

4hOnline Guide for Youth and Adults For Placer County

2016

INSTRUCTIONS FOR RE-ENROLLING FAMILIES

4hOnline is a new web-based system used to enroll youth and adults in the California 4-H Youth Development Program. 4hOnline may be accessed 24 hours a day, 7 days a week from any computer connected to the Internet.

Computer Requirements

Use a current version of one of the following Web browsers:

- Microsoft Internet Explorer 6.0 or newer (for Windows users)
- Mozilla Firefox 1.5 or newer (for Windows and Apple users)
- Netscape 8.0 or newer (for Windows and Apple users)
- Safari or Mozilla Camino 1.5 or newer (for Apple users)

You must enable cookies and Javascript.

Set up in Family

4hOnline groups enrollments within a "Family Account." One family account is created to enroll youth and adults within that family. **ALL RE-ENROLLING FAMILIES ALREADY HAVE AN ACCOUNT;** do not create a new one.

Accounts

Username & Passwords

The username is the family email address. In order to log in to the system or create a new family account, a valid email address must be used. Each family account must have a unique email address; they cannot be shared with any other family accounts. Passwords may be changed once you are logged into the system.

IF YOUR E-MAIL HAS CHANGED SINCE LAST YEAR, contact the office to update or you will not be able to enter the system.

If you do not have access to a computer or an e-mail address: paper enrollment packets are available from your club Volunteer Enrollment Coordinator (VEC) or at the 4-H office.

For more information about 4-H Enrollment, please contact:

Instructions for Re-Enrolling Members

Your Club Volunteer Enrollment Coordinator (VEC):	County 4-H Office University of California Cooperative Extension Placer County 4-H Office 11477 E Avenue Auburn, CA 95603 530-889-7386
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STEP 1: Has your e-mail changed since you enrolled last? If you don't get the newsletter by e-mail, it's possible that your e-mail is not accurate in the system. Call the 4-H office to update or confirm. 530-889-7386. Do not proceed until your e-mail has been updated with the 4-H Office.

STEP 2: Go to <https://california.4honline.com> (Don't forget the "s" in https:)

STEP 3: LOGIN

ALL RETURNING MEMBERS ALREADY HAVE A PROFILE. DO NOT CREATE A NEW ACCOUNT.

A profile was created for you by the county office last enrollment year.

- If you know your password, **Select "I have a profile"** and enter your family email and password, and turn to Page 3, Step 4.
- If you don't know your password, **Select "I forgot my password"**
- Enter e-mail address given at enrollment last year. If unknown or changed **contact the 4-H office 530-889-7386 to update.**
- Role: Family
- Click on "Send My Password"
- An e-mail will be sent to you with your password.

After receiving the temporary password, log-in and set a new password:

- Select "I have a profile"
- Enter e-mail address.
- Enter pass code received in e-mail
- Role: Family
- Click on "Login"
- **After logging in, check information for accuracy, make any needed changes.**
- You will be asked to change your password. **RECORD YOUR PASSWORD** so you can make future changes if needed.
- Click on "Update Password" after entering information"
- Click on "Continue"

STEP 4: MEMBER LIST

The Member List screen displays all of the youth & adults enrolled in the

family. You may need to SCROLL DOWN to see all information listed. On this page, you may:

- **Edit your family account information** by clicking "Edit Family."
- **Add a new family member's enrollment** by selecting Youth or Adult* from the drop-down box. Then click "Add Member"

Member List

University of California 4-H Youth Development Program

Directions

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

Kent Family [Edit Family](#)
 1234 Shields Ave
 Hollywood, CA 90210
 555-555-5555
 LAtraining@hotmail.com [\[send mail\]](#)
 A. Enrollapaluza Training County (Sworker) County [\[contact info\]](#)

Add A New Family Member
 select a member type...
 Add Member
ReActivate An Archived Family Member
 select a member...
 ReActivate Member

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
1)	Clark Kent	Adult	126425	Active	2009-2010	Edit
2)	Clark Jr. Kent	Youth	126451	Active	2009-2010	Edit

Note: This is the screen where, throughout the year, you can edit /up-date contact information, e-mail, and projects. Just click on Edit. Changes to projects/clubs after November 30th will need to be done by the 4-H office. Cal 530-889-7386.

- **Re-enroll** an existing member by clicking on "Edit" next to the member's name. *Note: Does not apply to new accounts.*

*PLEASE NOTE:

Adults in the family are not required to enroll. Enrolling as an adult is enrolling as a volunteer.

