University of California

Agriculture and Natural Resources

Making a Difference for California

| 1. | Open a web browser and type in: | | |
|------|---|---------------------------------|--|
| | http://ca.4honline.com (Please note, adding the "www" | 0 | I have a profile |
| | profix will return an error message). You will now see | ۲ | I need to setup a profile |
| 1 | the California 4-H login page. | 0 | I forgot my password |
| | | Are you in a Military 4-H Club: | |
| TIP: | Only use Firefox or Chrome browsers. | County: | Training County V Show County Contact Info. |
| 2. | Choose "I need to setup a profile." | Email: | Guidedog.Hilo@gmail.com |
| | | Confirm Email: | Guidedog.Hilo@gmail.com |
| 3. | Enter your desired login information. | Last Name: | Bell |
| | *Does not need to be county of residence for adults. *Email given must be a valid address. | Password: | Min. of 8 characters, at least 1 number and 1 capital or non-alpha |
| | | Confirm Password: | •••••• |
| 4. | Click Create Login. | Role: | Family |
| | | | Create Login |

*If you receive a message that your account already exists, this means there is already an account using that email address in 4hOnline. Choose the radio button for "I forgot my password" to have a new temporary password sent to you. If you need to switch counties because you have moved, etc., please contact your County 4-H Office where last enrolled to switch the county.

| 5. | Enter your Family Information. | Family Information | | | | |
|---|--|---|---|-------------------|--|--|
| | , | | Profile Information | • Required Fields | | |
| 6. | Click Continue. | • Email: | Guidedog.Hilo@gmail.com | joe@4honline.com | | |
| In 4hOnline, Continue means the same as Save. | | + Last Name: | Bell | | | |
| | | Mailing Address: | 12 Main Street | | | |
| | | • City: | Davis | | | |
| | | • State: | California | | | |
| | | • Zip Code: | 95618 | 12345 | | |
| | | Primary Phone: Correspondence Professore | 111-222-3333 | 555-555-1234 | | |
| | | • Correspondence Preference: • 4-H County: | Email V Training County | | | |
| | | | Please double-check your County selection | | | |
| | | Update member records with the same address | | | | |
| | | Password Management | | | | |
| | | Current Password: | | | | |
| | | New Password: | | | | |
| | | Confirm New Password: | | | | |
| | | | Update Password | | | |
| | | | Continue | | | |
| | | | Continue >> | | | |
| | | | | | | |
| 7. | Members in 4HOnline are grouped by Family. Add youth | Bell Family Edit Family | Add A New Family Member | | | |
| | family members who would like to enroll in 4-H. | 12 Main Street Davis, CA 95618 | select a member type | ~ | | |
| 0 | Cale at Variable for an Manakan Trus a share share | 111-222-3333 Culduda III- Current and | Add Member | | | |
| 8. | Select Youth from Member Type drop-down menu and | Test County [contact info] | | | | |
| | click Add Member. | Change Youth Password for Recordbooks Passwor | d Not Set | | | |
| | | | | | | |

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| 9. Enter the Youth's Personal Information. | Profile Information | | | | |
|--|---|--|--|--|--|
| 10. Information in Bold is required. All other information is | Email: Guidedog.Hilo@gmail.com | | | | |
| optional. | First Name: Taylor | | | | |
| 11. Click Continue. | •Last Name: Bell | | | | |
| - | Mailing Address: 12 Main Street | | | | |
| IIps: *CA 4bOnline does not have toxt messages turned on | Malling Address 2: | | | | |
| * CA 410111111111111 does not have text messages turned on. *For first year members, leave the years in A-H as 1 | State: California | | | | |
| | • Zip Code: 95618 | | | | |
| | • Birth Date: 03/10/2006 | | | | |
| | • Gender: Female | | | | |
| | • Primary Phone: 111-222-3333 | | | | |
| | Cell Phone: 200-300-4000 | | | | |
| | Sample | | | | |
| 12. Under the Additional Information screen, read each | 4-H TOULT LEVEROPMENT ACTIVITIES and Projects, and to remourse them for any such expenses incurred. | | | | |
| Authorization carefully. | Severability: The undersigned further expressly agrees that the foregoing Waiver and Assumption of Risk Agreement is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, | | | | |
| 13. Mark the check box and/or sign each section. The | notwithstanding, continue in full legal force and effect. | | | | |
| Authorization screen sections will be locked for editing | Acknowledgment of Understanding: I have read the Waver of Labidy. Assumption of Kak, and holemity Agreement, Wuy indenstand is terms, and understand that I and yoing up substantial rights, including my right to sue. Lacknowledge that the an signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by I w. Download a copy of the waiver at Download Here. | | | | |
| after the enrollment has been submitted. | | | | | |
| 14. Click Continue. | The parent/Guardian certifies that they have REQUIRED read, understand and agree to these provisions. | | | | |
| 15 Under the electronic Health Form croon, complete the | | | | | |
| information | Logge un a succe, region en roune (team) menuen Las | | | | |
| | Emoliment menoel Sellings in rainings | | | | |
| 16. Click Continue. | Personal Additional Health Form Participation Information | | | | |
| | Health Form | | | | |
| | Vaccinated for Tetanus? Yes vaccinated for tetanus @ | | | | |
| | No, not vaccinated O | | | | |
| | Date of Last Tetanus Vacination: | | | | |
| | | | | | |
| 17. Under the Participation screen, select your desired Club. | Chiles Designing Comme | | | | |
| 18. Click Add Club. | California 4-H On-Line Enrollment Form Page 3 of 3. | | | | |
| Tip: 4hOnline labels all 4-H Units as 'Clubs' however some of | CLUBS - Select the 4-H Club you are enrolling in. If you are taking a cross-over or countywide project, select the appropriate club as well. If you are unsure which club you should enroll into, you can click here to find your county's 4-H information. | | | | |
| these may be camps, etc. | | | | | |
| | onor a minimum of Fotup(a) and a maximum of Fotup(a) | | | | |
| *A minimum of one club is required | Add a Club | | | | |
| *A minimum of one club is required. | Add a Club Select a Club: Hogan's Heros | | | | |
| *A minimum of one club is required. 19. The Club will appear on the Club List. | Add a Club Select a Club: Hogan's Heros | | | | |
| *A minimum of one club is required. 19. The Club will appear on the Club List. 20. If you would like to join another Club, select it from the | Add a Club Select a Club: Hogan's Heros Add Club Club List (New Look) Demons | | | | |
| *A minimum of one club is required. 19. The Club will appear on the Club List. 20. If you would like to join another Club, select it from the drop-down list and click Add Club. | Add a Club Select a Club: Hogan's Heros Add Club Club Club List (New Look) Primary Club Edit | | | | |



