

HEALTH FORM ON 4-H ONLINE

Required for all overnight 4-H events

The Health Form provides the information and permissions we need in case of an emergency. It also informs chaperones of allergies or health conditions.

Logging In

If the child is enrolled in 4-H, your family already has a 4HOnline account. It is very important that you DO NOT create a new account if you already have one.

1. Go to <https://co.4honline.com/>
2. Scroll down and select "I have a profile" if you are a returning family
3. Enter username and password. Your username is your FAMILY email address
4. Role should always be set to "Family"

Once you are logged in, click the orange "Continue to Family" button. Now continue to *Completing the Health Form* below...

Forgot your password? No worries, 4HOnline can send you a new temporary password. Just select "I forgot my password" and then type in your FAMILY email address to have it emailed to you. If you no longer have access to that email account, please contact the extension office (303) 678-6238 and ask Audra to reset it for you.

"Email does not exist for the selected role": If you get this error message then it means that you are not using the "Family Email" address that 4HOnline has listed for you. Do NOT create a new account! This will cause huge problems in the system. First, try to identify what your Family Email Address might be by attempting to log in using your other email addresses. If that does not work, contact Audra at the Extension Office, (303) 678-6238. She can provide you with your "Family Email Address". If the family email address is wrong or outdated and you no longer have access to it, Audra can change it for you.

Completing Emergency Contact

1. On the "Member List" page, select "Edit" next to the youth's name
2. Scroll down to just above the blue volunteer bar.
3. Fill out **Emergency Contact Name, Phone, Email and Relationship**. *This person must be someone other than a parent. Parent contact information is already listed, and we need a backup in case the parent(s) are not reachable.*

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1. On the “Member List” page, select “Edit” next to the youth’s name
2. Along the top, there will be a menu of pages as shown below. Select “Health Form”.



3. Enter the youth’s Immunization Information, Participation Authorization, Medical Information, and Authorization for Medical Care.
4. **REMEMBER:** Select “Continue” at the bottom of the page to save what you have entered.

Review and update this information each year and prior to any overnight 4-H event.