Becoming a 4-H volunteer is an application process. All parts of the process must be completed BEFORE you begin serving as a 4-H volunteer. After completing the on-line enrollment:

- Turn in Medical Release Form and fees to your club (see page 7)
- 4-H Certification (view a 25 minute video on-line at: <http://ucanr.org/4horientation> and complete the quiz)
- A live-scan with Department of Justice clearance. (forms available from club or 4-H office)
- Approval from the County Director
- You will receive notification when the process is complete.

Profile Information

June Stewart - Adult record created: 9/21/2005 12:00:00 AM

Email: estewart@ucdavis.edu

First Name: June
 Last Name: Stewart
 Address: 2205 Country Lane
 Address 2:
 City: Auburn
 State: California
 Zip Code: 95603
 Birth Date:
 Gender: Female
 Primary Phone:
 Cell Phone:
 Work Phone: 530-889-7386
 Work Phone: 530-889-7386
 Work Phone: 530-889-7386
 Years in 4-H: 34
 4-H County: Placer

[Return to Member List](#) [Enroll for 2010-2011](#)

When re-enrolling a member, this screen will appear after selecting "edit" next to the members name.

- Click the "Enroll for 20NN-20NN" to continue the re-enrollment process.

Youth Personal Information

Profile Information

Email	<input type="text" value="LAtraining@hotmail.com"/>	joe@gmail.com
First Name	<input type="text" value="Clark Jr."/>	
Last Name	<input type="text" value="Kent"/>	
Address	<input type="text" value="1234 Shields Ave"/>	
Address 2	<input type="text"/>	
City	<input type="text" value="Hollywood"/>	
State	<input type="text" value="California"/>	
Zip Code	<input type="text" value="90210"/>	12345
Birth Date	<input type="text" value="01/01/1980"/>	mm/dd/yyyy
Gender	<input type="text" value="Male"/>	
Primary Phone	<input type="text" value="555-555-5555"/>	555-555-1234
Cell Phone	<input type="text"/>	555-555-1234
Years in 4-H	<input type="text" value="1"/>	0-100
Parent 1 First Name	<input type="text" value="Clark"/>	
Parent 1 Last Name	<input type="text" value="Kent"/>	
Parent 1 Cell Phone	<input type="text"/>	555-555-1234
Parent 1 Work Phone	<input type="text"/>	555-555-1234
Parent 1 Work Extension	<input type="text"/>	
Parent 2 First Name	<input type="text"/>	
Parent 2 Last Name	<input type="text"/>	
Parent 2 Cell Phone	<input type="text"/>	555-555-1234
Parent 2 Work Phone	<input type="text"/>	555-555-1234
Parent 2 Work Extension	<input type="text"/>	
Parent 2 Address	<input type="text"/>	
Parent 2 City	<input type="text"/>	
Parent 2 State	<input type="text" value="California"/>	
Parent 2 Zip Code	<input type="text"/>	12345
Parent 2 Home Phone	<input type="text"/>	555-555-1234
Parent 2 Email	<input type="text" value="joe@gmail.com"/>	
4-H County	<input type="text" value="Training County"/>	

Volunteer

Select "Yes" if you serve in a leadership capacity in 4-H.
Examples for youth: Junior Leader, Club Officer, etc.
Examples for adult: Community Club Leader, Project Leader, etc.

Are you a Volunteer?: No: ☒ Yes: ☐

Ethnicity

Check all that apply

Are you of Hispanic ethnicity?: No: ☒ Yes: ☐

- White: ☒
 Black: ☐
 American Indian or Alaskan Native: ☐
 Native Hawaiian or Pacific Islander: ☐
 Asian: ☐
 Prefer Not to State: ☐

Residence

- Farm: ☐
 Town under 10,000 and rural non-farm: ☐
 Town/City 10,000 - 50,000 and its suburbs: ☐
 Suburb of city more than 50,000: ☒
 Central city more than 50,000: ☐

Military Service of Family

Family Member Military Service:

Branch of Service:

Branch Component:

School Grade

Grade:

[Return to Member List](#) [Continue >>](#)

Scroll through the next few pages, updating and checking for accuracy.

(This page will be slightly different for adults)

Years in 4-H is automatically updated. Do not change.

- Are you a volunteer? Select "Yes" if youth is a Junior/Teen Leader, Club Officer, etc. or Adult is a volunteer.

- Select "Continue"

IF NO FIELDS APPEAR ON THIS PAGE, GO BACK AND CHECK BIRTHDATE

- Enter School information (Youth)

School Information

Name of School:

Type of School:

Enrollment Information

Additional Information

Please indicate proficiency in a language, other than English:

Please indicate any special accommodations that may be needed to participate in 4-H activities:

Newsletter Preference

Postal Mail for County Newsletter: ☐

Email for County Newsletter: ☐

Email Updates from the State 4-H Office: ☐

Enrollment Confirmation

By completing this online enrollment form, parent/guardian and youth certify that they have read, understand, and agree to the terms of the 4-H Code of Conduct and Photograph and Information Release; and, further, that they understand and give their informed consent to exceptions to the 4-H policy on youth member supervision, when, from time to time, it may be impractical or impossible for a minimum of two adults to be present with youth. Enrollment in 4-H and an updated Medical Release Form and Waiver of Liability must be renewed annually.

