invoice is created for every Youth member and Adult Volunteer. Enrollment is not complete until the enrollment is submitted <b>AND</b> payment of any applicable fees is received. Click Continue to view your invoice, select a payment method, confirm payment and submit your enrollment.</p> <p>26. You will receive email notification that your enrollment has been submitted.</p> <p>27. You will receive a second email notification when the County has reviewed and accepted your enrollment.</p>	
<p><b>TIPS:</b></p> <ul style="list-style-type: none"> <li>• After your initial login, you will see the Families Home Page when you first log in.</li> <li>• The Announcements and Newsletters section is where your County can post Newsletters, Announcements and other important documents for you to view.</li> <li>• To access your member list, click “Continue to Family.”</li> <li>• If you would like to change your password at any time after your initial login, click “Change Password.”</li> <li>• If you forget your password, please select “I forgot my password” from the login page. County and State offices do not have access to Family passwords.</li> <li>• If, at any point, you would like to return to your start page, click on “Home.”</li> <li>• To return to your member list from any page, click on “My Member List.”</li> <li>• For quick navigation between the member enrollment pages, simply click on the page title under the navigation bar.</li> </ul>	