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| Be sure to select which Club will be your Primary Club. *First club selected defaults as Primary Club but you can check the radio button to change as needed. When you have finished adding Clubs, click Continue. | Add a Club Select a Club: Select a dub Add Club Add Club Club List (New Look) Primary Club Edit Hogan's Heros Delete O Horizon Delete |
|---|---|
| 23. Under the Projects tab, select the Club in which you would like to enroll in a Project. 24. Select the Project. 25. Click Add Project. 26. Repeat steps to add all of your projects. 27. When you have finished adding your projects, click Continue. 28. Groups are optional. You may leave this area blank. | Add a Project Select a Club: Select a dub rom the list above first v Select a Project Select a dub from the list above first v Years in Project 1 v Add Project Add Project Club Project List New Look) Club Project Years in Project Hogan's Heros Graphic Arts 1 Edit Horizon Bees 1 Edit Submit Enrollment Submit Enrollment Submit Enrollment |
| 29. Click Submit Enrollment. | |
| 30. You will be returned to the Member List screen. The member that you just added will appear in your Member List as Pending. You will receive an email (sent to the Family Profile email address) that your enrollment has been submitted to your County 4-H Office. 31. Submit your 4-H program fees payment to the primary Club Leader. The primary Club Leader will login to 4hOnline and mark Confirm, indicating payment received. 22. Once your County 4 H Office reviews the member. | Member/Volunteer List Name Role Membership ID Enrolment Status Last Active Year Edit 1) Taylor Bell Youth Pending Edit Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2">Colspan="2"Colspa |
| 32. Once your County 4-H Office reviews the member enrollment, you will receive another email either confirming your enrollment, or asking you to make changes and resubmit your enrollment. When the 4hOnline enrollment status shows as Active, you may begin participating in 4-H events and activities. | |
| You may login to your 4hOnline account at any time to edit member information, view Announcements and Newsletters, and run member reports. | Announcements & Newsletters 4-H Update May 08, 2012 Demo Coursy 4-H Update May 08, 2012 Demo Coursy 4-H FVI May 08, 2012 Demo Coursy |



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| 34. You will need to provide a copy of your Member-Health Form report to each of your Project Leaders or Event Chaperones as needed. | | Name | Role | Member/Volue Membership ID | nteer List Enrollment Status | Last Active Year | Edit |
|--|----|---|-------------------|---|---------------------------------|------------------|-------|
| 35. On the Member List screen, under Member Reports, select the youth name and the Report: Member-Health Form. *When the Report type is selected, the report will automatically run and produce a pdf form. 36. You can save a digital copy of this for yourself if you prefer. | | aytor Bell Member Reports Member: select a mem Report: | Youth | × | Pending | v | Edt 3 |
| 37. To enroll another youth family member, select the member type and repeat the enrollment process. 38. If the second member's Parent and Emergency Contact information is the same as the first member's information, select "Copy parent information from another youth record" to auto-fill these portions of the Youth Profile page. | Co | ay parent information from and | other youth recor | d Select a mem Select a mem Celeste Smith | iber name ber name | | |

Tips:

- ✓ Families can login to 4hOnline at anytime to edit and update the Member Health Form as needed.
- If you need to go back to any previous screen, you can click the Previous button at the bottom of each screen. If you need to go back to the first screen, your Authorizations page will be cleared and you will need to re-enter the information. The Health Form and Volunteer Screening information does not need to be re-entered.
- ✓ If you decide at any time you do not wish to enroll for the year, you can delete the enrollment record by clicking Previous and at the bottom of the Personal Information screen, you will see a Delete button. You can do this at any time for a new enrollment if it you have not yet clicked the Submit enrollment button.

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