Download the 4-H Member Code of Conduct and Photograph Release Form at [Download Here](#).

Enrollment Confirmation (Youth) PY0910

The parent/guardian certifies that they have read, understand and agree to these provisions: ☐

Photograph Release (Youth)

YES - The parent/guardian agrees to the Photograph Release. ☒

NO - PHOTO OPT-OUT - The parent/guardian does not agree to the Photograph Release. ☐

Waiver of Liability, Assumption of Risk, and Indemnity Agreement

Waiver: In consideration of being permitted to participate in any way in California 4-H Youth Development Activities and Projects, I, for myself, my heirs, personal representatives or assigns, do hereby release, waive, discharge, and covenant not to sue The Regents of the University of California, its officers, employees, and agents from any and all claims including the negligence of The Regents of the University of California, its officers, employees and agents, resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in California 4-H Youth Development Activities and Projects.

Assumption of Risks: Participation in California 4-H Youth Development Activities and Projects carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from 1) minor injuries such as scratches, bruises, and sprains; 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions; and 3) catastrophic injuries including paralysis and death.

I have read the previous paragraphs and I know, understand, and appreciate these and other risks that are inherent in California 4-H Youth Development Activities and Projects. I hereby assert that my participation is voluntary and that I knowingly assume all such risks.

Indemnification and Hold Harmless: I also agree to INDEMNIFY AND HOLD The Regents of the University of California HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in California 4-H Youth Development Activities and Projects, and to reimburse them for any such expenses incurred.

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, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: I have read this Waiver of Liability, Assumption of Risk, and Indemnity Agreement, fully understand its terms, and understand that I am giving up substantial rights, including my right to sue. I acknowledge that I am 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 law.

Download a copy of the waiver at [Download Here](#).

Waiver Confirmation (Youth) PY0910

The parent/guardian certifies that they have read, understand and agree to these provisions: ☐

Medical Release and Health History

To ensure the safety of all 4-H participants, each 4-H member and volunteer must provide a medical treatment form upon initial enrollment. This ensures that at any given time, a 4-H volunteer in charge of an activity can reach the parents or guardians of all 4-H members participating in the activity, or can produce a medical treatment form to be used by emergency medical personnel.

Download the youth Medical Release and Health History Form at [Download Here](#).

Directions: Please open the document, print, complete and return to your Community 4-H Club/Unit Leader or County 4-H Office.

Medical Release Form PY0910

I have printed the 4-H Medical Release Form and will provide to the Community 4-H Club/Unit Leader or County 4-H Office: ☐

Additional Enrollment Steps

Payment of Program Fees - All 4-H members and volunteers must pay program fees which include accident and sickness insurance. Fee information is available from the Community 4-H Club Leader and/or the County 4-H Office.

County Specific Enrollment Forms - Some counties require additional forms for 4-H enrollment. Please check the California State 4-H Website to see if your county requires these forms.

Disclaimer & Non-Discrimination

The information on this form is being requested by the University of California Cooperative Extension for use in its 4-H Youth Development Program. The individual completing this form may make inquiries concerning use of the information collected and may ask to review the form as well as other non-confidential personal information maintained on record by contacting the local UCCE County Director, 4-H Youth Development Advisor, 4-H Program Representative, or the State 4-H Director at California 4-H Youth Development Office, University of California, DAFNR Building, One Shields Avenue, Davis, CA 95616-8575, (530) 754-6518, fourstatesof@ucdavis.edu.

Information on this form is being requested under the authority of the Smith-Lever Act of 1914 covering Cooperative Extension activities and Article II, Section 9 of the State of California Constitution covering the University of California. Ethnic information is requested to maintain compliance with Title VI of the Civil Rights Act of 1964 and sex information is requested to maintain compliance with the Title IX of the Education Amendments of 1972. Statistical information on this form is being collected to satisfy the U.S. Department of Agriculture Extension Service reporting requirements for Affirmative Action and the Federal ES-237 annual 4-H Youth Program Report. Statistical information includes birth date, sex, ethnic information, residence location, project name and number.

Submission of the above noted information is voluntary. If the information is not submitted by the source, the County 4-H Youth Development Staff may use it or her judgment to complete the information and satisfy Federal reporting requirements. Other personal information on this form is being collected to provide the County Extension 4-H Advisors with information to assist in program planning. This information consists of name, address, phone, name of school, club/group name, club/group number, date, birth date, grade, and name of parent or guardian.

