

Dear Herkimer County 4- H Families,

4-H Online 2.0 registration will open October 1.

Use this link for enrollment: v2.4honline.com or return the paperwork to the 4-H office. Detailed instructions are at bit.ly/4HOnlineInstructions (case sensitive). Call 315-866-7920 or email herkimer4h@cornell.edu with any questions.

Re-enrolling Herkimer County 4-H club members must register in 4-H Online 2.0 by **November 1, 2023**, so that the Herkimer 4-H office can review and approve all Herkimer County members. Expect to spend 15 - 20 minutes completing the enrollment process.

DO NOT CREATE A NEW PROFILE IF YOU ARE RE-ENROLLING. The email you have used in the past is your family email / 4-H Online login email. If you have never logged into 4-H Online before, click 'Reset Password' to get an email to reset your password. Once you reset your password, log in. Keep your family email address and password so that you can log in and update your family's 4-H information throughout the year.

When using 4-H Online 2.0, you may have a need to navigate "BACK" to a previous page. Do NOT use your browser's back button, because you will lose information you entered. Instead, please USE THE BACK BUTTON at the BOTTOM of the page.

1. Login to your account by entering your 4-H family email address and password. If you have never logged into 4-H Online before, click 'Reset Password' to get an email to reset your password. Once you reset your password, log in.
2. Click 'Member List' on the left side menu of your screen.
3. Click 'Enroll Now' next to the member whom you wish to register.
4. Follow the prompts and fill in member / volunteer information. Required information is marked with a red asterisk.
5. Upload '**Code of Conduct**' form on the appropriate screen.
Code of Conduct forms for members and volunteers are at bit.ly/CCEHerk4HClub
You can fill the form out on Adobe, or print them and either scan & upload them or upload a photo of the completed form. The legal Parent/Guardian of the 4-H member enrolling must complete Parent/Guardian signatures.
6. Pay online through PayPal found at bit.ly/CCEHerk4HClub \$10 per member, \$25 per family by November 1. Re-enrollment fees go up and the family discount ends after November 1. There is no fee for adult volunteers!

Information to check / add during the re-enrollment process.

1. Ensure contact information is up to date (phone number, address etc.).
2. Emergency Contact information - This may be a parent/guardian or someone to contact when parent/guardian is not available.
3. Select the 4-H club or clubs you are in. The word Unit means Club.
Contact your primary local 4-H office for help with adding a secondary club in a different county.
4. Select the project or projects associated with that club. At least one project is required.

Once you submit the enrollment, you will get a confirmation email. The 4-H office will review all submissions, and either email instructions to correct errors/issues or stating that you are accepted.

We look forward to spending a new 4-H year with you! Sign up for one of the Reorganizational Meetings on September 27 in person or via Zoom for the latest programming updates.