



4-H ONLINE 2.0 FAMILY ENROLLMENT GUIDE

Purpose

This guide will give 4-H families and volunteers step by step guidance to enroll in 4-H Online 2.0. Registration Max, the vendor, is making constant improvements to the system, so some instructions, screenshots and functionalities may differ after this guide is published.

Please contact your [local 4-H County Office](#) with any questions

Table of Contents

Creating a New 4-H Online Account	2
Logging into an Existing 4-H Online Account	4
Adding a New Member to the Family	4
Youth Member Enrollment	7
Adult Volunteer Enrollment	12
Volunteer Screening.....	18
Volunteer Training.....	18
Continuing an Enrollment/Volunteer Application/Screening	19
Editing Information of an Approved Enrollment.....	20
Family Information	20
Member Information	20
Health Information	21
Enrollment in Units and Projects.....	22
Adding a Unit	23
Adding a Project.....	25
Editing other information.....	28
Unit Leaders.....	28
Logging into a Unit.....	28
Troubleshooting	29
Difficulty Logging in	29
System functionality.....	30



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, 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](#).

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.

Adding a New Member to the Family

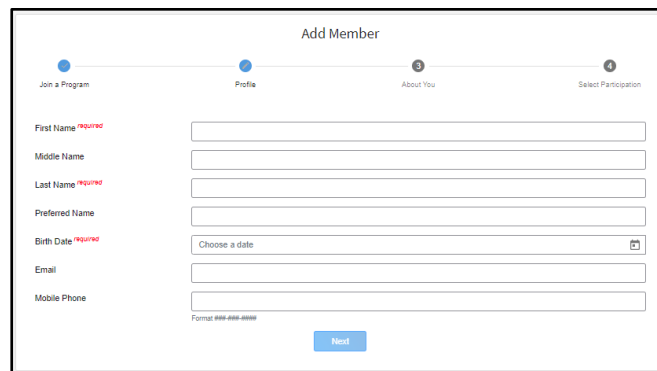
1. Click *Add Member*.
2. Choose to join 4-H and click *Next*.

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.
- 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.

Add Member

Join a Program Profile **About You** Select Participation

About You

Gender **required**

Demographics

Residence **required**

Are you of Hispanic or Latino ethnicity? **required**

Race **required**

☐ American Indian or Alaskan Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Pacific Islander
☐ Other (race not listed)
☐ White
☐ Prefer Not To State

Emergency Contact

Full Name **required**

Relationship to member **required**

Contact Phone **required**

Contact Email

Back Next

6. Click **Next**.

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

8. Click **Finish**.

Add Member

Join a Program Profile About You **Select Participation**

How would you like to participate?

I want to join 4-H as a New or Returning 4-H Member

Back Finish

Add Member

Join a Program Profile About You **Select Participation**

How would you like to participate?

I want to join 4-H as a New or Returning 4-H Volunteer

Back Finish

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.

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”

- 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](#).

- Choose youth volunteer role, if appropriate.
- Click *Add* next to the Unit you would like to join.
- 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.

- 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.
- Click the trash can icon  to remove a Unit from your list.
- Once all your Units are added, click *Next* at the bottom of the screen.

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

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.

Add Projects

Unit: Lucky Ten

Type to Search...

Aerospace & Rocketry	Select
Alpacas	Select
Arts & Crafts	Select
Bees	Select
Beginning 4-H	Select
Bicycles	Select
Calligraphy	Select
Cats	Select

Add Cancel

Add Projects

Selected Project


Deselect

Name	Bees
Description	

Years In Project *required*: 1

Youth Volunteer Type: Junior Leader

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.

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	
Automotive	1		Terrific Testing Unit		
Bees	1		Lucky Ten	Junior Leader	
Bicycles	1		Lucky Ten		

Select Projects

Back Next

Invoice

Total:	\$0.00
--------	--------

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 185% 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 185% of the Federal Poverty guidelines

Back

Next

10 | Page

8.16.2021

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.

