




Login at ok.4honline.com

General things to know:

- ✿ **Internet Provider** Use **Firefox, Safari, or Google Chrome** to run this program. 4HOnline doesn't interface well with Internet Explorer. Using Explorer you will experience a variety of "glitches."
- ✿ **Family Profile** – All enrollment in this database is managed as a "family profile." That means we start with setting up the Family and all enrollment then stems from that single family profile. This includes a single member.
- ✿ **Member** – The term refers to youth and adults. Adult only refers to Certified Volunteers.
- ✿ **Backing up** - Do not use the **BACK button**  for your internet provider. Use of the arrow can cause the system to lock up. Train yourself to use the lightning bolt. 
- ✿ **Lightning Bolt Icon** –  This small icon is located just above the Dashboard. Use it to go back. With increased familiarity with the system, other convenient methods for navigating between screens and pages will be found.
- ✿ **Clear Filter** – Important to clear the filter anytime you have done any form of search or flagged members for any reason. The system retains the previous search even after you have logged out.
- ✿ **Required Fields** – Quickly identified because they are **BOLD**. There are required fields on both youth and adult enrollment materials that the individual does not have an option to decline. i.e. Code of Conduct, Risk and Liability, etc.
- ✿ **Electronic Signatures** - With the new system "electronic signatures" are being recorded. This signature is just as binding as a signature on paper according to the University Attorney. With this understanding, it is FRAUD for any staff person to enter/mark that a signature was "received" in the database if it is not on the original paper form submitted.
- ✿ **Goal of this system** – 4HOnline is designed for family management of their own enrollment – enrollment, re-enrollment, updating records and health form, registering for events online, and much more.

If a family does not have access to an electronic device (phone, i-pad, computer, etc.) the extension office can offer the service of providing a computer in their office for entering enrollment or the office could provide a computer(s) to be used at club meetings for entering enrollment electronically. It is recognized there will be rare occasions when a paper form may be necessary.

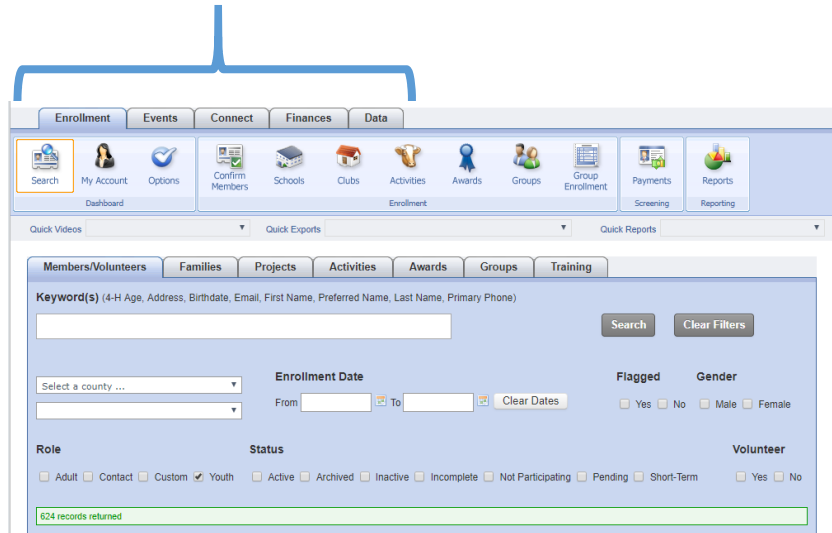
Never login with staff credentials and then let a family enroll. *The family must use their own credentials (email and password) to have access to family/member fields.* Using staff credentials disables family fields and displays fields only visible to staff.



Screen Features

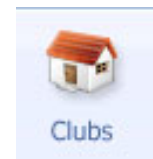
☘ **Home Page – Dashboard Tabs**

- **Enrollment Tab:** Location where you will put in members, volunteers, and families
- **Events Tab:** Used to register for county, district, and state events.
- **Connect:** Location where messages, newsletters, and emails can be sent
- **Finances:** Managing program fees and event registration
- **Data:** Search location for issues in the data system

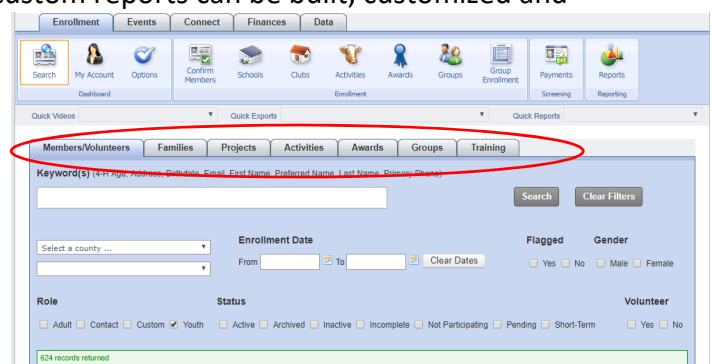


☘ **Home Page – Dashboard Buttons**

- **Options** – Disregard, not in use.
- **Confirm Members** – Quickly access enrollment for approval. View Level 1 Pending, Level 2 Pending and Volunteers who must be certified/re-certified.
- **Schools** – Management of schools connected to county enrollment.
- **Clubs** – List of clubs, charter status, accessing and managing club files (Edit) and quick access to youth and adult members associated with a club (Login)
- **Activities** – Managed by the county. Choice to use is a county option. Activities are just that, “activities” the county chooses to enter and attach to a member’s enrollment history.
- **Groups** - Events and Activities used to associate and manage members. Feature allow the county to quickly and efficiently communicate with the individuals or pull reports.
- **Group Enrollment** - School Enrichment, day camps and other programming for 4-H and non-4-H members who participate in 6 or more hours of education.
- **Payments: Screening** – Not applicable to Oklahoma. Must use Finance Tab.
- **Reports** – System contains standard reports, custom reports can be built, customized and saved. Reports can be printed as PDF or exported as an Excel File.



☘ **Home Page – Second row of TABS, used to sort and find members with specific parameter.**



To practice using the 4HOnline Data Management system please use the “Training” county. This is an excellent way to entering enrollment “as a family” and “as a staff member.” Select the county named “Training.”

- Do not use any “real” email addresses. We do not want someone receiving information in their mailbox.
- For practice/training all emails will be _____@4honline.com. Type the family’s last name in the blank.
- For practice/training, all passwords for a family will be: **Green4hh**
- You may continue to use the training county to practice and learn about the system.

For practice/training login as “county manager” in the training county. Credentials for logging in.

Email is chris.clover@4honline.com

Password is **Green1907**

Role: County

As the screen appears when logged on at ok.4HOnline.com

As screen appears when logged on at 4HOnline.com

Help Sheets

The help sheets include step by step instructions and screen shots. [4HOnline Help Sheets](#) are important to your success in navigating this system.

Fall 2019 an [Index](#) of the help sheets was made available to county staff. Please contact the state 4-H Office if you need a copy of the most recent Index.

Using the “Find” feature, type key words to locate a help sheet.

Helpful Hints

- Keep a hard copy or an electronic copy of help sheets handy.
- Create a file in your email to organize 4HOnline electronic communications.
- Review *4-H Focus on Youth* for monthly communications regarding 4HOnline.
- Participate in Th@3 webinars.

