

Johnson County 4-H Online Enrollment Cheat Sheet

Step 1:

- Visit ne.4honline.com
- Select “I need to setup a profile”
- Locate and select “Johnson” in the county dropdown menu
- Enter one parent’s email address; confirm the email; enter the family last name you would like to be identified under; create a password; and select “Family” in the role dropdown menu
- Click “Create Login”

The screenshot shows the Nebraska 4-H Youth Development online enrollment form. At the top left is the logo for the University of Nebraska Lincoln Extension, featuring a green four-leaf clover with '4-H' on each leaf. To the right of the logo is the text 'Nebraska 4-H Youth Development'. Below the logo is a blue horizontal bar with the text 'Welcome to 4-H Online'. The main form area contains three radio button options: 'I have a profile', 'I need to setup a profile' (which is selected), and 'I forgot my password'. Below these is a checkbox labeled 'Are you in a Military 4-H Club:'. The 'County:' dropdown menu is set to 'Johnson', with a link 'Show County Contact Info.' to its right. Below the county dropdown are input fields for 'Email:', 'Confirm Email:', 'Last Name:', 'Password:', and 'Confirm Password:'. The password field has a green note: 'Min. of 8 characters, at least 1 number and 1 capital or non-alpha'. The 'Role:' dropdown menu is set to 'Family'. At the bottom of the form is a 'Create Login' button.

Step 2:

- Fill in requested Profile Information (for two households families there will be an option to include an additional mailing address later in the registration process)
- **NOTE:**
 - Select how you wish to receive future information such as updates, reminders, and newsletters under “Correspondence Preference”

- Complete Family Profile Information and click continue (You do not need to create a new password now, this is where you would in the future, if needed)

Family Information

Profile Information *Required Fields

*Email: joe@gmail.com

*Last Name:

*Mailing Address:

*City:

*State: ▼

*Zip Code: 12345

*Primary Phone: 555-555-1234

*Correspondence Preference: ▼

*4-H County: ▼

Update member records with the same address

Password Management

Current Password:

New Password:

Confirm New Password:

Only delete a family if they will never return.

Step 3:

- Your family is now created. You may go back at any time to update the family’s contact information by clicking “Edit Family”
- It is now time to attach you to your family profile. Under “Add a New Family Member” select “Youth” and click “Add Member”

Member List

Jones Family

72219 618 Ave
 Tecumseh, NE 68450-2716
 402-335-0586
rnoerrlinger@hotmail.com
 Nebraska Extension Johnson County County [\[contact info\]](#)

Add A New Family Member

YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE
 If your enrollment status is 'Inactive' or 'Incomplete', click the 'Edit' button to review and submit your record for approval

Member/Volunteer List					
Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit

Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register

Member:

Event:

Step 4:

- Please complete the Youth Profile Information page. Bold/starred information is required
- **NOTE:**
 - If you are unsure of how many years your child has been in 4-H, the office will be updating the number of years after you have registered your child
 - If you would like newsletters sent to a second parents' home, check the box "Second Household Send Correspondence" and fill in second household contact information.
- Once you created all of the required and voluntary information, click "Continue"

Youth Personal Information

Profile Information

*Required Fields

Email:	<input type="text" value="rnoerrlinger@hotmail.com"/>	<input type="text" value="joe@gmail.com"/>
*First Name:	<input type="text" value="Keegan"/>	
Middle Name:	<input type="text" value="H."/>	
*Last Name:	<input type="text" value="Jones"/>	
Suffix:	<input type="text"/>	
Preferred Name:	<input type="text"/>	
*Mailing Address:	<input type="text" value="72219 618 Ave"/>	
Mailing Address 2:	<input type="text"/>	
*City:	<input type="text" value="Tecumseh"/>	
*State:	<input type="text" value="Nebraska"/>	
*Zip Code:	<input type="text" value="68450-2716"/>	<input type="text" value="12345"/>
*Birth Date:	<input type="text" value="08/01/06"/>	<input type="text" value="mm/dd/yyyy"/>
*Gender:	<input type="text" value="Male"/>	
*Primary Phone:	<input type="text" value="123-456-7890"/>	<input type="text" value="555-555-1234"/>
*Correspondence Preference:	<input type="text" value="Email"/>	
Cell Phone:	<input type="text" value="123-456-7890"/>	<input type="text" value="555-555-1234"/>
You wish to receive notices via text message:	<input type="checkbox"/> @ <input type="text" value="Select your provider ..."/>	
Years in 4-H:	<input type="text" value="1"/>	<input type="text" value="#"/>
*Parent 1 First Name:	<input type="text" value="Daniel"/>	
*Parent 1 Last Name:	<input type="text" value="Jones"/>	
Parent 1 Cell Phone:	<input type="text" value="123-456-7890"/>	<input type="text" value="555-555-1234"/>
Parent 1 Work Phone:	<input type="text"/>	<input type="text" value="555-555-1234"/>
Parent 1 Work Extension:	<input type="text"/>	
Parent 2 First Name:	<input type="text" value="RaeAnn"/>	
Parent 2 Last Name:	<input type="text" value="Jones"/>	
Parent 2 Cell Phone:	<input type="text" value="123-456-7890"/>	<input type="text" value="555-555-1234"/>
Parent 2 Work Phone:	<input type="text"/>	<input type="text" value="555-555-1234"/>