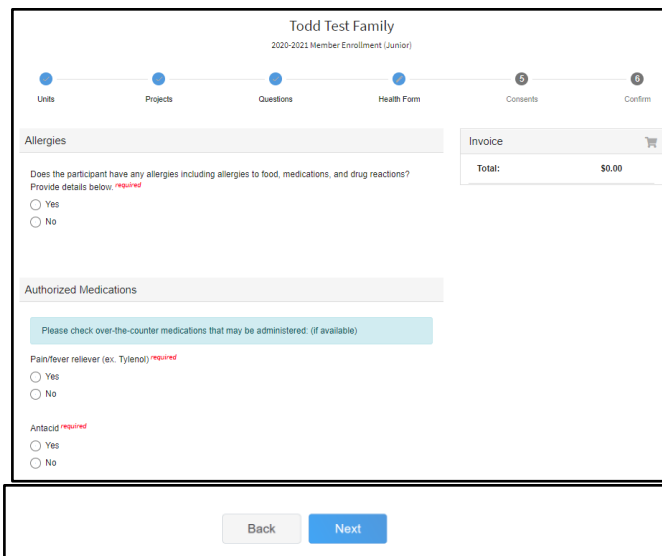
21. Complete the Youth Medical Release by entering the member name, parent/guardian name and clicking the appropriate radio button.

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.



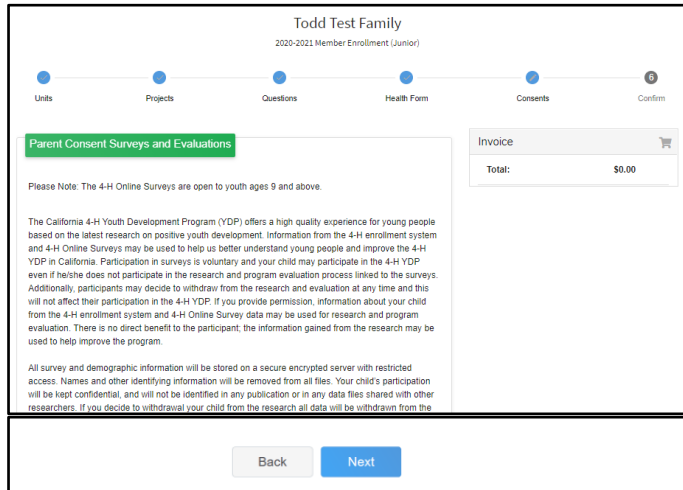
The screenshot shows the 'Health Form' section of the enrollment process for the Todd Test Family. At the top, a progress bar indicates the steps: Units, Projects, Questions, Health Form (current), Consents, and Confirm. The 'Allergies' section asks, 'Does the participant have any allergies including allergies to food, medications, and drug reactions? Provide details below. *required*'. There are two radio buttons: 'Yes' and 'No'. The 'Authorized Medications' section has a text box for 'Please check over-the-counter medications that may be administered. (if available)'. Below this, it asks for 'Pain/fever reliever (ex. Tylenol) *required*' and 'Antacid *required*', 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](#).



The screenshot shows the 'Consents' section of the enrollment process for the Todd Test Family. The progress bar at the top shows: Units, Projects, Questions, Health Form, Consents (current), and Confirm. The 'Parent Consent Surveys and Evaluations' section contains a 'Please Note' paragraph about the 4-H Online Surveys being open to youth ages 9 and above. Below this is a detailed paragraph about the California 4-H Youth Development Program (YDP) and participation in surveys. At the bottom, another paragraph states that all survey and demographic information will be stored on a secure encrypted server with restricted access. An 'Invoice' box on the right shows a 'Total' of '\$0.00'. At the bottom, there are 'Back' and 'Next' buttons.

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

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.

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 a Volunteer Type.

At least one Volunteer Type is required during the enrollment process. You may add additional Volunteer Types later, if needed.

3. Click *Add* next to your Volunteer Type Role.


If you are a Project Leader for a specific Unit, you will need to select a Unit Volunteer Type and a Project Volunteer Type.

4. Repeat steps 1-3 for each Volunteer type in which you would like to participate.
5. Click the trash icon  to remove any Volunteer Types from your list.
6. Click *Next*.

