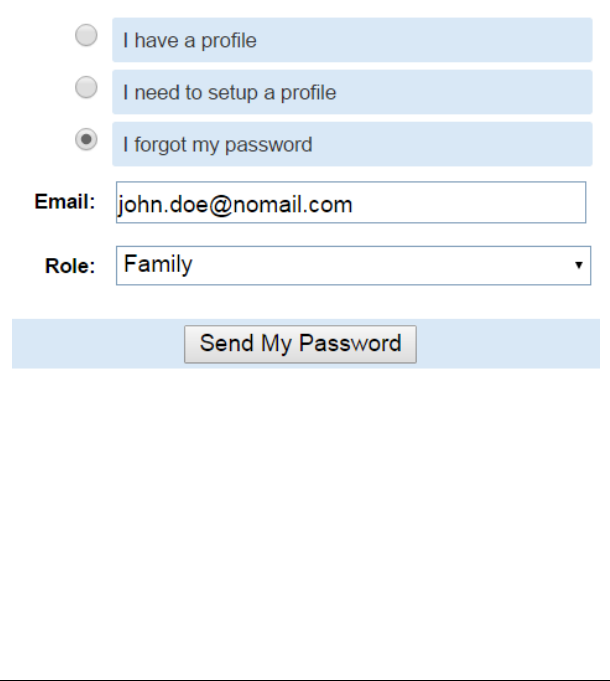
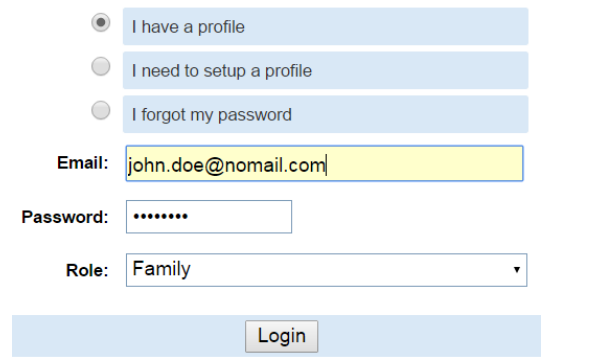
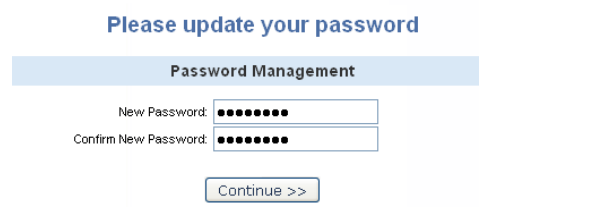
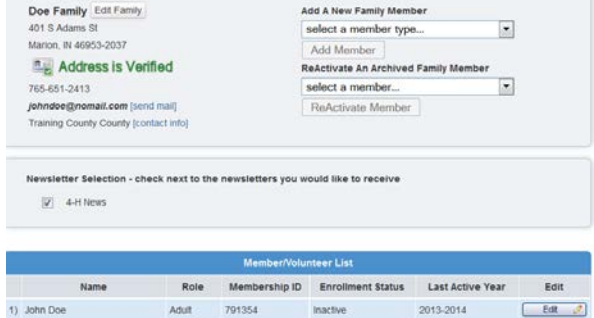
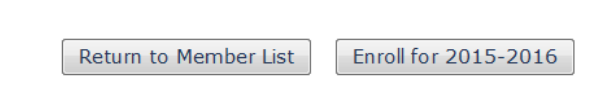
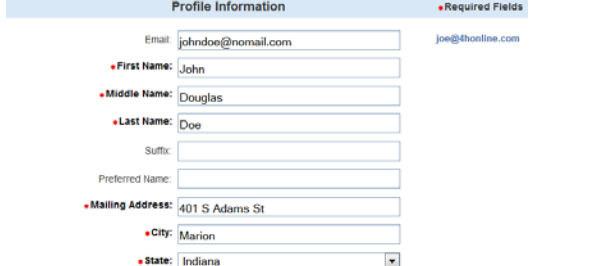

