**Important things to remember**

* No Old versions of enrollment forms will be accepted. (The carbonless packets of years passed, etc.)
* DEADLINES:
	+ - * Wednesday, **May 8**, 2013: ALL Club Leaders, ALL Project Leaders, and ALL Enrollment Specialists Enrollment (All Adult Volunteers) Paperwork DUE to the 4-H Office.
			* Thursday, **July 11**, 2013 4:30 p.m.: ALL re-enrollments DUE for Clubs with Horse Fair Participants.
			* Wednesday, **July 17**, 2013 4:30 p.m.: ALL Re-enrollments (any NEW enrollments that the club has received) DUE to the 4-H Office
			* Tuesday, **December 31**, 2013: *LAST DAY* for Adults AND Youths to enroll in ANY Fair Animal Project or Horse Project for the 2013 / 2014 program year.
* 4hOnline is slated to be down for Server Maintenance the first couple of days or so of July: No updates and No new enrollments from June 30th until the 4hOnline system is available again. The 4-H Office will send out an e-mail to all of the Club Leaders and Enrollment Specialists as soon as the system is available: Check your e-mail frequently for this important e-mail. The Club Leaders and Enrollment Specialists will then notify their club members and volunteers.
* Club Password changes will be provided by the County 4-H Office ONLY to ALL of the Club Leaders and the Enrollment Specialist within your club. If you forget the Club Password, contact another Club Leader / Enrollment Specialist in your club to obtain it from them. If NO ONE remembers the password, only one of these persons needs to contact the 4-H Office, the password will then be sent to each of you. ***DO NOT SHARE THE CLUB PASSWORD WITH MEMBERS OR PROJECT LEADERS***. Any new Club Leader or new Enrollment Specialist will receive the club password from the 4-H Office AFTER their certification is complete. Do not provide them your access information so that they have access, they will have their own.
* Passwords: 1) Are case sensitive 3) MUST contain AT LEAST 1 letter
1. MUST be 8 characters MINIMUM 4) MUST contain AT LEAST 1 number.
* The 4hOnline system has an “I forgot my password” function that is available 24/7. When someone in your club contacts you with access problems; assist them by following the directions in the password instructions.
* All Members that do NOT have internet access will have to complete the entire paper enrollment packet (the Youth packet is 6 pages) and turn them in to the Club Leaders / Enrollment Specialist who will be responsible for; creating and maintaining a gmail or other free e-mail account, creating / maintaining ALL of those Member / Volunteer 4hOnline e-mail access and password.
* Confirm ALL Re-Enrollments BEFORE submitting paperwork to the 4-H Office; the Deadline to submit paperwork to the 4-H Office is **Wednesday, July 17, 2013 4:30 p.m.**
* Set up a regular schedule for checking for new enrollment into 4hOnline and follow-up with those families for their paperwork and fees.