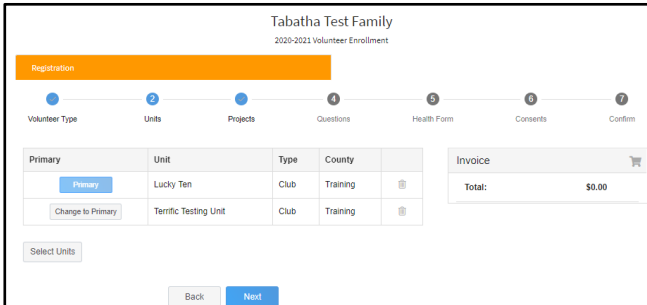
7. Read the page message and click “*Select Units*” to choose the Units with which you would like to Volunteer.

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

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.

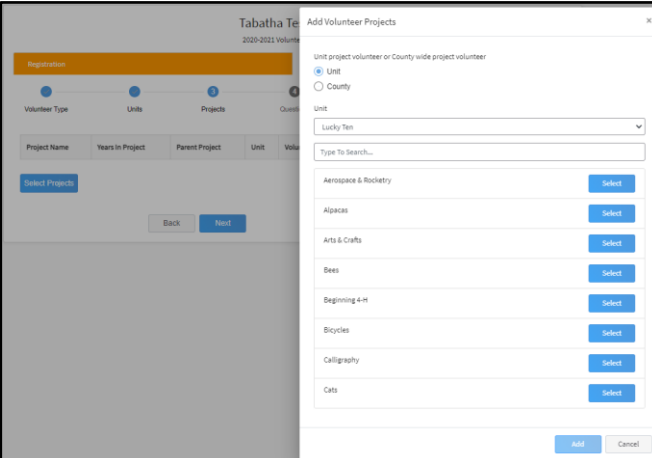
8. Click *Add* next to the Unit.
9. Repeat steps 7-9 for each Unit in which you would like to participate and click *Next*.
10. If you have enrolled in more than one Unit, be sure the Primary Unit is marked correctly. If not, click the *Change to Primary* button to mark a different Unit as your Primary Unit.
11. Click the trash can icon  to remove a Unit from your list.
12. Once all your Units are added, click *Next* at the bottom of the screen.


Your local 4-H county office has a list of current units available for enrollment.



13. Read the page message and click *Select Projects*.
14. Select the Unit from the drop down menu to display projects.
15. Click *Select* button next to the project you want to add.

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



16. Select Project Volunteer Type that best describes your involvement and click *Add*.
17. Repeat step 14-16 for each project you would like to participate.
18. Click the trash can icon  to remove a project from your list.
19. Click *Next* once all the member's projects have been added.

Add Volunteer Projects

Selected Project

Deselect

Name	Aerospace & Rocketry
Description	

Years In Project *required*

1

Volunteer Type

Project Leader



Add
Cancel

Tabatha Test Family
2020-2021 Volunteer Enrollment

Registration

1
2
3
4
5
6
7

Volunteer Type
Units
Projects
Questions
Health Form
Consents
Confirm

Project Name	Years In Project	Parent Project	Unit	Volunteer Type	
Aerospace & Rocketry	1		Lucky Ten	Project Leader	
Automotive	1		Terrific Testing Unit	Project Leader	

Select Projects

Back
Next

Invoice

Total: \$0.00

20. Read the page message and click on “*Show Questions*” to continue the enrollment.
21. Review information entered in the About You, Demographics, and Emergency Contact sections for accuracy.
22. Complete other requested information and click the *Next* button at the bottom of the screen when you are finished.

Military

Family Member Military Service required

Branch of Service required

Branch Component required

Other

Education required

☐ Decline to State
☐ Less than 9th grade
☐ 9th to 12th grade, no completion
☐ High school completion
☐ Some college (no degree)
☐ Associate Degree
☐ Bachelor Degree
☐ Master Degree
☐ Professional Degree
☐ Doctoral Degree

Alumni
Last year you were enrolled in 4-H:

County:

State:

County Newsletter Preference required

☐ Postal
☐ Email

Back

Next

23. 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.

24. Click the radio button to affirm you have read and agree to the Adult Medical Release.

Unclicked – ☐

Clicked – ☒

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

28.

Tabatha Test Family
2020-2021 Volunteer Enrollment

Registration

Volunteer Type

Units

Projects

Questions

Health Form

Consents

Confirm

Allergies

Allergy information for Volunteers is optional and will not affect the approval process if no information is provided.

