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 achieve full and equal employment opportunity throughout Texas A&M AgriLife.

**4HCONNECT TO 4HONLINE**

**AUGUST 2020 TRANSITION**

**THINGS TO KNOW**

- 4HConnect will be offline for maintenance August 1-14, 2020.
- 4HConnect will be renamed 4HOnline on August 15, 2020.
- 4HOnline will look different when enrollment opens on August 15, 2020. Family profiles, member profiles and login credentials will stay the same.
- 4HOnline is mobile friendly and easy to learn.
- 4HOnline will have better accessibility options.
- 4HOnline has major improvements in the payment, search, training, communication and report areas.
- Training will be provided throughout July for Extension offices. These trainings will be provided by the 4HOnline programmers.
- Families will have to re-enter credit card information starting August 15, 2020.
- Extension employees who have a county, district or state manager account and a family account sharing the same email address will need to change one. See handouts on making that change.
- Every family account must have an email address. Visit google.com to create a free email account if needed.
- With any new program there will be issues to work out. The time period between August 15 to September 1 will be used to work those out.

**TEXAS 4-H TIMELINE TO TRANSITION**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 30</td>
<td>Deadline for Extension employees to change family account email to a personal email address</td>
</tr>
<tr>
<td>July 1</td>
<td>Online training schedule released for Extension employees</td>
</tr>
<tr>
<td>July 1-31</td>
<td>Online trainings offered throughout the month</td>
</tr>
<tr>
<td>July 1</td>
<td>Club charter application deadline</td>
</tr>
<tr>
<td>July 15</td>
<td>Close of all events to allow for payments to arrive (some exceptions)</td>
</tr>
<tr>
<td>July 31</td>
<td>Payments for all animals, enrollment and events need to be received</td>
</tr>
<tr>
<td>July 31</td>
<td>Adult and youth member profiles must be Active for 2019-2020.</td>
</tr>
<tr>
<td>July 31</td>
<td>Club charter applications must have approved status for August 15 enrollment. All other applications will be removed from system. (See August 18)</td>
</tr>
<tr>
<td>July 31</td>
<td>Last day to do anything in 4HConnect</td>
</tr>
<tr>
<td>August 3</td>
<td>4HConnect closes to ALL logins</td>
</tr>
<tr>
<td>August 15</td>
<td>Family help sheets and videos available online</td>
</tr>
<tr>
<td>August 15</td>
<td>4HOnline will open for the 2020-2021 4-H enrollment year. A youth that is 8 years old and going into the 3rd grade must wait until September 1st to enroll for correct fees to be charged.</td>
</tr>
<tr>
<td>August 15</td>
<td>Events can be setup by district and state offices</td>
</tr>
<tr>
<td>August 15-31</td>
<td>Texas 4-H will work through issues before new 4-H year officially starts</td>
</tr>
<tr>
<td>August 18</td>
<td>Club charter application re-opens on 4HOnline for submissions again.</td>
</tr>
<tr>
<td>September 1</td>
<td>New 4-H year officially begins</td>
</tr>
</tbody>
</table>
# County Extension Office

## Training Agenda and Schedule

### Agenda

- Family Enrollment Process
- County Navigational Panel
- Approving Enrollment
- Processing Enrollment Fees
- Searching/Participation
- Activities
- Awards
- Projects
- Clubs
- Reports
- Broadcast Emails
- Questions and Answers - [FAQS Page](#)

