



## Creating a New 4-H Online Account

For best system functionality Registration Max, the vendor of 4-H online 2.0, recommends the use of Chrome and FireFox browsers.

1. Go to <http://v2.4honline.com>.

If you had an account in 4hOnline 1.0, or previous years, enter the login information for your existing account and click the hyperlinks to skip to enrollment instructions for [Youth Member](#) or [Adult Volunteer](#)

2. Click "Don't have an account?" if you have never enrolled in 4-H before using 4-H Online.

3. Select *California* state from the drop-down menu.

4. Select *University of California*.

5. Choose your county of residence from the drop-down menu.

6. Complete your family's information.
  - a. Enter a valid email address you check regularly.
  - b. Enter the Family Name. This is your family's last name. It is ok if members of your family have different last names than the one you choose for the Family Name.
  - c. If your family does not have a mobile phone, you may enter a valid phone number.
  - d. Choose and confirm a password for your account.

**Passwords must be a minimum of 10 characters with a number, and a capital letter or a symbol.**

7. Click *Create Account*.

8. Enter your family's address information.
9. Click *Verify*.  
The verification process may require you to select an appropriate USPS format.

**Once you have created an account, go to [Adding a New Member to the Family](#).**

10. If you create a new account and an existing account is found, click Confirm and continue to [Logging in with an Existing 4-H Online Account](#).

11. If you get a Duplicate Address: Account Recovery message and do not have access to the recovery phone, please contact your [local 4-H County Office](#) contact and let them know you received a Duplicate Address error.

**Do not use the system to send a message to your County. The message will not be received by your 4-H County Office.**

### Creating a New Account Section Resources:

- [Family Video](#) - Creating a New Family Account in 2.0

## Logging into an Existing 4-H Online Account

For best system functionality Registration Max, the vendor of 4-H online 2.0 recommends the use of Chrome and FireFox browsers.

1. If you had an account in 4-H Online version 1.0, go to <http://v2.4honline.com>.
2. Enter your email address and password.
3. Click *Sign in*.
4. Continue to [Youth Member Enrollment](#) for re-enrollment of youth members, [Adult Enrollment](#) for re-enrollment of Adult members, or [Adding New Members](#) for instructions on how to add new Family Members.

If you have forgotten your password, click “Reset Password?” to receive an email with a link to set a new password.


### Logging into an Existing Account Section Resources:

- [Family Video](#) - Family Login & Adding a New Family Member

## Adding a New Member to the Family

1. Click *Add Member*.
2. Choose to join 4-H and click *Next*.

Throughout 4-H Online 2.0 the term “Member” is used to refer to both Youth and Adult Volunteers.

3. Enter the member's information.
  - a. *First and Last Names* – This is your “lived name”, or your preferred name that may or may not differ from your legal name.
  - b. *Preferred Name* – a shortened name you prefer to be called (not required).
  - c. *Birth Date* – Month/Day/Year format (eg. “01/22/1980”). You may enter text or click the calendar icon  and choose the year, month, and day.

**Date of birth is used to determine the Youth or Adult Volunteer role of the Member.**

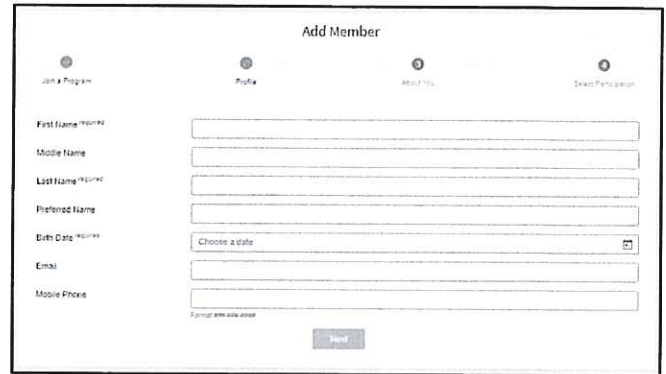
- d. *Email* – Only one member of a family may use the email address entered for the family. If a member does not have their own email address, this field can be left blank.