Does the participant have any allergies including allergies to food, medications, and drug reactions? Provide details below.
☐ Yes
☐ No

Authorized Medications

Would you like to share any medications you are currently taking? Provide details below and list all medications with the name, dosage, and times taken. This is optional and will not affect the approval process process if no information is provided.
☐ Yes
☐ No

Invoice

Total: \$0.00

Back

Next

Most questions on the Health Form are OPTIONAL for adult volunteer applicants to answer.

The decision to provide responses to any or all questions will not affect the review of the adult volunteer enrollment application.

26. Read the page message and click “*Show Consents*” and complete the Consents shown on the screen by entering the member name (when shown) and clicking the appropriate radio button.

Unclicked – ☐

Clicked – ☒

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

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](#).

28. Review the enrollment information.
29. If anything appears incorrect, use the *Back* button at the bottom of the page to go to the section to make corrections.
30. Once you have verified the the Units and Projects are listed correctly, click *Submit*.

31. Click *Confirm* to continue to [Volunteer Screening](#).

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.

Volunteer Screening

In 2.0 “Volunteer Screening” has replaced the “Confidential Self-Disclosure Form”.

1. Click “*Show Screening*” to continue to Volunteer Screening.
2. Complete the Screening questions and click *Submit*.

Tabatha Test Family
2020-2021 Volunteer Enrollment

Registration Screening

Personal Information

First Name *required*
Tabatha

Last Name *required*
Test Family

Mailing Address *required*
1234 MAIN AVE

City *required*
SACRAMENTO

State *required*
CA

Zip *required*
95838

Transportation

3. Do you have a valid driver's license? *required*
☐ Yes
☐ No

Save Submit

If you do not complete the Volunteer screening, you will need to go to the Member list and click *Continue Screening* to return to this section. See [Continuing an Enrollment/Screening](#).

Volunteer Training

UC ANR 4-H is not conducting Volunteer Training through 4-H Online 2.0.

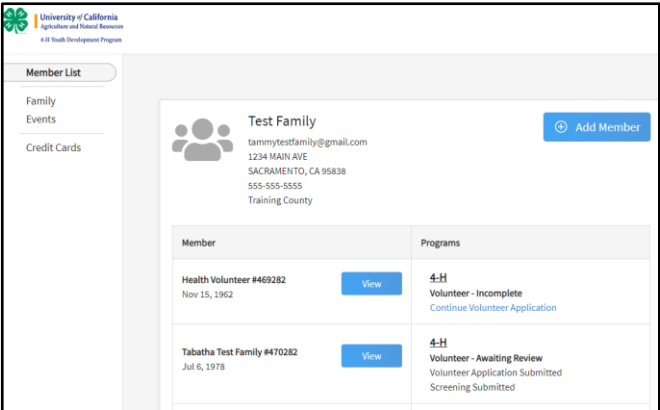
Please see your enrollment submission confirmation email for information on how to login to eXtension and complete volunteer trainings required. Your enrollment will not be approved until you have completed all required trainings.

If you have any questions about Volunteer training, contact your [local 4-H County Office](#).

Continuing an Enrollment/Volunteer Application/Screening

To continue a Youth Member Enrollment, an Adult Volunteer Application, or Screening that has been started, click on the *Member List*.

Then click the link to *Continue the Enrollment*, *Continue Volunteer Application*, or *Continue Screening* to resume the enrollment process.



4-H

ClubMember - Incomplete

Continue Enrollment

4-H

Volunteer - Incomplete

Continue Volunteer Application

4-H

Volunteer - Awaiting Review

Volunteer Application Submitted

Continue Screening

Editing Information of an Approved Enrollment

There are sections of an enrollment the family may edit at any time during the program year.

Family Information

1. Login to your family's existing 4-H Online account.
2. Click on *Family* tab in the navigation pane.
3. Click *Edit* to change the following fields in the Family section:
 - a. Family Name
 - b. Family Email
 - c. Family Phone

Contact your [local 4-H County Office](#) to change the County of your Family profile.