Step 5:

- The next page has forms which will need to be digitally “signed”
- Parents and youth will need to read the statement, select YES or NO and type their names

Additional Information

4-H Youth/Parent/Guardian Code of Conduct

The primary goal of the 4-H Program is to help youth develop competency in their projects, confidence in themselves and others, connections to their community and sound character. Actions by persons (Parents, and 4-Her's) involved with the 4-H Program will be consistent with the six core ethical values comprising good character: trustworthiness, respect, responsibility, caring, fairness and citizenship. As a 4-H Participant/Parent/Guardian I will:

- Treat all people and property with respect, courtesy, consideration and compassion. Avoid and prevent put-downs, insults, name calling, swearing and other language or nonverbal conduct likely to offend, hurt or set a bad example.
- Keep informed about 4-H program policies and projects and read materials pertaining to the county 4-H program.
- Teach and model kindness and compassion for others. Recognize that all people have skills and talents which can be used to help others and improve the community. Teach and foster teamwork and discourage selfishness.
- Practice fair-mindedness by being open to ideas, suggestions and opinions of others. I will make all reasonable efforts to assure equal access to participation for all youth and adults regardless of race, creed, color, sex, national origin or disability. Decisions will be made fairly and treat all individuals and families with impartiality.
- Obey laws and rules as an obligation of being a good citizen. I accept responsibility for the proper treatment and care for other youth and adults, the program facilities and/or equipment.
- Demonstrate the responsible treatment of animals and stewardship of the environment.
- Not use alcohol or illegal substances (or be under the influence) while working with or participating in any part of the 4-H Program.
- Provide a safe environment for all parties involved in 4-H. I will protect those involved from sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful behaviors.

4-H Parents, Guardian and/or Youth who do not abide by the above code of conduct, may receive the following consequences:

- Be asked to explain actions to the 4-H Council.
- Be dismissed from an event at own expense.
- Further disciplinary action determined by the 4-H Council, which may include:
 - restriction from contacting 4-H families, volunteers, donors, and/or sponsors pertaining to any 4-H matter
 - becoming ineligible to attend any further 4-H activities
 - family may become ineligible to participate in the County 4-H Program
- Reimburse the proper entity for any property damage or for liability resulting from inappropriate actions. In the case of vandalism, guilty party may be required to reimburse 4-H and/or the facility.

Yes

No

Member Signature

REQUIRED

Parent/Guardian Signature

REQUIRED

Permission to Treat, Participate and Release of Claims

Step 6:

- Select your club in the drop down and click "Add Club." After adding one club, you can add more if your child is in more than one club. To do this, repeat the process. If your youth belongs to multiple clubs you will need to assign one as the primary club by selecting the circle to the left of the primary club name
- Click "Continue" to select projects

- Select a project from the drop down menu and click “Add Project.” Do this for each and every project your child wants to enroll in. Refer to the “Project Resource Central” to help identify youth projects
- Click “Continue” to be taken to the group page. At this time, there are no groups set up, so click on “Submit Enrollment”

Nebraska 4-H Youth Development [Logout](#)

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Lincoln

Logged in as [Jones: Keegan](#) [Home](#) | [My Member List](#)

Enrollment Member Settings

Personal Information Additional Information Health Form **Participation**

Clubs **Projects** Groups

Select a minimum of 1 club(s) and a maximum of 8 club(s)

Add a Club

Select a Club:

Club List		
Primary	Club	Edit

Congratulations! You have successfully registered your child as a Johnson County 4-H'er!

Additional family members may be added to the family profile:

- Under “Add A New Family Member” select “Youth” and click “Add Member”
- Complete the registration process for all remaining children in your family

We understand that the 4-H Online system can be overwhelming, please contact the Extension Office, 402-335-3669 to schedule a time for help with registration. This first year will take the longest to complete the information. The following years you enroll in 4-H will be less time consuming as your information will already be in the system.