



## **Family Profiles in 4HOnline**

The first step to becoming a 4-H member or volunteer is creating a profile in the 4HOnline data management system. Texas 4-H uses the 4HOnline system to manage 4-H membership, events, projects, activities, and communications. All youth and adults who participate in Texas 4-H must have a 4HOnline profile.

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 Texas 4-H. A family profile may contain both youth and adults.

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 Texas 4-H from 2010 to 2019, you likely 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

| RETURNING FAMILY   |   | NEW FAMILY   |
|--|---|--|
| To access an existing family profile, visit<br>http://texas.4honline.com<br>Type in the email and password and sign in | personalemail@gmail.com<br><br>Sign in<br>Don't have an account?<br>Reset password? | <ul> <li>If the family does not have a profile, visit <u>http://texas.4honline.com</u></li> <li>Click the "Don't have an account?" link</li> </ul> |
| See Opening An Existing Family Prof  | ile   | See Creating a NEW Family Profile  |





The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achievefull and equal employment opportunity throughout Texas A&M AgriLife.

### **Opening an Existing Family Profile**

| If you already have a 4HOnline family profile, you can access it by following these steps:   |  |  |  |
|--|--|--|--|
| 1. Go to http://texas4honline.com  |  |  |  |
| <ol> <li>Enter your email address (login) and password, then click "Sign In" to open your<br/>account</li> </ol>   | Ctransford<br>Online   |  |  |
| <b>Note:</b> If you do not remember the password associated with your family profile, you can use the <b>"Reset password"</b> function at the bottom of the screen. A temporary password and instructions will be sent to the email address associated with your family account.   | personalemail@gmail.com  |  |  |
| If you do not remember the email associated with your family profile, contact your local<br>Extension office. The local county office can confirm or change the email address in your<br>family profile. If the county 4HOnline Manager changes the email associated with your<br>family account you will need to reset your password before logging in. | Sign in  |  |  |
| <b>Remember:</b> 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.   | Reset password?  |  |  |
| 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.  | Family © Add Member<br>Personalmatilggmal.com<br>tam/wiLLAND PErco Prove<br>COLEGE STANDER, X 77845-6645<br>5555-5555<br>State Office County |  |  |
|  | Member Programs  |  |  |
|  | adult adult person View 4.51<br>Jan 5, 1376<br>Wolumeer - Awaiting Review<br>Wolumeer Application Submitted                                  |  |  |
|  | Adult Momma<br>May 23, 1976 View Volunteer - Availing Review<br>Volunteer Application Submitted<br>Continue Screening                        |  |  |





## **Creating a NEW Family Profile**

| Only families participating in Texas 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, <u>do not create a new one</u> . Contact your local county Extension office for assistance if you are not sure whether you have a family profile, or if you need assistance accessing it. To create a <b>NEW</b> family profile in 4HOnline, follow these steps: |   |  |  |  |  |  |  |
|--|---|--|--|--|--|--|--|
| <ol> <li>Go to <u>http://texas.4honline.com</u></li> <li>Click "<b>Don't have an account?</b>" if you have <b>never</b> enrolled in 4-H before using 4HOnline.</li> </ol>  | Online  |  |  |  |  |  |  |
| <b>Note:</b> 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.   | personalemail@gmail.com   |  |  |  |  |  |  |
| The email address you provide can only be associated with <b>one</b> 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.   | Don't have an account?<br>Reset password?                         |  |  |  |  |  |  |
| 3. Select <b>"Texas"</b> from the drop-down menu   |   |  |  |  |  |  |  |
| 4. Select <b>"Texas 4-H and Youth Development"</b> for the Institution   | Conline   |  |  |  |  |  |  |
|  | Create Your Account   |  |  |  |  |  |  |
|  | Select Your State reprint   |  |  |  |  |  |  |
|  | Select an Institution Texas 4-H and Youth Development             |  |  |  |  |  |  |
|  |   |  |  |  |  |  |  |
| 5. Select <b>your county</b> from the drop-down menu.  |   |  |  |  |  |  |  |
| <b>Note:</b> When selecting your county, you are choosing the 4-H program in which your family will participate. Read the rules and guidelines for more information: <u>https://texas4-h.tamu.edu/management/</u> .<br>Click <b>"Continue".</b>  | Create Your Account   |  |  |  |  |  |  |
| CHUK Continue.   | Texas 4-H and Youth Development                                   |  |  |  |  |  |  |
|  | Select County maximum Anderson Andrews Angelina Angelina Angelina |  |  |  |  |  |  |