4. Click on *Edit* to change fields in the Address section.
5. Click *Save*.

Member Information

1. Login to your family's existing 4-H Online account.
2. Click *View* next to the member's name.

Member	Programs
Tammy Test Family #469256 Feb 1, 1977	Volunteer - Incomplete Continue Volunteer Application
Tasha Test Family #469269 Feb 1, 2005	ClubMember - Incomplete Continue Enrollment
Timmy Test Family #469267 Mar 4, 2020	ClubMember - Incomplete Continue Enrollment
Todd Test Family #469270 Apr 3, 2009	Enroll Now

3. Click on *Profile* tab in the navigation pane.
4. Click *Edit* to change the following fields in the Profile section:
 - a. Names
 - b. Email
 - c. Phone
 - d. Birthday
 - e. Address
5. Click *Edit* to change the following fields in the Contacts section:
 - a. Emergency Contact
 - b. Parent/Guardian 1
 - c. Parent/Guardian 2
6. Click *Save*.

29.

Health Information

1. Login to your family's existing 4-H Online account.
2. Click *View* next to the member's name.

3. Click on *Health* tab in the navigation pane.
4. Click *Edit* to change any of the Health Form fields or treatment authorization.
5. Click *Save*.

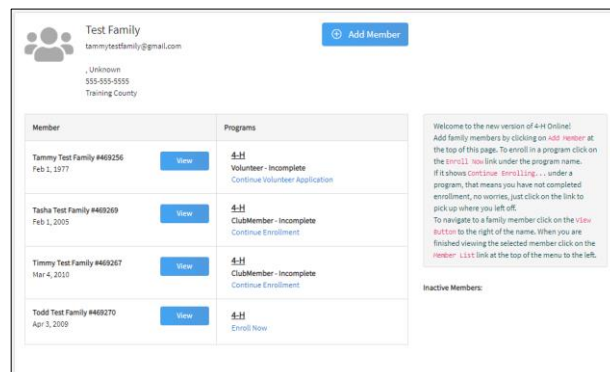
Enrollment in Units and Projects

Before you start:

- Please confirm with your [local 4-H County Office](#) the deadlines for families to be able to add units and add or drop projects from a member's approved enrollment.
- Families may not remove a unit from the member's enrollment. If allowed to add a unit, a request will be sent and require approval before it is added to the member's enrollment record.

Adding a Unit

1. Login to your family's existing 4-H Online account.
2. Click *View* next to the member's name.



The screenshot displays the 'Test Family' profile page. At the top, there is a header with the family name 'Test Family', email 'tammytestfamily@gmail.com', and a phone number '555-555-5555'. A blue 'Add Member' button is located in the top right corner. Below the header is a table with two columns: 'Member' and 'Programs'.

Member	Programs
Tammy Test Family #469256 Feb 1, 1977	Volunteer - Incomplete Continue Volunteer Application
Tasha Test Family #469269 Feb 1, 2005	ClubMember - Incomplete Continue Enrollment
Timmy Test Family #469267 Mar 4, 2010	ClubMember - Incomplete Continue Enrollment
Todd Test Family #469270 Apr 3, 2009	Enroll Now

On the right side of the page, there is a welcome message and instructions on how to add family members and view enrollment status. Below this, there is a section for 'Inactive Members'.

3. Click on the Units tab in the Navigation Pane.
4. Click *Add*.

The screenshot displays the 4-H Online 2.0 Family Enrollment Guide interface. On the left, the Navigation Pane is visible with the 'Units' tab selected. The main content area shows a table with columns: Primary, Unit Name, County, and Volunteer Type. The table contains one row with the values: Primary, Lady Tan, Training, and an empty cell. An 'Add' button is located in the top right corner of the table area.

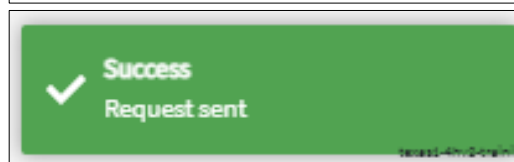
Primary	Unit Name	County	Volunteer Type
Primary	Lady Tan	Training	

- Choose the appropriate County from the drop-down menu.
- For youth, select the volunteer role for the new unit. If not applicable, please leave this area blank.
- Click the Select button next to the Unit that you want to add to the member's record.
- If this newly added unit is to become the member's primary unit, please check the box for the Primary Unit to designate it as such. If the newly added unit is not to be designated as the member's primary unit, do not mark this box.
- Enter a request reason for why this unit is to be added to the enrollment.
- Click Save.
- You will have confirmation the request is sent in the green box at the lower right corner.
- Be sure to email your [local 4-H County Office](#) to notify them of the request.