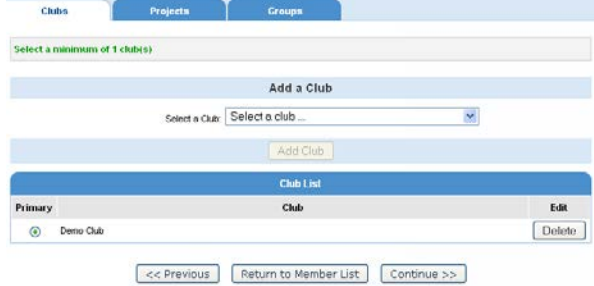
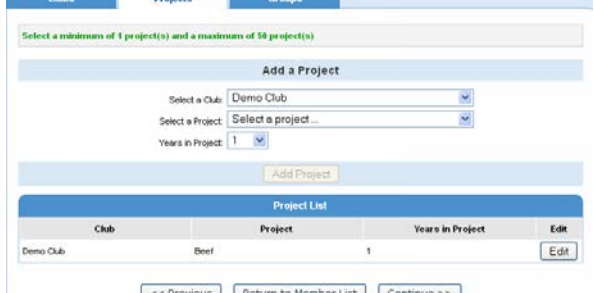


Re-Enrolling through 4HOnline

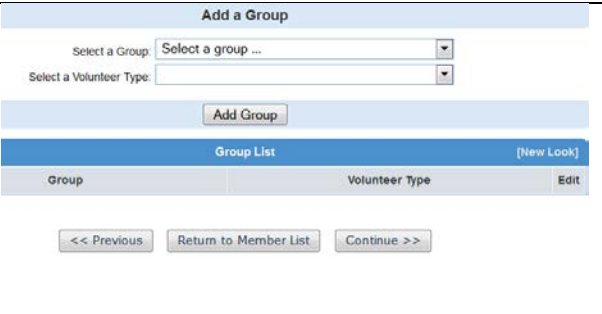
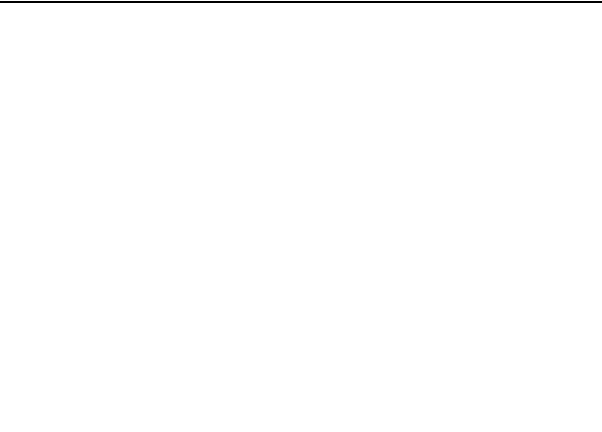
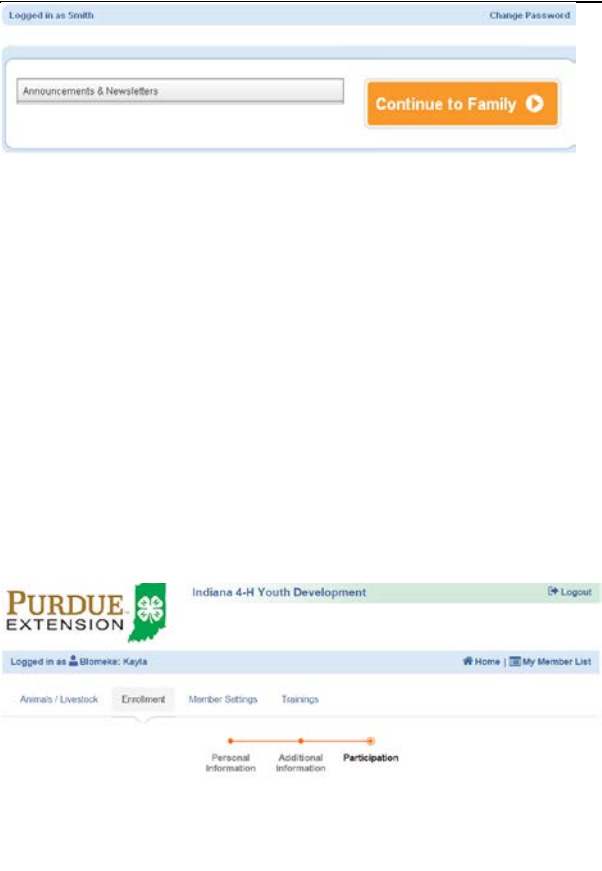
For families with an existing 4HOnline account

<ol style="list-style-type: none"> Go to the Indiana 4HOnline login page located at http://in.4honline.com. ** Please use Firefox, Google Chrome, or Safari as your internet browser when logging into 4HOnline. If you have logged in to your 4HOnline account before and remember your password, log in to your account and skip to step #13. 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. Enter your email address and select "I forgot my password." Select Family as your role. Click Send My Password. 	
<ol style="list-style-type: none"> Check your email account for your temporary password. Once you receive your password, select I have a profile. Enter the temporary password from the email message to the login page. Click Login. 	
<ol style="list-style-type: none"> Once you log in, you will be prompted to create a new password. Enter a new password that you will remember. Click Continue to go to your Family Member List. 	

