SETTING UP A PROFILE
You will be required to set up a family profile on 4-HOnline, the on-line Alabama 4-H Enrollment and event registration program. The family profile will be where the members will enroll. The website can be found at https://al.4honline.com.

1. You will need to create a profile. Select *I need to setup a profile*, complete the fields required, and click *Create Login*. For Out-of-State residents, select *State Office* as your County on this screen.

2. Follow the instructions on the Family Information page and click *continue*.

SET UP ONLY ONE FAMILY PROFILE PER HOUSEHOLD!

After adding the family, add your family members to that family profile. **IMPORTANT! Only adult records should belong to 4-H Adult volunteers.** Use the follow to determine the type of membership to add:

- **Adult**: 4-H adult volunteers who have been background checked and screened at the local level.
- **Contact**: Adults who are NOT volunteers and youth under the age of 8. Use this option when registering family members for an event.
- **Youth**: 4-H youth between the ages of 8 and 19.

**NOTE**: If you are a non-4-H youth or an out-of-state youth, select Youth and click the Add Short Term Member button.

3. For adults and youth, the next pages are Authorization Releases and Health Forms for risk management. These are important to have completed in case you get injured during a 4-H event. Your registration will not be accepted unless all authorizations and health information fields are complete. Click *Submit Enrollment* to send in your enrollment.

You are now ready to register for an event. Follow the tip sheet for that event for registration details. For additional details on Alabama 4-H Events, visit the Events page at **Alabama 4-H Events**.