

# 4honline Enrollment Instructions: RETURNING MEMBERS

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

You will see the following fields:

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

Email:   
Password:   
Role:

Login

4Honline  
Registration powered by 4HOnline

**If you have a family email that was used last year AND you remember the password**, click “I have a profile”.

Then type in the family email.

Then type in the password.

Then click Login.

(Now go to page 2 of this document)

**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

Email:   
Role:

Send My Password

**If you have a family email that was used last year BUT you do not know or remember your password**, click “I forgot my password”.

Then type in the family email.

Then click “Send Password”.

Open your email account and retrieve the email from 4honline which will have a temporary password.

You will then go back to [ca.4honline.com](https://ca.4honline.com) and click “I have a password” (see above screenshot).

You will type your family email.

Type the temporary password.

Click “Login”.

You will be prompted to create a new password and confirm the password. (Write the email and password somewhere so you can use it again to gain access to your profile.)

NewPassword:   
Confirm NewPassword:

Update Password

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## 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...

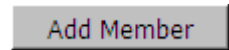
**YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE**

**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
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IF YOU HAVE A NEW CHILD THEN:  
CLICK THE DROPDOWN 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

THE NAMES OF THE YOUTH AND/OR  
ADULT IN THIS FAMILY WILL BE LISTED  
IN THIS AREA. CLICK THE EDIT BUTTON  
TO ENTER INTO THE PERSON'S PROFILE  
TO BE ABLE TO UPDATE INFORMATION

## Youth / Adult Personal Information Screen

Please review the youth's or adult's Profile Information. Make any necessary changes to address, phone, school, etc.

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.

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## 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. Scroll down to see your primary club name. Please go to the “**Add a Club**” section and select the club name from the drop down menu, if necessary.

**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 the above steps to add 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 !!!!!**