

COUNTY MANAGER 4HONLINE ONBOARD STEPS

1

REQUEST MANAGER ACCOUNT ACCESS

If your role will include 4HOnline county managers duties there will need to be an account made. Submit a request for a manager account online only. This account should have a dedicated email address only used for county management.

- [Online Form](#)

2

ENROLL AS A VOLUNTEER ANNUALLY

If you plan to register for events such as Texas 4-H Summit, Roundup, chartering or district contests you will need to create a family and adult volunteer account for. This account should have a dedicated email address only used for your event registrations.

- [Employee Enrollment Instructions](#)

3

DEVELOP DAILY OR WEEKLY 4HONLINE TASK LIST

Find out what your role with 4HOnline is to be and set a daily or weekly task list to let assist you.

- [County Checkpoints](#)

4

4HONLINE RESOURCES AND TRAININGS

Get familiar with all the resources available to perform functions in 4HOnline.

- [County Manager Guides](#) - How to use 4HOnline as a county manager.
- [Family Guides](#) - Aims to assist families in using 4HOnline.

5

OTHER RESOURCES

Get familiar with all the resources available on 4-H.

- [State 4-H Website](#) - State website that has general information on 4-H.
- [Club Chartering](#) - Annual club chartering documents and procedures.
- [Group Enrollment](#) - Group enrollment procedures.
- [Management Website](#) - Enrollment forms and management documents.
- [Employee Only Website](#) - Management employee only documents.