

Step By Step Guide to 4-H Enrollment Online for New Families in Kern County

Go to: <https://california.4honline.com>

1. Click on "I need to set up a profile"
2. If you are a military family, check the box
3. Select Kern from the county drop down list
4. Enter your email address twice to confirm it
5. Enter your family's last name
6. Enter a password. It must be 8 characters with at least one number or symbol.
7. Re-enter your password to confirm it.
8. Make sure the Role is Family
9. Click Create Login

Personal Information

10. Enter the requested information for your family. Note: Your family email will always be your login id.
11. If you want to change your password you can, otherwise **scroll down and click continue**.

Member List-Page 1

12. From the "Add a New Family Member" dropdown, select "youth" or "adult"
13. Click Add Member (Even adults are considered members in this system.)
14. Fill in as much profile information as possible Year in 4-H includes this year so use a 1 if this is your first year.
15. At least one parent name is required for youth
16. Does this person hold a Volunteer position in the club? Yes or No (Always click yes for adults.)
17. Click on the appropriate buttons for: gender, ethnicity, residence, Military service, school grade

**Welcome to the Kern
County 4-H
Program!!!**

If you need assistance
with the online
enrollment, contact:
868-6235

YOUTH	ADULT
Fill in name and type of school 19. Fill in Grade in School 20. Click "continue" <u>Additional Information</u> 21. Parent select permission for online record book information 22. Scroll down and check that parent understands waiver. The waiver may be downloaded for your reading. 23. Check Enrollment Confirmation 24. If you do not wish to have your child's photograph used in 4-H publicity, you may opt out. 25. Check the box about the medical form. (You do not have to download it. Your club leader can give you one.) 26. Enter other language proficiencies. 27. We only have email newsletters in Kern County. 28. Scroll down and click continue	<u>Additional Information</u> 18. Scroll down and check that you understand the waiver. The waiver may be downloaded for your reading. 19. Check Enrollment Confirmation 20. Check the box about the medical form. (You do not have to download it. Your club leader can give you one.) 21. Check the box about Volunteer Confidential Self- (You do not have to download it. You will fill it out at your orientation.) 22. Enter level of education, other language proficiencies and names of any children in 4-H 23. Enter any special accommodations you need 24. We only have email newsletters in Kern County 25. Enter 4-H alumni information (optional) 26. Scroll down and click continue

Participation

27. Highlight your club from the dropdown menu
28. Click on "Add a Club"
29. Adults, if you see a place for Volunteer Type, disregard it unless you are a Community Club Leader.
30. If you are participating in a project from another club, repeat these steps to add the crossover club
31. Click "Continue" this will take you to the Projects Tab
32. Select the club, select the project, select years you have been involved with this project including this year and volunteer type if applicable (Project Leaders, Resource Leaders etc.)
33. Click on "Add Project"
34. Repeat these steps for each project you are enrolling in
35. Click on "Submit Enrollment" (DO NOT GO TO THE GROUPS TAB)
36. This will take you back to the Member List page where you may add another family member
37. When you have finished adding members, log off

TO RETURN TO 4-H ONLINE TO VIEW OR EDIT, CLICK I HAVE A PROFILE AND ENTER YOUR EMAIL ADDRESS AND PASSWORD.