North Carolina 4HOnline 2.0
Family Enrollment Quick Tips

NEW FAMILY

1	2	3	
		YOUTH	**ADULT VOLUNTEER**
Select to create a new profile. Setup only one family profile per household.	Enter one enrollment profile at a time. The "Next" button will take you through each screen.	Data will be autosaved if you need to exit the program before submission. Review enrollment. Click "Back" to make corrections.	Data will be autosaved if you need to exit the program before submission. Review enrollment. Click "Back" to make corrections.
Enter an e-mail address that is checked often. This will be one of the main ways you'll receive communication.	Youth select at least one club and project. Adult's select volunteer type, *clubs and *projects (if applicable).	Once a youth profile is submitted the status changes to "Pending."	Adult volunteer completes Screening process (4-HOnline & NCSU) and Required trainings.
Create a password that you'll remember. Passwords can be re-set if needed.	Enter information in all of the required fields. Youth Birthdate determines eligibility.	Local county office reviews and approves profiles. Profiles can be sent back for revision if necessary.	Status changes to pending. Local county office submits background screening request. Profiles can be sent back for revision if necessary.
Complete all family information.	Complete Health and Consents Screens.	Status changes to "Approved" after review and approval.\nEmail notifications will be sent as your status updates.	Status changes to "Approved" after screening is approved and trainings completed.\nEmail notifications will be sent as your status updates.
Contact your local 4-H program to learn more about the 4-H Clubs in your area.			

RETURNING FAMILY

1	2	3	
		YOUTH	**ADULT VOLUNTEER**
Login with the family email address and password.	Click "Enroll" next to the member's name.	Review Enrollment.\nClick "Back" to make corrections.\nClick "Submit."	Review Enrollment.\nClick "Back" to make corrections.\nClick "Submit."
Contact the local 4-H office for password assistance or click Reset Password link.	You can only enroll one member at a time.	Status changes to "Pending." Local county office reviews and approves.	Adult volunteer completes Screening process and required trainings (if applicable).
Please Do NOT Create A New Family Profile. ☹	Click through each screen to update. For 2021, you will need to update your 4-H club(s).	Local county office reviews and approves profiles. Profiles can be sent back for revision if necessary.	Status changes to "Pending." Local county office submits background screening request. Profiles can be sent back for revision if necessary.
Review, complete and update family information.	Complete Health and Consents Screens.	Status changes to "Approved" after review and approval.\nEmail notifications will be sent as your status updates.	Status changes to "Approved" after screening is approved and trainings completed.\nEmail notifications will be sent as your status updates.
If the family has moved to a NEW county in North Carolina, contact the previous local 4-H office to have the Family Profile moved to the new county. **Do not create a new family profile.**			