**The family email may only be used for one member. If additional members are added to a family, unique email addresses are needed. If the member does not have an email address, this field may be left blank.**

- e. *Mobile Phone* – If the member does not have a mobile phone, you may enter a valid phone number or leave the field blank.
  - f. *Number Of Previous Youth Years In Program* – is the number of years you participated as a Youth in 4-H. If you have not participated in 4-H as an Youth, you may leave this field blank.

*Number Of Previous Adult Years In Program* is the number of years you participated as an Adult in 4-H. If you have not participated in 4-H as an Adult, you may leave this field blank.

4. Click *Next*.



5. Complete the About You, Demographics, and Emergency Contact sections with the requested information.

For *Race*, please select all categories that apply, and see the below description for each category:

- American Indian or Alaskan Native - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American - A person having origins in any of the Black racial groups of Africa.
- Native Hawaiian or Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Other (race not listed) - Race is not listed.
- White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Prefer Not to State

**Emergency Contact – should be someone other than a parent/guardian. You will enter parent/guardian information in a different section of enrollment.**

The screenshot shows the 'Add Member' form with the following sections:

- About You:** A dropdown menu for Gender.
- Demographics:** A dropdown menu for Residence, a dropdown menu for 'Are you of Hispanic or Latino ethnicity?', and a list of race categories with checkboxes: American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or Pacific Islander, Other (race not listed), White, and Prefer Not to State.
- Emergency Contact:** Text input fields for Full Name, Relationship to member, Contact Phone, and Contact Email.

Buttons for 'Back' and 'Next' are located at the bottom right.

6. Click *Next*.

7. Select *I want to join 4-H as a New or Returning Member/Volunteer*.

8. Click *Finish*.

The two screenshots show the 'Add Member' form at the 'Select Participation' step. The question is 'How would you like to participate?' with two radio button options: 'I want to join 4-H as a New or Returning 4-H Member' and 'I want to join 4-H as a New or Returning 4-H Volunteer'. Buttons for 'Back' and 'Finish' are at the bottom.

If you have selected that you will be participating as New or Returning Member, continue to [Youth Member Enrollment](#).

If you are participating as an Adult Volunteer, continue to the [Adult Volunteer Enrollment](#) instructions.

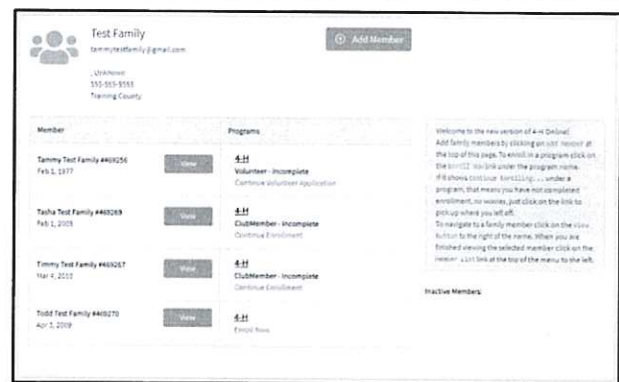
## Adding a New Member to the Family Section Resources:

- [Family Video](#) - Family Login & Adding a New Family Member

## Youth Member Enrollment

If you are returning to 4-H, your member record will be listed on the family Member List. Click "[Enroll Now](#)" under the Program in which you would like to enroll.

If you are a new member and your name is not yet listed, click "[Add Member](#)", and follow the steps for [Adding a New Member to the Family](#), then continue to Step 1 below.



1. Select the member's Grade and click [Next](#).
2. Confirm that you would like to enroll in 4-H as Member by clicking [Enroll](#).

You will notice the invoice amount will show \$0.00. UC ANR is not able to collect Enrollment Fee payment(s) through 4-H Online 2.0. You will work with your Unit Leader and [local 4-H County Office](#) to pay your enrollment fees.

In 2.0 “unit” has replaced the word “club”

3. Read the page message and click *Select Units*.

The county will match that of the Family Profile. If you wish to add a unit that is not in the your family’s county, contact your [local 4-H county office](#).

Todd Test Family  
2020-2021 Member Enrollment (Junior)

Units Projects Questions Health Form Consents Confirm

Primary	Unit	Type	County
<input type="checkbox"/>	Lucky Ten	Club	Training

Select Units

Invoice  
Total: \$0.99

Next

Delete

4. Choose youth volunteer role, if appropriate.
5. Click *Add* next to the Unit you would like to join.
6. Repeat steps 3-5 to add all Units in which you would like to participate.