The Unit request is sent to your current primary unit county for approval.

Youth:

Adult:



Adding a Project

- Login to your family's existing 4-H Online account.
- Click the View button next to the member's name.

Member	Programs
Timmy Test Family #469256 Feb 2, 1977	4-H Volunteer - Incomplete Continue Volunteer Application
Tasha Test Family #469269 Feb 1, 2009	4-H ClubMember - Incomplete Continue Enrollment
Timmy Test Family #469267 Mar 4, 2010	4-H ClubMember - Incomplete Continue Enrollment
Todd Test Family #469270 Apr 3, 2009	4-H Enroll Now

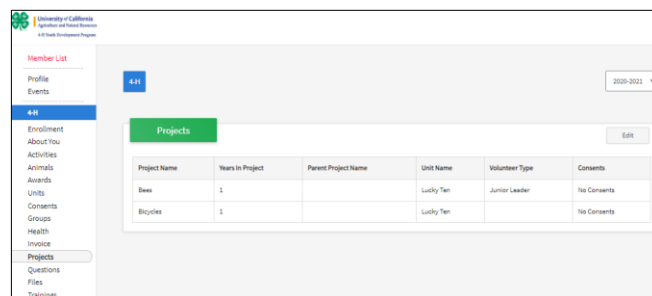
Welcome to the new version of 4-H Online! Add family members by clicking on **add member** at the top of this page. To enroll in a program click on the **enroll** link under the program name. If it shows **continue enrolling...** under a program, that means you have not completed enrollment, no worries, just click on the link to pick up where you left off. To navigate to a family member click on the **view button** to the right of the name. When you are finished viewing the selected member click on the **member List** link at the top of the menu to the left.

Inactive Members:

3. Click on Projects in the navigation pane.

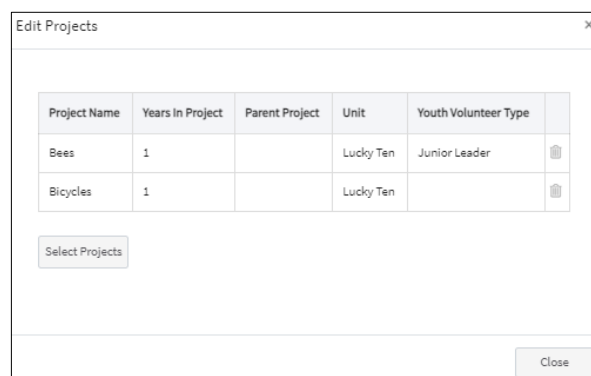
4. Click *Edit*.

You may only add projects from a unit associated with your enrollment. If you would like to add a project from another Unit, you first must submit a **Unit Request**. The request needs to be approved by your county before you can add projects from the requested unit.



Project Name	Years In Project	Parent Project Name	Unit Name	Volunteer Type	Consents
Bees	1		Lucky Ten	Junior Leader	No Consents
Bicycles	1		Lucky Ten		No Consents

5. Click the Select Projects button to add additional projects to the member's enrollment.



Project Name	Years In Project	Parent Project	Unit	Youth Volunteer Type
Bees	1		Lucky Ten	Junior Leader
Bicycles	1		Lucky Ten	

Select Projects

Close

6. If the member has enrolled in more than one unit, use the drop-down menu to select the appropriate unit association.
7. Click the Select button next to the project you want to add to the member enrollment.
8. If applicable, select the Youth's Volunteer Type for this project. If the member does not have a volunteer role for the project, please leave this blank.
9. Click *Add*.

Add Projects

Unit
Terrific Testing Unit

Type to Search...

Ag in the Classroom	Select
Arts & Crafts	Select
Automotive	Select
Community Pride & Community Service	Select
Dog	Select
Environmental Stewardship	Select
Fiber Arts - Knitting	Select
GIS/GPS	Select
Home Arts & Furnishings	Select
Public Speaking	Select

Add Cancel

Add Projects

Selected Project

Deselect


Name	Description
Ag in the Classroom	

Years In Project *required*

1




Youth Volunteer Type

Add Cancel

10. If you need to remove a project from the member's enrollment, click the trash can icon  next to the project.
11. When you have completed making changes to project, click the Close button.

