

GENERAL RESOURCES	
YOUTUBE CHANNEL	Videos for certain tasks on 4HOnline are available.
COUNTY UPDATES	4HOnline updates from the State 4-H Office. Updated frequently!
ACCOUNT AND NAVIGATION	
HOME SCREEN	The main landing screen once logged in. The main purpose is to provide an overview of enrollment and events.
MANAGERS	A list of managers who have access to this area.
NAVIGATION PANE	Located on the left side of the screen when logged in as a county office. It is visible on all manager screens within the system.
PASSWORDS	Instructions when a password is expires or needs to be reset.
RECENT PROFILES	Recent profile visits appear in the manager screens during the same login session. Allows for quick clicks to revisit those areas.
RETURN TO COUNTY	Quick return back to last visited manager screen from a family or member profile.
SEARCH GLOBAL	Search for member and family profiles from any manager screen. This is the main area to search for a family profile using an email address.
SEARCH PARTICIPATION	Search for members based on the way they are participating. This includes clubs, roles, status, projects and across 4-H years.
SEARCH TRAININGS	Search adult member trainings statuses. Each adult member is required to take 2 required trainings every 2 4-H years.
SEARCH APPROVED	The member records listed in the approved screen are those enrollments that are paid for the current 4-H program year.
SWITCHING COUNTIES	Manager multiple counties from one account with correct permissions assigned.
FAMILY MANAGEMENT	
ADD NEW FAMILY	Add a new family profile from the manager level.
EDIT FAMILY PROFILE	Edit the family's email, phone number and mailing address. The county can only be changed by the district office.
PASSWORD RESET	Reset the password for a family from the manager level. The temporary password will be displayed on the screen to share with the family.
MEMBER PROFILES	
ACTIVITIES	Create and add a county activity list to add to youth member profiles. (Optional feature)
ADD NEW MEMBER	Add a member profile to a family already created.

ARCHIVE MEMBER	Member profiles can be archived by the county office if it's not been activated in the current 4-H year. This will hide the profile from the family's view.
AWARDS	Create and add a county awards list to add to youth member profiles. (Optional feature)
ENROLLMENT REVIEW	The county review is the only review for youth enrollment and adult applications. The county approvals locks in the payment type and information.
FLAGGING MEMBERS	Member flags are used to designate certain members in search areas and and in custom repors.
GROUPS	Create and add a county group list to add to youth member profiles. (Optional feature)
MEMBER CHANGES	Once a member is approved only the primary county manager can make adjustments to the information.
MEMBER STATUS	Members given a status every step of the signup process.
SEARCH PROFILES	Search for members, view the member status, check on requirements that are not yet met, view the enrollment information and access family and member profiles.
ENROLLMENT PAYMENTS	
CHECK PAYMENTS	Creating an invoice is a 3-step process that can take up to 2 weeks from start to finish. Only county or club 4-H checks will be accepted for payment of a member profile.
PAYMENT INSTRUCTIONS	Type specific county payment restrictions to families. Payment instructions show up on the invoice screen during the family check-out process.
PAYMENT METHODS	Set the type of ENROLLMENT payments they allow in their county from their families. Event payments methods are designated by the event coordinators.
EVENT REGISTRATION	
ADD EVENT	Add an event registration to a member's profile.
DELETE EVENT	Delete an event registration that is not approved or awaiting review.
EVENT STATUS	A member signed up in an event is given a status every step of the registration process.
REVIEW EVENTS	Review the event registration to send it back with a note or approve.
EVENT PAYMENTS	
CHANGING PAYMENT TYPE	Change a family's declined credit card payment to a 4-H check payment.
CHECK PAYMENTS	Creating an invoice is a 3-step process that can take up to 2 weeks from start to finish. Only county or club 4-H checks will be accepted for payment of a member profile.
PAYMENT STATUS	Once an event is approved the registration is given a payment status.

CLUBS AND CLUB MANAGERS	
CLUB APPLICATION	Clubs are approved annually based on an application submitted. Rules and guidelines are updated every Spring.
CLUB APPLICATION STATUS	The status of a club charter application will determine whether a club is active on 4HOnline.
CLUB APPLICATION ISSUES	Instructions for resubmitting a club charter application that had issues when originally submitted.
CLUB CERTIFICATE (501(c)(3))	The charter letter (certificate) will be available in PDF format in that club's chartering documents if the charter application was approved for the current 4-H program year.
CLUB MANAGER ACCESS	Club managers are granted limited access by the county office. Access must be granted every 4-H year when the club manager enrolls.
COMMUNICATION AND REPORTS	
BROADCAST	Overview of how the broadcast communications to families using the system.
CUSTOM REPORTS	Create custom reports to return certain fields of information.
EMPLOYEE PROFILES FOR REGISTERING	
CREATE NEW PROFILE	County managers can register for events using a family profile and adult profile. These profiles are called employee profiles.
RE-ENROLL	Reactivating an employee profile must be done annually.
PROCESSING	Learn how the employee profile is processed and what is required for each step.