DIVISION OF AGRICULTURE
RESEARCH & EXTENSION
University of Arkansas System

4HCON-1

Welcome Arkansas Military Families to 4-H Online!

This process will allow you to enter all information to register your family and then enroll your family members in camps and other events offered through Operation: Military Kids, a 4-H Partnership Program for children from all branches of service, with an emphasis on those impacted by the deployment cycle.

Get started! Enroll in 4-H Online:

Section 1: For families who used 4-H Online last year (DO NOT START A NEW PROFILE)

Section 2: For first time enrollers through 4-H Online

***Tip:* Do not hit your browser's "Back" button while within the 4-H Online system.**

SECTION 1: Welcome Back to 4-H Online
(DO NOT CREATE A NEW PROFILE)
To update your profile, go to https://arkansas.4HOnline.com. Login using your password
Key Things to Know:

- **Your profile is still here, so you just need to update it.**
- **This year three forms are part of your profile: Health Card, Media Release Form and Code of Conduct. You and your camper will "sign" the Code of Conduct online by typing your first and last names. Your son or daughter must read the code, agree to it and digitally sign. Do not "sign" for them. You must also read and acknowledge with an electronic signature.**
- **Your updated profile will be approved by Maureen Rose. Once approved, you may register your family for events or camps.**

Summary: Four steps involved: 1) Update your family profile, including completion and electronic signature of health card, media release form and code of conduct; 2) wait for approval; 3) register for camps, activities or events; 4) print out additional waivers or forms for that event.

Section 2. Welcome, New 4-H Online User

To register for an Arkansas 4-H military event, you must register online using the Arkansas 4-H Online management system. You will need a computer, Internet access, a Web browser, and a printer for forms. No computer at home? Try your local library or contact your county extension office.

NOTE: Four steps involved: 1) create a family profile; 2) wait for approval; 3) register for camps, activities or events; 4) print out waivers or forms for that event.

1. Open your Internet browser.

2. Go to https://arkansas.4HOnline.com (this is a secure website).

3. Click “I need to setup a profile.” **Next, check “Are you in a military 4-H club?”** Important NOTE: **Ignore** instructions to select the county in which you will participate in 4-H. Instead, check that you are in a military club.

4. Select your military affiliation from the drop-down menu. If two family members are in the military, select the branch of service of the one who was most recently deployed.

5. Fill in the fields marked Email, Confirm Email, Last Name, and create a login (password) that you will remember. Confirm password. Make a note of your login.

6. Keep “Family” on the Role drop-down menu.

7. Click “Create Login.” Make a note of your login.

8. Follow the onscreen prompts to register your family and all family members (including adults and children age 5-18). Fields marked in bold are required. NOTE: Some information required by this registration program may not be relevant to you – just select an answer and go on. Three forms are part of your profile: Health Card, Media Release Form and Code of Conduct. **You and your camper will digitally “sign” the Code of Conduct online by typing your first and last names.** Your son or daughter must read the code and agree to it. You may not “sign” digitally for them. You must also read and acknowledge with an electronic signature.

9. After entering all family members, please log out of Arkansas 4-H Online.

10. You will be notified by email when your profile has been approved.

- When approved, you may log in to your account by clicking “I have a profile” and providing your email address and login (password).
- On the “Member List” page, scroll to the bottom of the page and select a member from the “Register a member for an event” drop down menu. Select the event you are registering for. Only events that a member is eligible for will be shown.
- The final page will have required camp forms for you to print out and sign. These could include special activity waivers, medication forms and a list of what to bring to camp.
- After you register, your military 4-H program contact will review your registration and approve. You should be notified by email.

Questions about Arkansas 4-H Online? Ask your military 4-H program contact – Maureen Rose, 501-671-2066 – mrose@uaex.edu or your county extension office, if you are enrolled in a county 4-H club.

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