If you have any questions or issues, please contact your [local 4-H County Office](#) for assistance.

Edit Projects

Project Name	Years In Project	Parent Project	Unit	Youth Volunteer Type	
Ag in the Classroom	1		Terrific Testing Unit		
Bees	1		Lucky Ten	Junior Leader	
Bicycles	1		Lucky Ten		

Select Projects

Close

Editing other information

If you have a need to update information in the areas listed below, please contact your [local 4-H County Office](#).

2. County for family profile
3. Member Demographic information
4. Member Military status
5. Consent responses
6. Responses to Other Questions
7. Volunteer Screening responses

Unit Leaders


As a Unit Leader your enrollment must be approved, and permissions assigned before you can login to the Unit.

Logging into a Unit

1. Login to 4-H Online with your family's 4-H Online email and password.
2. Locate your name in the list of members in your family.
3. Click the 'View' button next to your name.

Michelle Canton Oct 17, 1975	View	4-H Volunteer - Approved Volunteering for 2019-2020 program year
Sylvie Canton Jul 23, 2010	View	4-H ClubMember - Incomplete Continue Enrollment
Ty Canton Mar 7, 1974	View	4-H Volunteer - Approved Volunteering for 2019-2020 program year

4. Click on Units in the navigation pane on the left side of the screen.
5. Click the Manage button for the Unit.



University of California
Aggregation and Record Services
4-H Youth Development Program

Test Family Family
as Health Volunteer
Member

Member List

Profile
Events

4-H

Enrollment
About You
Units

Consents
Groups
Health

4-H

Units

Primary	Unit Name	County	Volunteer Type	Management
Primary	Ag is Amazing	Training	Other Volunteer	Manage

6. Enter the *Leader Login Code* provided to you by the county office.

Leader Login Codes are now system generated and no longer able to be customized.



Unit Login

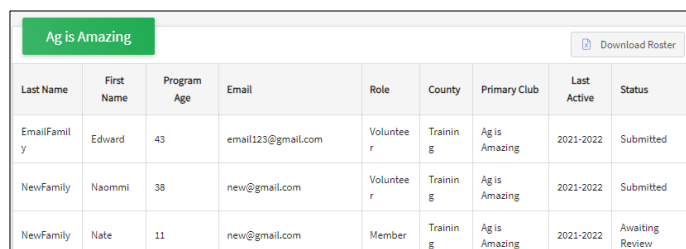
Club Leader Login Code

Login Cancel

7. Click the Login button.

8. You will be able to download the Unit Roster for your Unit.

Additional functionality will be added soon!



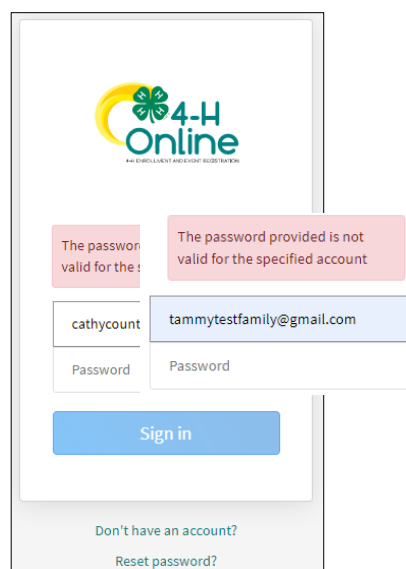
Last Name	First Name	Program Age	Email	Role	County	Primary Club	Last Active	Status
EmailFamily	Edward	43	email123@gmail.com	Volunteer	Training	Ag is Amazing	2021-2022	Submitted
NewFamily	Naommi	38	new@gmail.com	Volunteer	Training	Ag is Amazing	2021-2022	Submitted
NewFamily	Nate	11	new@gmail.com	Member	Training	Ag is Amazing	2021-2022	Awaiting Review

Troubleshooting

Occasionally 4-H Online 2.0 may not function as expected. Below are suggestions to remedy issue appearing in the system.

