At midnight, August 1st the 4HOnline system will automatically “roll-over” to the new 4-H Club Year. All records are set to an inactive status. This tip-sheet will walk you through the steps to re-enroll your family for the 2015-2016 Club Year.

LOGIN TO YOUR FAMILY PROFILE
Do not create a new profile for the new club year. Simply login to your account using the same email address and password that you used last year. If you do not remember your password, select the “I forgot my password” option for a new password to be emailed to you.

EDIT YOUR PROFILE
Once you are in your Family Profile/Member List you will see the enrollment status are all Inactive. Click “Edit” next to the person you wish to re-enroll.

Scroll to the bottom of the Personal Information Screen and click “Enroll for 2015-2016.”

UPDATE YOUR INFORMATION
Now is your chance to update your 4-H record. If any of your personal information has changed, please update those fields. The **BOLD** fields are required fields. Continue through each screen by clicking “Continue” at the bottom of each screen.

You will need to update your wavers and releases, as well as your medical form. This allows us to have the most up-to-date information on your youth as possible.

Add the clubs and projects your youth will be participating in this year. When done, click “Submit Enrollment.”

That will take you back to the Members List. You can either follow these steps again to re-enroll additional family members or you can logout.

If you have any questions or need assistance with 4HOnline, please contact your [County Extension Office](mailto:). Check out all the great 4-H opportunities by logging in regularly. You can also visit [www.alabama4h.com](http://www.alabama4h.com) for special state-wide highlights and helpful program resources.