



Follow these instructions to enroll
or re-enroll 4-H youth and
volunteers online!

Member Enrollment Help Sheet

1. Go to <https://id.4honline.com>
2. **If you are a new member**, skip the next section and **go to step number 4** below.
3. **If you were in Benewah County 4-H last year**, you already have a profile.
 - **Enter the email and password used last year** – If the email address used last year is unknown OR if you need to update it as it is no longer accessible, do not continue –please contact us.
 - **Enter your password OR Click “Send My Password”** – If you request a password, your next step is to open the email that is immediately sent to you from 4-H Online, which contains a temporary password of numbers and letters. COPY this password (no extra spaces) from your email and PASTE it into the login page.
 - **Select “Family” for your role, and click “Login”.**
 - **Click “Continue to Family”** – You will see a “Family” profile at the top, and individual profiles for each of the participating youth and Certified 4-H Volunteers family members near the center. Review your family profile first.
 - **Click “Edit” to the right of a member’s name to re-enroll that member.**
To continue, skip the next step (number 4) and go to number 5 below.
4. **New members** will create a new family profile.
 - Click “I need to setup a profile”.
 - Select the county in which you wish to enroll (Benewah).
 - Enter your primary email address, enter your household last name and create a password.
 - Select “Family” for your role, and Click “Login”.
 - As a new member, you must first set up a “Family” profile – The family profile will be the first screen; complete all fields in the bold. You do not need to enter anything in Password Management, except to change your password. Click CONTINUE at the bottom. Next you will create an individual profile for each participating person.
 - Click “select a member type...” – in the “Add a New Family Member” drop down box.
 - Click “Add Member” – after you select the member type; youth or adult (only for leaders not parents)
5. **Follow the steps** to enter (or update) all information on the subsequent screens, by selecting “Continue” – Once you select your club and project(s).
 - Click “Submit Enrollment”
6. **Volunteers** need to complete the Minor Protection Training along with enrollment.
 - After Step #3 or #4 above click “Training” tab in your profile (found below the blue bar under the U of I logo).
 - Click “Sign up for a Training”.
 - Find “Protecting Minors Training” and click “Sign up”.
 - Click blue “Protecting Minors Training” link to complete 20 minute training.
 - Print the certificate or contact the Extension Office at 208-245-2422.

Repeat this process for each participating youth and certified Volunteer.

Your enrollment is not complete until you have submitted your enrollment fee to the Extension Office. The fees are located on the back of this Help Sheet. Talk to your 4-H Club’s Organizational Leader about what is next.

2016 Benewah County 4-H Enrollment Fees

Base fee for traditional 4-H members (1-3 projects)	\$25.00
Base fee for Cloverbud (ages 5-7) members	\$15.00
Base fee for Members enrolled in ATV	\$26.00
Base fee for Members enrolled in Horse and Non-Horse	\$27.00
For each additional project over the 1-3 covered in base fee	\$3.00
Optional Insurance for Certified Volunteers:	
Horse & ATV	\$2.00
All others	\$1.00

Benewah County Clubs

Animal House

ASTEM

Barnyard Brigades

Benewah Hands & Helpers

Dead-Eye Archery

Feathered Friends

Fun Squad

Happy Hoofers

Harrison Explorers

Harrison Livestock

High Country

Lakeside Leaders

Liberty Butte Hustlers

Panhandle Panthers

St Joe Neigh-bors

The Pollinators

The Tinker's Guild

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