Your [local 4-H county office](#) has a list of current units available for enrollment.

Add Units


County required  
Training

Youth Volunteer Role

Lucky Ten Add

Terrific Testing Unit Add

Cancel

7. If you have enrolled in more than one Unit, be sure the Primary Unit is marked correctly. If not, click the *Change to Primary* button to mark a different Unit as your Primary Unit.
8. Click the trash can icon  to remove a Unit from your list.
9. Once all your Units are added, click *Next* at the bottom of the screen.

Todd Test Family  
2020-2021 Member Enrollment (Junior)

Units Projects Questions Health Form Consents Confirm

Primary	Unit	Type	County
<input checked="" type="checkbox"/>	Lucky Ten	Club	Training
<input type="checkbox"/>	Terrific Testing Unit	Club	Training

Select Units

Invoice  
Total: \$0.00

Next

Delete

10. Read the page message and click *Select Projects*.

Todd Test Family  
2020-2021 Member Enrollment (Junior)

Units Projects Questions Health Form Consents Confirm

Project Name	Years In Project	Parent Project	Unit	Youth Volunteer Type
Lucky Ten				

Select Projects

Invoice  
Total: \$0.00

Back Next

Delete

11. Select the Unit with which you want your project to be associated.
12. Click the *Select* button next to the project you want to add to the member's enrollment.
13. Select youth volunteer type, if appropriate, and click *Add*.
14. Repeat steps 10-12 for each project in which you would like to participate.

The top screenshot shows the 'Add Projects' form with the following fields and options:

- Unit: Lucky Ten
- Type to Search: [input field]
- Projects list:
  - Aerospace & Rocketry [Select]
  - Alpacas [Select]
  - Arts & Crafts [Select]
  - Bees [Select]
  - Beginning 4-H [Select]
  - Bicycles [Select]
  - Calligraphy [Select]
  - Cats [Select]
- Buttons: Add, Cancel

The bottom screenshot shows the 'Selected Project' form with the following fields and options:

- Selected Project: Bees
- Description: [input field]
- Years in Project (month): 1
- Youth Volunteer Type: Junior Leader
- Buttons: Add, Cancel

15. Click the trash can icon  to remove a project from your list.
16. Click *Next* once all the member's projects have been added.

**Enrollment must have at least one project selected before it can be submitted.**

The screenshot shows the 'Todd Test Family' enrollment summary page for the 2020-2021 Member Enrollment (Junior). The page includes a progress bar with steps: 1 Units, 2 Projects, 3 Questions, 4 Health Form, 5 Consents, and 6 Confirm. The 'Projects' step is active.

Project Name	Years in Project	Parent Project	Unit	Youth Volunteer Type	Invoice
Automotive	1		Ten/Fic Testing Unit		Total: \$0.00
Bees	1		Lucky Ten	Junior Leader	
Bicycles	1		Lucky Ten		

Buttons: Back, Next, Delete

17. Read the page message and click on "Show Questions" to continue the enrollment.

18. Review information entered in the About You, Demographics, and Emergency Contact sections for accuracy.

**Emergency Contact – should be someone other than a parent/guardian.**

19. Complete other requested information and click *Next* at the bottom of the screen when you are finished.

**Parent / Guardian 1**

First Name required

Last Name required

Phone Number required

Work Phone Number

Work Extension

**Parent / Guardian 2**

First Name

Last Name

Phone Number

Work Phone Number

Work Extension

**School**

Please select your school from the list below, by selecting your school's county, then district and then your school.

School County

School District

School Name

\* If you are unable to locate your school in the list above, please enter the school name and type, in the fields below.

School Name required

School Type required

**Military**

Family Member Military Service required

Branch of Service required

Branch Component required

**Other**

County Newsletter Preference required

Postal

Email

Check box if:  
 Monthly household cash income is at or below 155% of the Federal Poverty guidelines. If your child is eligible for enrollment in free or reduced price school breakfast or lunch you meet this criteria. If yes, you can apply for a reduction or waiver for your 4-H program fees. Please contact your county 4-H office regarding the request for waiver. (Reference: <https://www.fns.usda.gov/income-eligibility-guidelines>)

Yes, monthly household cash income is at or below 155% of the Federal Poverty guidelines.