Submission of the above noted information is voluntary for membership in all organized 4-H Clubs and in some 4-H Groups and activities as designated by the County 4-H Youth Development Staff in charge. If the information is not submitted, the County 4-H Youth Development Staff may not contact and/or include the individual in 4-H programs within the county. In addition, the information must be on file in the county office as mandatory proof of enrollment for individuals in the above-mentioned clubs or groups, for purposes of 4-H accident insurance coverage.

The University of California prohibits discrimination or harassment of any person on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (including childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994; service in the uniformed services includes membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services) in any of its programs or activities. University policy also prohibits reprisal or retaliation against any person in any of its programs or activities for making a complaint of discrimination or sexual harassment or for using or participating in the investigation or resolution process of any such complaint. University policy is intended to be consistent with the provisions of applicable State and Federal laws, inquiries regarding the University's nondiscrimination policies may be directed to the Affirmative Action/Equal Opportunity Director, University of California, Agriculture and Natural Resources, 1111 Franklin Street, 6th Floor, Oakland, CA 94607, (510) 987-0096.

<< Previous Return to Member List Continue >>

- Enter Newsletter Preference.
(Placer County no longer mails the Newsletter, it will either be e-mailed to you or a copy can be obtained from your Community Club Leader)
- Sign the **Enrollment Confirmation** electronically. Please read the text and then “sign” by marking the checkbox.
- Sign the **Waiver of Liability** electronically.
- Please read the text and then “sign” by marking the checkbox.
- **Download, print, and complete the Medical Release Form and turn in to your club’s VEC.** (Required to complete enrollment.) If you do not have a printer available, blank medical forms will also be available at your Community Club Meetings or from your VEC. **Check the box.**
- **Adult Volunteers** are also required to complete online The Volunteer Self Disclosure Form.
 - For additional items required for Adult Volunteer applications, see page 3.
- There are no additional forms required.
- Program fees are to be paid to your club. **(Required to complete enrollment.)**
- Click the “Continue” button once you are finished entering information on this page.

Step 6: ENROLL IN A CLUB

SCROLL DOWN if needed to see clubs you participated in last year.

To add a club:

To delete a club:

- Click on “Delete” next to the club you are NOT participating in this year.
- PLEASE NOTE: This action will delete all projects you were taking with that club.

- Select the Club from the dropdown.
- Click on “Add Club”
- You can select as many clubs as you are involved in.
- **If you will be attending a project in another club that is not your primary club, that club must be listed, too.**
- **For Countywide Projects**, select Countywide Projects as a club.
- **Do NOT select Summer Camp Club.** Office staff will make that selection at a later date.

The club(s) you have selected should appear. You may need to scroll down to see them.

- IF MORE THAN ONE CLUB: Select the Primary Club (Main Club)
- Click on “Continue.”

Step 7: ENROLL IN PROJECTS

SCROLL DOWN if needed to see projects you are enrolled in. ***Years in project is automatically updated. DELETE any projects you are NOT taking this year.***

To add a project:

- Select the Club
- Select projects you wish to participate in.
 - Only the projects offered by that club will appear.
 - Projects restricted by youth’s age will not appear.

- Enter Years in Project (1 for 1st year)
- Click “Add Project. Projects selected will appear in the Project List.
- Click the **“Submit Enrollment”** button once you are finished entering all projects. The program returns to the Member List where you may add or edit another member’s profile. You will receive an email to the family account email address. If you don’t check your spam.

JUST ONE MORE STEP...

STEP 8: COMPLETE ENROLLMENT: turn in forms and fees to your club.

Please make checks payable to your 4-H club.

After enter all family members enrolling into 4-H continue to step 8 (next page)

Required to complete Youth Enrollment

- ☐ Medical Release Form
- ☐ \$40.00 Enrollment Fee

Required to complete New Adult Volunteer Applications:

- ☐ Medical Release Form
- ☐ Self Disclosure Form * no paper copy required if completed online.
- ☐ Live-scan Clearance

Forms and information available from your club VEC or at the 4-H office.

- ☐ Leader Certification

View the 25 minute video and pass the quiz. On-line at <http://ucanr.org/4horientation>

If you do not have internet access, contact the 4-H Office to set up an appointment.

- ☐ \$14.00 Enrollment Fee

Required to complete Re-enrolling Adult Volunteers: (have not skipped a year)

- ☐ Medical Release Form
- ☐ Self Disclosure Form * no paper copy required if completed online.
- ☐ \$14.00 Enrollment Fee

If you have questions regarding 4-H enrollment, please contact your club's VEC or call the 4-H office at 530-889-7386.