### Regional Training Schedule

<table>
<thead>
<tr>
<th>Region</th>
<th>Districts</th>
<th>Date</th>
<th>Time</th>
<th>Event Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Region</td>
<td>Districts 4 and 5</td>
<td>July 10, 2020</td>
<td>9:00am-11:00am</td>
<td>Youtube Channel Playback</td>
</tr>
<tr>
<td></td>
<td></td>
<td>July 15, 2020</td>
<td>9:00am-11:00am</td>
<td>Youtube Channel Playback</td>
</tr>
<tr>
<td>Southeast Region</td>
<td>Districts 9 and 11</td>
<td>July 15, 2020</td>
<td>1:00pm-3:00pm</td>
<td>Youtube Channel Playback</td>
</tr>
<tr>
<td></td>
<td></td>
<td>July 21, 2020</td>
<td>9:00am-11:00am</td>
<td>Youtube Channel Playback</td>
</tr>
<tr>
<td>North Region</td>
<td>Districts 1 and 2</td>
<td>July 23, 2020</td>
<td>1:00pm-3:00pm</td>
<td>Youtube Channel Playback</td>
</tr>
<tr>
<td>West Region</td>
<td>Districts 6 and 7</td>
<td>July 31, 2020</td>
<td>9:00am-11:00am</td>
<td></td>
</tr>
</tbody>
</table>

Space is limited to just those counties in the region designated for that time. At least one recorded training will be available for playback at a later date. Visit the link above about 15 minutes before the meeting start time to ensure your computer is setup to run the program.

Website: [https://global.gotomeeting.com/join/559064045](https://global.gotomeeting.com/join/559064045) or dial in: 1 (571) 317-3122 - Access Code: 559-064-045

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Extension employees who have a county, district or state manager account and a family account sharing the same email address will need to change one. You have options!

1. Use a personal email address for your family account. A free account suggestion is gmail which is part of google. In gmail under settings you can forward your email account emails to your work email address.
2. If you have two extension email addresses you may use those instead of a personal email address. Emails will all appear in your inbox. Example: mmcathey@ag.tamu.edu or misty.cathey@agnet.tamu.edu. See the Email Address Alias handout.

### FROM EXTENSION OFFICE LOGIN
1. Login
2. Click the Enrollment tab
3. Click the Search icon
4. Type in the person’s name and click search
5. Scroll down to the person’s name to click Login

### FROM FAMILY LOGIN
1. Login to family account.
2. Click the [Continue to Family] button.

### CHANGE THE EMAIL ADDRESS

1. Click on the Edit Family link.
2. Change the email address to the desired email.
3. Check the update member records with the same address checkbox.
4. Press the continue button.
5. Logout

Use the new email address and the same password when logging in again.

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1. Open your outlook address book
2. Search for your name
3. Right click on your name and choose properties
4. Click on the Email Addresses tab. The alias email address list will be displayed.

Any email sent to those email addresses will appear in your inbox.
COUNTY REGIONAL TRAINING TOPICS

- Family Enrollment Process
- County Navigational Panel
- Approving Enrollment
- Processing Enrollment Fees
- Searching/Participation
- Activities

- Awards
- Projects
- Clubs
- Reports
- Broadcast Emails
- Questions and Answers

TRAINING SITE INFORMATION

Website: training.4honline.com

Username and Password is the same as it was in 4HConnect as of June 1, 2020. Reset your password if you cannot re-
member or if you are a new employee since then please contact mmcathey@ag.tamu.edu for

guidance.

You are being guided on a training site so examples used in this training may not portray actual forms, profiles, clubs.

etc. The training site can be used to enter profiles and get familiar with the navigational menus and functions.

Representatives from 4HOnline and will be your guide through the screens. If you have questions about the program as

we go along please put those in the chat window so we can get to them when we can. We will end with a question and

answer session. This training is being recorded and will be available within a few days.

REMINDERS

- July 31 will be the last day to do anything in 4HConnect.
- August 15 the system will open for members to start enrolling but our enrollment year does not officially

start until September 1st. We will use August 15 and after as a time period to work out issues and learn

the system together.
- Every family account must have an email address.
- Extension employees who have a county a family account sharing the same email address will need to

change one.

Visit google.com to create a free email account if needed.
- When the system opens back up on August 15th you will use your same username and password.
- Families will have to re-enter credit card information starting August 15, 2020.

EXTRA

Club Manager instructions will be available after August 15
Group Enrollment instructions will be available after August 15 but will mimic 4HConnect 1.0
County/Club Payment options are being configured for Texas but will mimic 4HConnect 1.0