

4honline Enrollment Instructions: NEW MEMBERS

Begin at the <https://ca.4honline.com>

Click the bubble that says: **I need to set up a profile**
You will see the following data entry fields.

Adult Enrollment Application Spanish

Help - Youth & Adults: If you do not have the contact information for your local club leader, you can locate a list of county offices with club and club contact listings here.

I have a profile
 I need to setup a profile
 I forgot my password

Are you in a Military 4-H Club:

County: Select your county ...

Email:

Confirm Email:

Last Name:

Password: Min. of 8 characters, at least 1 non-alpha

Confirm Password:

Role: Family

Create Login

Annotations:

- SHASTA (points to County dropdown)
- YOUR EMAIL ADDRESS (points to Email field)
- YOUR EMAIL ADDRESS AGAIN (points to Confirm Email field)
- FAMILY LAST NAME (points to Last Name field)
- CREATE A PASSWORD (points to Password field)
- TYPE THE PASSWORD AGAIN (points to Confirm Password field)
- KEEP THIS AS-IS (points to Role dropdown)
- CLICK THIS BOX (points to Create Login button)

You are on your way to creating your family profile. The next page will open. A few of the data fields will be auto-filled (email, last name, state, correspondence preference, and county). Please click the dropdown arrow for correspondence preference and click **EMAIL**. You will receive notices and the newsletter via email. You will not have to create a new password since you just did in the previous screen. Remember to click the [Continue >](#) button, it is the only way to save information in this system.

FAMILY INFORMATION SCREEN

Family Information

Profile Information

Email: youremail@email.com | joe@gmail.com

Last Name: your last name

Mailing Address:

City:

State: California

Zip Code: | 12345

Primary Phone: | 555-555-1234

Correspondence Preference: Mail

4H County: Shasta

Update member records with the same address:

Password Management

Current Password:

New Password:

Confirm New Password:

Update Password

Continue >>

Delete Family

Only delete a family if they will never return.

Annotations:

- TYPE YOUR MAILING ADDRESS (points to Mailing Address field)
- TYPE YOUR CITY (points to City field)
- KEEP THIS AS-IS (points to State dropdown)
- TYPE YOUR ZIP CODE. (points to Zip Code field)
- TYPE YOUR PHONE NUMBER - (USE THIS FORMAT FOR YOUR PHONE NUMBER) (points to Primary Phone field)
- CLICK THE DROPDOWN ARROW, SELECT EMAIL. (points to Correspondence Preference dropdown)
- CLICK CONTINUE. THIS IS THE ONLY WAY TO SAVE YOUR DATA. (points to Continue >> button)

You have now created your family profile. You will now be directed to a new screen where you will be given the option to add youth profiles, add adult profiles, create a online record book password and edit the family profile information.

MEMBER LIST SCREEN

Member List

University of California 4-H Youth Development Program

Enrollment Directions

- 1) You may edit your family account information by clicking "Edit Family."
- 2) You may add a new enrollment by selecting Youth or Adult from the drop-down box and entering all three pages of information.
- 3) You may edit an existing enrollment by clicking on "Edit."

Please Note: Your 4-H Enrollment is not active until you have been assigned a Membership ID.

4-H Online Record Book

For youth to gain access the record book system, a password must be set (see link below your family contact information). Adults use their 4hOnline password. Access the 4-H Online Record Book at <http://www.ca4h.org/4hbook/>

your last name Family [Edit Family](#)

1851 Hartnell Ave
 Redding, CA 96002-2217
 555-555-1234
 youremail@email.com
 Shasta - Elizabeth Wilson County [contact info]
 Change Youth Password for Recordbooks **Password Not Set**

Add A New Family Member

select a member type...

YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE

If your enrollment status is 'inactive' or 'incomplete', click the 'Edit' button to review and submit your record for approval

Member/Volunteer List

Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
<p>Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register</p> <p>Member: <input type="text" value="select a member..."/></p> <p>Event: <input type="text"/></p>					

CLICK THE DROPPDOWN ARROW:

SELECT EITHER YOUTH OR ADULT THEN CLICK

ONLINE RECORD BOOK PASSWORD: NEED TO SET THIS UP BEFORE ATTEMPTING TO GAIN ACCESS TO THE ONLINE RECORD BOOK

MEMBER LIST SCREEN

Please enter the member's Profile Information.

Youth members: if s/he is serving as a leader (ie. Jr Leader, Teen Leader), please select "Yes" in the "Volunteer" section

Adult members: ALL adult members need "Yes" selected in the "Volunteer" section.

Once all areas are complete, please click to save information.

ADDITIONAL INFORMATION SCREEN

The “Additional Information“ screen asks you to acknowledge the information for the following forms with electronic signature.

FOR YOUTH:

Parent Consent for 4-H Online Record Book (Yes or No)
Waiver of Liability, Assumption of Risk, and Indemnity Agreement
Enrollment Confirmation
Photograph Release
Medical Release and Health History (Print a hardcopy, fill out the form, and hand to your Club Leader)

FOR ADULTS:

Complete:

Waiver of Liability, Assumption of Risk, and Indemnity Agreement
Enrollment Confirmation
Medical Release and Health History (Print a hardcopy, fill out the form, and hand to your Club Leader)
Volunteer Confidential Self-Disclosure Form - please complete fields

Under Enrollment Information please indicate how member would like to receive the TnT.

CLUBS, PROJECTS AND GROUPS SCREEN

There are 3 tabs on this screen: **Clubs**, **Projects** and **Groups**.

We will **not** be using the **Groups** tab.

CLUBS TAB:

You will automatically be viewing the information in the **Clubs** tab.

Please go to the “**Add a Club**” section and select the club name from the drop down menu



Important...Click **when done**

Once club name appears on the list, click to save the data.

PROJECTS TAB:

Under “**Add a Project**” choose from the pull down menu above & select your **club**, then select the **project**, input **years in project** and if applicable, **type of volunteer**.

Important...Click **Repeat these steps for each additional project.**

Once the project(s) is/are listed under , click

CONGRATULATIONS! YOUR MEMBER IS ENROLLED!

You will be taken back to the Members List screen. You can add another youth or adult. Or, you can logout of the system (the logout link is at the upper right corner of the screen. You can revisit your family profile at any time by using your family email and password you created (be sure to write them down in a safe place). If you forget your password, on the first screen you will click “I forgot my password” and the system will send you a temporary password to your email.

Be sure to printout the Medical Release Form for each youth and adult enrolled and give it to your Club Leader along with your enrollment fees.

Welcome to Shasta County 4-H !!!!!