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>Doe Family Edit Family</p> <p>401 S Adams St Marion, IN 46953-2037</p> <p>Address is Verified</p> <p>765-651-2413 johndoe@nomain.com [send mail] Training County County [contact info]</p> <p>Add A New Family Member select a member type... Add Member</p> <p>ReActivate An Archived Family Member select a member... ReActivate Member</p> <p>Newsletter Selection - check next to the newsletters you would like to receive <input checked="" type="checkbox"/> 4-H News</p> <table border="1"> <thead> <tr> <th colspan="6">Member/Volunteer List</th> </tr> <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>Edit</td> </tr> </tbody> </table>	Member/Volunteer List						Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit	1) John Doe	Adult	791354	Inactive	2013-2014	Edit
Member/Volunteer List																			
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1) John Doe	Adult	791354	Inactive	2013-2014	Edit														
<p>16. Scroll to the bottom of the record review page and click Enroll for 2015 - 2016.</p>	 <p>Return to Member List Enroll for 2015-2016</p>																		
<p>17. Update any personal information and Click Continue at the bottom of the page.</p>	 <p>Profile Information *Required Fields</p> <p>Email: johndoe@nomain.com joe@4honline.com</p> <p>First Name: John</p> <p>Middle Name: Douglas</p> <p>Last Name: Doe</p> <p>Suffix: <input type="text"/></p> <p>Preferred Name: <input type="text"/></p> <p>Mailing Address: 401 S Adams St</p> <p>City: Marion</p> <p>State: 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>Required Digital Signatures</p> <p>We have read and completed all required sections above. <input type="checkbox"/> REQUIRED</p> <p>Member Signature <input type="text"/> REQUIRED</p> <p>Parent/Guardian Signature <input type="text"/> REQUIRED</p> <p><< Previous Continue >></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>Clubs Projects Groups</p> <p>Select a minimum of 1 club(s)</p> <p>Add a Club</p> <p>Select a Club: <input type="text"/> <input type="button" value="Add Club"/></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>Delete</td> </tr> </tbody> </table> <p><< Previous Return to Member List Continue >></p>	Primary	Club	Edit	<input checked="" type="checkbox"/>	Demo Club	Delete												
Primary	Club	Edit																	
<input checked="" type="checkbox"/>	Demo Club	Delete																	
<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>Clubs Projects Groups</p> <p>Select a minimum of 1 project(s) and a maximum of 50 project(s)</p> <p>Add a Project</p> <p>Select a Club: Demo Club</p> <p>Select a Project: <input type="text"/></p> <p>Years in Project: 1 <input type="button" value="Add Project"/></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>Edit</td> </tr> </tbody> </table> <p><< Previous Return to Member List Continue >></p>	Club	Project	Years in Project	Edit	Demo Club	Beef	1	Edit										
Club	Project	Years in Project	Edit																
Demo Club	Beef	1	Edit																

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>The screenshot shows a web form titled "Add a Group". It has two dropdown menus: "Select a Group:" with the text "Select a group ..." and "Select a Volunteer Type:". Below the dropdowns is an "Add Group" button. Underneath is a "Group List" section with a "[New Look]" link. The list has columns for "Group", "Volunteer Type", and "Edit". At the bottom are three buttons: "<< Previous", "Return to Member List", and "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 AND 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>This section of the table is empty, indicating that the corresponding screenshots for steps 25, 26, and 27 are not provided in this document.</p>
<p>TIPS:</p> <ul style="list-style-type: none"> • After your initial login, you will see the Families Home Page when you first log in. • The Announcements and Newsletters section is where your County can post Newsletters, Announcements and other important documents for you to view. • To access your member list, click "Continue to Family." • If you would like to change your password at any time after your initial login, click "Change Password." • 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. • If, at any point, you would like to return to your start page, click on "Home." • To return to your member list from any page, click on "My Member List." • For quick navigation between the member enrollment pages, simply click on the page title under the navigation bar. 	 <p>The screenshot shows a user dashboard. At the top, it says "Logged in as Smith" and "Change Password". Below is a section for "Announcements & Newsletters" with a "Continue to Family" button. The main header includes the "PURDUE EXTENSION" logo, "Indiana 4-H Youth Development", and a "Logout" link. Below the header, it says "Logged in as Blomeke, Kayla" and "Home My Member List". A navigation bar contains "Animals / Livestock", "Enrollment", "Member Settings", and "Trainings". At the bottom, there is a progress indicator with three steps: "Personal Information", "Additional Information", and "Participation".</p>