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.

If you need to create a profile, select “I need to setup a profile,” complete the fields required and click Create Login.

What happens if it says User account already exists? This means a family profile exists because your child was already enrolled through their school 4-H program. Select “I forgot my password” and a password will be emailed to your email.

Follow the instructions on the Family Information page and click Continue.

SET UP ONLY ONE (1) FAMILY PROFILE PER HOUSEHOLD!

After adding the family, add your family members to that family profile. IMPORTANT! Only adult records should belong to volunteers. Use the following to determine the type of membership to add:

- **Adult:** 4-H volunteers
- **Contact:** Adults who are NOT volunteers and youth under the age of 8. This option is to be used only when registering for an event.
- **Youth:** 4-H youth between the ages of 9 and 18 who are involved in a 4-H program

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 at a club meeting or 4-H event. If you have questions or concerns when filling out the forms, contact your local extension office.

**Note:** Each 4-H youth member must have at least one club and one project to be marked active and valid. If you are unsure which to select, contact your local extension office.

When adding a club, select the club from the drop down and click Add Club button to save the selected club. Repeat the same steps to choose your project(s).

Click Submit Enrollment to send to it to your local county to be activated.