| 6. Complete your family's information. Required fields are marked in <b>red</b> and must be completed to move to the next screen. If you have mistakenly chosen the wrong county just  | Citte<br>Online  |  |  |  |
|--|--|--|--|--|
| hit the back button to adjust it before moving on to the next screen.  | Create Your Account<br>Texas 4-H and Youth Development   |  |  |  |
| <b>Remember:</b> 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   | County resident State Office Email memory Emails and the gettermundu   |  |  |  |
| the email where your password reset will be sent, if necessary.  | Confirm Email meaner Family Name meaner Cathey   |  |  |  |
| Click the <b>"Create Account"</b> button   | Mobile Phone Number 555-555-5555 regulard Password means   |  |  |  |
| <b>Note:</b> 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 " <b>Confirm</b> " button and continue to log in to the existing account. See instructions for logging into an existing <u>family account</u> . | Confirm Password   |  |  |  |
| 7. Enter your family's address information and click " <b>Verify.</b> " The verification process may require you to select an appropriate USPS format. The local county Extension office may   | Verify Your Address  |  |  |  |
| have authority to bypass this for rural areas.   | Address 1470 William D Fitch   |  |  |  |
|  | City College Station   |  |  |  |
|  | State Texas  |  |  |  |
|  | Postal Code T7845 Country US   |  |  |  |
|  | Virily Existing Account ×  |  |  |  |
| If there is already another record in 4HOnline with a matching address, you may see this Duplicate Address screen:   | Existing Account in this email has already been found, please sign in or recover password.                           |  |  |  |
|  | Confine Canod  |  |  |  |
| Use the browser "back" button to return to the previous screen. Double-check the address   | Duplicate Address: Account Recovery  |  |  |  |
| you entered and try again. Be sure you have included the full USPS address and a<br>unit/apartment number, if that is part of your address. If you receive the Duplicate Address<br>message again, choose an account recovery method and contact your local county Extension<br>office for assistance.   | Recovery Phone:     Fill In last 3 digits to recover     Recover.       555555xx     Contact County     Send Message |  |  |  |
| After the address is verified, your family profile has been created! You will receive an email con<br>The next screen will allow you to add the first member to your family.   | nfirming your family profile.  |  |  |  |





#### **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  | Member List      |   |                            |                                  |  |
| added to your family profile. You can see:   | Family           |   |                            |                                  |  |
|  | Events           |   | Family                     |                                  | 🕀 Add Member   |
| <ul> <li>Member's name and DOB</li> </ul>  | Credit Cards     |   |                            | ail1@gmail.com<br>M D FITCH PKWY |  |
| • 4-H Member Type  |                  |   | COLLEGE ST/<br>555-555-555 | ATION, TX 77845-4645<br>5        |  |
| o Club Member  |                  |   | State Office (             | County                           |  |
| o Cloverkid  |                  | Member  |                            |                                  |  |
| <ul> <li>Volunteer/Adult</li> </ul>  |                  | Member  |                            |                                  | Programs   |
| <ul> <li>Status of Enrollment (see <u>status sheet</u>)</li> </ul>   |                  | adult adult pe  | erson                      | View                             | <u>4-H</u><br>Volunteer - Awaiting Review                      |
| O Enrolled   |                  | Jan 5, 1976   |                            |                                  | Volunteer Application Submitted                                |
| <ul> <li>Volunteering</li> </ul>   |                  |   |                            |                                  | 4-H  |
| o Submitted  |                  | Adult Momma<br>May 23, 1976   | ii.                        | View                             | Volunteer - Awaiting Review<br>Volunteer Application Submitted |
| <ul> <li>Incomplete (Continue Enrollment)</li> </ul>   |                  |   |                            |                                  | Continue Screening   |
| <ul> <li>Not Enrolled (Enroll Now)</li> </ul>  |                  |   |                            |                                  |  |
| Family Information   | Member List      |   |                            |                                  |  |
| You can view the information contained in your family profile.   | Family           | Family.   |                            |                                  | Edit   |
| You can change or update email, phone, and address by  | Credit Cards     |   |                            |                                  |  |
| clicking the <b>"Edit"</b> Button.   |                  |   | Family Name<br>Email       |                                  |  |
|  |                  |   | Mobile Phone               | 555-555-5555                     |  |
| The County accepted with your family's profile can aply be   |                  |   | County                     | State Office                     |  |
| The County associated with your family's profile can only be<br>changed by the local county office. If you want to change your |                  | Address   |                            |                                  |  |
| county affiliation, contact your local Extension Office for  |                  |   |                            |                                  | Edit   |
| instructions.  | _                |   |                            | 1419 WILLIAM D FITCH PKWY        |  |
|  |                  |   | Address 2<br>City          | COLLEGE STATION                  |  |
|  |                  |   | State                      | тх                               |  |
|  |                  |   | Postal Code                | 77845-4645                       |  |
|  |                  |   | Country                    | US                               |  |
| Events   | Member List      |   |                            |                                  |  |
| You can view events that are open for registration to members  | Family           |   |                            |                                  |  |
| of your family. To register for an event, click on the event   | Events           | Grid ∷≣   | ≣ List                     |                                  |  |
| name, select the Member who wishes to attend, click the  | Credit Cards     | Event Catalog   |                            |                                  |  |
| "Register" button, then follow the instructions.   |                  | EventName   | -                          | Description                      |  |
|  |                  | Cover Guinty +H Camp. Click events to open<br>for registration +H Camp to Store Guinty                      |                            |                                  |  |
|  |                  |   |                            |                                  |  |
|  |                  |   |                            |                                  |  |
| Credit Cards   | Member List      |   |                            |                                  |  |
| The credit/debit card(s) used to pay for 4HOnline transactions   | Family<br>Events | Credit Cards  |                            |                                  |  |
| are listed in the family profile. The card number is not saved in  | Credit Cards     |   |                            |                                  |  |
| 4HOnline; only identifying information is retained. You can  |                  | Card Type Date Added Card Number Name On Card Credit Card Information Will Show Up Here For The Family Only |                            |                                  |  |
| modify or delete card records by clicking on the card type. Only   |                  | crean cara miormati   | 1011 1111 21101            | a op nere for the fami           | ii oni   |
| a family member can view or edit card information; it cannot   |                  |   |                            |                                  |  |
| be accessed by any 4HOnline Manager.   |                  |   |                            |                                  |  |
|  |                  |   |                            |                                  |  |
|  |                  |   |                            |                                  |  |