

4hOnline Enrollment Guide

Each family, that was previously enrolled, will have a profile that is linked to a "Family" email address. (If you already have a profile, we have provided your family email address on the label at the top of this page.) Returning families will click the radio button next to **"I have a profile"** and enter their "Family" email address in the Email box. If you know your password, you will enter it in the Password box. Be sure that in the Role box, Family is chosen (default) from the drop down menu and click on **Login**. If you have forgotten your Password, you will click on the **"I forgot my password"** radio button, enter your "Family" email address in the Email box, mark Family in the Role drop down box and click on **"Send My Password"**. A password reset link will be sent to your email address.

New families (that have never had any member enrolled in the California 4-H YDP) will create a profile by clicking the radio button next to **"I need to set up a profile"** and following the on screen prompts. *Helpful hints when setting up a profile: (1) Tulare County does not have any Military 4-H clubs, therefore do not mark that box, (2) County is Tulare, (3) Enter the email address you wish to use as your primary family email, (4) For Last Name, enter your family last name, you will be able to use a different last name for youth members or adult volunteers if needed, (5) Choose a password that is at least eight, 8, characters in length and includes at least one non-alpha character, and (6) For role, choose "Family."* Remember to use only one email address for your entire family, including youth members and adult volunteers.

If a family has additional members to enroll or re-enroll return to the Member List and follow the same steps as above.

When family has finished enrolling/re-enrolling members click Logout, located in the top right side of the screen.