Back Next

20. Read the page message and click “*Show Health Form*” to continue to the Health Form questions.

**When “Yes” is marked, a text box will appear to enter details.**

21. Complete the Youth Medical Release by entering the member name, parent/guardian name and clicking the appropriate radio button.

Unclicked –   
 Clicked –

**You must agree to some consents to proceed with enrollment. If you have questions regarding a particular consent, contact your [local 4-H County Office](#).**

22. Click *Next* at the bottom of the screen when you are finished.

The screenshot shows the 'Health Form' section of the enrollment process. At the top, a progress bar indicates the current step is 'Health Form', with other steps like 'Units', 'Projects', 'Questions', 'Consents', and 'Confirm' shown as completed. The form includes an 'Allergies' section with a question: 'Does the participant have any allergies including allergies to food, medications, and drug reactions? Provide details below.' Below this are radio buttons for 'Yes' and 'No'. There is also an 'Authorized Medications' section with a text box for 'Please check over-the-counter medications that may be administered, (if available)'. Below this are two questions: 'Pain/fever reliever (ex. Tylenol)' and 'Antacid', each with 'Yes' and 'No' radio buttons. An 'Invoice' box on the right shows a total of \$0.00. At the bottom, there are 'Back' and 'Next' buttons.

23. Read the page message and click “*Show Consents*” and complete all Consents shown on the screen by entering the member name, parent/guardian name (when shown) and clicking the appropriate radio button.

Unclicked –   
 Clicked –

**You must agree to some consents to proceed with enrollment. If you have questions regarding a particular consent, contact your [local 4-H County Office](#).**

24. Click *Next* at the bottom of the page when you are finished.

The screenshot shows the 'Consents' section of the enrollment process. The progress bar at the top indicates the current step is 'Consents'. The main heading is 'Parent Consent Surveys and Evaluations'. Below this is a 'Please Note' section stating: 'The 4-H Online Surveys are open to youth ages 9 and above'. This is followed by a detailed paragraph explaining that the California 4-H Youth Development Program (YDP) offers a high-quality experience for young people based on the latest research on positive youth development, and that participation in surveys is voluntary. At the bottom, there is a paragraph stating: 'All survey and demographic information will be stored on a secure encrypted server with restricted access. Names and other identifying information will be removed from all files. Your child's participation will be kept confidential, and will not be identified in any publication or in any data files shared with other researchers. If you decide to withdraw your child from the research all data will be withdrawn from the...'. An 'Invoice' box on the right shows a total of \$0.00. At the bottom, there are 'Back' and 'Next' buttons.

25. Review the enrollment information.
26. If anything appears incorrect, use the *Back* button at the bottom of the page to go to the section to make corrections.
27. Once you have verified that the Units and projects are listed correctly, click *Submit*.

You will receive an email to let you know your enrollment has been submitted. You will receive another email when your local 4-H office has approved your enrollment. Please make sure you receive and save these system emails. If you do not receive the email within 24 hours, check your Spam/Clutter email folder, then contact your local 4-H County Office.

You may view the enrollment status on the Member List.

Payment of enrollment fees will be done locally through your unit leader and/or local 4-H county office and must be completed before your enrollment will be approved in the 4-H Online system.

## Youth Member Enrollment Section Resources:

- [Family Video](#) - Family Login & Enrolling a Youth Member
- [For Members Download Health Form](#)

## Adult Volunteer Enrollment

If you are returning to 4-H, your Volunteer record will be listed on the family Member List. Click "*Enroll Now*" under the Program in which you would like to enroll.

If you are a new volunteer and your name is not yet listed, click "Add Member", and follow the steps for [Adding a New Member to the Family](#), then continue to Step 1 below.

1. Click *Select Volunteer Types* to indicate how you are planning to participate in the program throughout the year.
2. Select the Unit Volunteer Type.

**Select at least one Unit Volunteer Type during the enrollment process. You may add additional Volunteer Types later, if needed.**