|  |  |
| --- | --- |
| 1. Open a web browser and type in: <http://ca.4honline.com> (Please note, adding the “www” prefix will return an error message). You will now see the California 4-H login page.   *TIP: Only use Firefox or Chrome browsers.*   1. Choose “I need to setup a profile.” 2. Enter your desired login information.  \*Does not need to be county of residence for adults. \*Email given must be a valid address. 3. Click 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.* | |
| 1. Enter your Family Information. 2. Click Continue.   *In 4hOnline, Continue means the same as Save.* |  |
| 1. Members in 4hOnline are grouped by Family. Add adult family members who would like to enroll in 4-H as an adult volunteer. 2. Select Adult Member Type and click Add Member.   NOTE: Only add adults who would like to enroll as Volunteers. Parents who are not applying to be 4-H volunteers should not create an Adult member account. |  |
| 1. Enter the Adult Volunteer’s Personal Information. 2. Information in **Bold** is required. All other information is optional.   Tips:  *\*Make sure you mark ‘Yes’ to the question “Are you a Volunteer?”  \*CA 4hOnline does not have text messages turned on.  \*For first year members, leave the Years in 4-H as 1.*   1. Click Continue. |  |
| 1. Under the Additional Information screen, read each Authorization section carefully. 2. Mark the check box and/or sign each section. This section will be locked for editing after the enrollment has been submitted. 3. Click Continue. | Sample |
| 1. Under the electronic Health Form screen, complete the information. 2. Click Continue. |  |
| 1. Under the Volunteer Screening screen, complete all questions. 2. Click Continue. |  |
| 1. Under the Participation screen, select your desired Club.   *Tip:* *4hOnline labels all 4-H Units as ‘Clubs’ however some of these may be camps, etc.*   1. Click Add Club. |  |
| 1. The Club will appear on the Club List. 2. If you will be serving as an adult volunteer at the Club level, select the Club and the Volunteer Type from the list. 3. If you would like to join another Club, select it from the drop-down list and click Add Club. 4. Be sure to select which Club will be your Primary Club. 5. When you have finished adding Clubs, click Continue. |  |
| 1. Select the Club in which you would like to enroll in a Project. 2. Select the Project. 3. If you will be serving as an adult volunteer at the Project level, select the Club and the Volunteer Type from the list. 4. Click Add Project. 5. Repeat to add all of your projects. 6. When you have finished adding your projects, click Continue. 7. Groups are optional. You may leave this area blank. 8. Click Submit Enrollment. |  |
| 1. You will be returned to the Member/Volunteer List screen. The adult record that you just added will appear in your Member List as Pending. The Volunteer Screening status is also Pending at this point. You will receive an email (sent to your family profile email address) that your enrollment has been submitted to your County 4-H Office. 2. Submit your 4-H program fees payment to the primary Club Leader/Enrollment Coordinator (VEC1). The primary Club Leader/VEC1 will login to 4hOnline and mark Confirm, indicating payment received. 3. Once you 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 status shows as Active, you may begin participating in 4-H events and activities. |  |
| 1. You may login to your 4HOnline account at any time to edit member information, view Announcements and Newsletters, and run member reports. |  |
| 1. You will need to provide a copy of your Member-Health Form report to each of your Project Leader or Event Chaperones as needed.  On the Member List screen, under Member Reports, select the adult name and the Report: Member-Health Form.   \**When the Report type is selected, the report will automatically run and produce a pdf form.*   1. You can save a digital copy of this for yourself if you prefer. |  |
| 1. To enroll another adult family member as an adult volunteer, select the member type and repeat the enrollment process. |  |

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.*

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/176836.doc>). Inquiries regarding ANR’s nondiscrimination policies may be directed to John I. Sims, Affirmative Action Compliance and Title IX Officer, University of California, Davis, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1397.