Difficulty Logging in

1. Passwords to login to 4-H Online 2.0 expire. If you are not able to login click *Reset password*.



4-H Online

The password provided is not valid for the specified account

cathycount tammytestfamily@gmail.com

Password Password

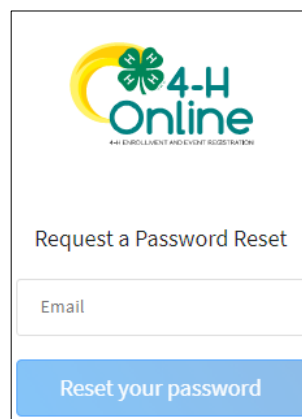
Sign in

Don't have an account? Reset password?

8.

2. Enter your email and click *Reset your password*.

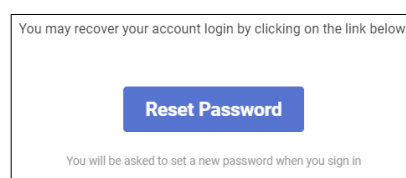
An email will be sent from the system.



The screenshot shows the 4-H Online logo at the top, which includes a green four-leaf clover and the text '4-H Online' and '4-H ENROLLMENT AND EVENT REGISTRATION'. Below the logo is the heading 'Request a Password Reset'. There is a text input field labeled 'Email'. At the bottom is a blue button labeled 'Reset your password'.

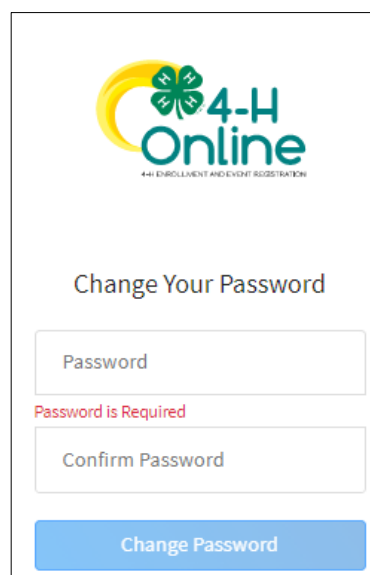
9.

3. From the email, click *Reset Password*.
4. Enter a password, confirm the password, and click *Change Password*.



The screenshot shows an email interface. At the top, it says 'You may recover your account login by clicking on the link below.' Below this is a blue button labeled 'Reset Password'. At the bottom, it says 'You will be asked to set a new password when you sign in'.

10.



The screenshot shows the 4-H Online logo at the top. Below the logo is the heading 'Change Your Password'. There are two text input fields: the first is labeled 'Password' and the second is labeled 'Confirm Password'. Between the two fields, the text 'Password is Required' is displayed in red. At the bottom is a blue button labeled 'Change Password'.

System functionality

1. If you are not using the recommended browsers, login to the system using Chrome or Firefox.

If this does not resolve the issue move to step 2.



2. Try logging out of the system and logging back in. Often this will resolve the issue.

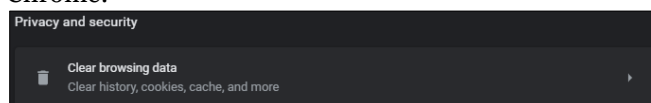
If this does not resolve the issue move to step 3.



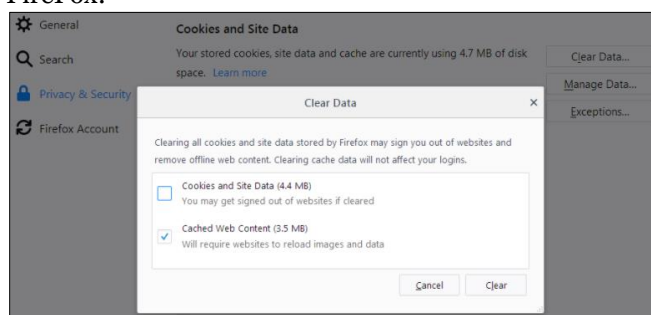
3. Try clearing your browser cache.
 - a. If you are using the Google Chrome browser see these [directions](#).
 - b. If you are using the FireFox browser see these [directions](#).

If this does not resolve the issue, contact your [local 4-H County Office](#).

Chrome:



FireFox:



The University of California Division of Agriculture & Natural Resources (UCANR) is an equal opportunity provider. (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/215244.pdf>)

Inquiries regarding ANR's nondiscrimination policies may be directed to UCANR, Affirmative Action Compliance Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1343.