

University of California Division of Agriculture and Natural Resources
4-H Youth Development Program



University of California
Agriculture and Natural Resources

4hOnline Guide for Youth and Adults For Tehama County INSTRUCTIONS FOR NEW FAMILIES

4hOnline is a 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 Accounts

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

Username & Passwords

The username is the family email address. In order to log into 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 you do not have access to a computer or an e-mail address: paper enrollment packets are available from the Volunteer Enrollment Coordinator (VEC) for your club or at the 4-H office.

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

Your Club Volunteer Enrollment Coordinator (VEC):	County 4-H Office University of California Cooperative Extension Tehama County 4-H Office 1754 Walnut Street Red Bluff, Ca 96080 530-527-3101
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Instructions for NEW Families

STEP 1: Determine which Tehama County 4-H Club you would like to join.

- Visit the Tehama County 4-H website http://ceteama.ucanr.edu/4-H_Program/How_to_Join_4-H/
- Find the information on local clubs
- Look over the clubs in your area to determine which one would work best for you
- You can contact the club leader to ask questions about the club or attend enrollment night
- After determining which club you would like to join, proceed to Step 2

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

STEP 3: Create an account

If you are a returning member you already have a profile. **Do not create a new account.** (See instructions for Re-Enrolling Families available on the Tehama County 4-H Website

http://ceteama.ucanr.edu/4-H_Program/How_to_Join_4-H/

NEW Families:

- Select "I need to setup a profile"
- Select "Tehama" for County
- Enter e-mail address and confirm
- Enter Family Last Name
- Create a Password
- Role: Family
- Click on "Create Login"

The screenshot shows the 'Welcome to 4hOnline' page. The main heading is 'Welcome to the University of California 4-H Youth Development Program On-Line 4-H Enrollment System'. Below this is a paragraph about the 4-H program. There are links for 'Youth On-Line Enrollment Instructions', 'Adult On-Line Application Instructions', and a note about existing members. A 'Help' link is also present. The form section has three radio buttons: 'I have a profile', 'I need to setup a profile' (which is selected), and 'I forgot my password'. Below the radio buttons is a checkbox for 'Are you in a Military 4-H Club:'. The form fields include 'County:' (a dropdown menu), 'Email:', 'Confirm Email:', 'Last Name:', 'Password:', 'Confirm Password:', and 'Role:' (a dropdown menu). At the bottom is a 'Create Login' button. Green arrows from the 'NEW Families' list point to the following elements: 'I need to setup a profile', 'Tehama' in the County dropdown, the Email and Confirm Email fields, the Last Name field, the Password and Confirm Password fields, 'Family' in the Role dropdown, and the 'Create Login' button.

Enter Family Information

- Enter Requested information
- You DO NOT need to re-enter Password unless you want to update it.
- Click "Continue"

Family Information

Profile Information

Email:

Last Name:

Address:

City:

State:

Zip Code:

Primary Phone:

Correspondence Preference:

4-H County:

☐ Update member records with the same address

Password Management

Current Password:

New Password:

Confirm New Password:

STEP 4: ENROLL each family member

- Under "Add A New Family Member" select the drop down and select youth or adult*.
- 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.

Mitchell Family [Edit Family](#)

123 4-H Street
Townville, CA 95000
530-889-7386
fiveduckies@ucdavis.edu
A. Enrollapaluza Training County (Sworker) County [\[contact info\]](#)

Add A New Family Member

ReActivate An Archived Family 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
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*PLEASE NOTE:

Adults in your family are not required to enroll. Enrolling as an adult means you are enrolling as a 4-H 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 4hOnline enrollment:

- Turn in fees to your club
- Complete eXtension Training Course "California New Volunteer Training" and submit completion certificate to slseverson@ucanr.edu
- Complete live-scan with Department of Justice clearance (forms available from the club VEC or 4-H office)
- Approval from the UCCE County Director
- You will receive your Leader Card through the family email you provided on your 4hOnline account when the process is complete

Scroll through the next few pages, entering information requested.

Youth Personal Information

Profile Information

Email: LAtraining@hotmail.com joe@gmail.com

First Name: Clark Jr.

Last Name: Kent

Address: 1234 Shields Ave

Address 2:

City: Hollywood

State: California

Zip Code: 90210 12345

Birth Date: 01/01/1980 mm/dd/yyyy

Gender: Male

Primary Phone: 555-555-5555 555-555-1234

Cell Phone: 555-555-1234

Years in 4-H: 1 0-100

Parent 1 First Name: Clark

Parent 1 Last Name: Kent

Parent 1 Cell Phone: 555-555-1234

Parent 1 Work Phone: 555-555-1234

Parent 1 Work Extension:

Parent 2 First Name:

Parent 2 Last Name:

Parent 2 Cell Phone: 555-555-1234

Parent 2 Work Phone: 555-555-1234

Parent 2 Work Extension:

Parent 2 Address:

Parent 2 City:

Parent 2 State: California

Parent 2 Zip Code: 12345

Parent 2 Home Phone: 555-555-1234

Parent 2 Email: joe@gmail.com

4-H County: Training County

(This page will be slightly different for adults)

- Enter "1" if this is your first year as a 4-H member or adult volunteer.

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:

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

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: No one in my family is serving in the mil

Branch of Service:

Branch Component:

School Information

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

School County: Tehama

School District: Antelope Elementary

School Name: Select a 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:

School Type: Select a school type ...

Select school grade

Grade: 1

Continue >>

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

- Enter School information (Youth)

Click the "Continue" button once you are finished entering information on this page.

Enrollment Member Settings Trainings

Personal Information Additional Information Health Form Participation

Additional Information

Parent Consent for 4-H Online Record Book

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. Information from the 4-H enrollment system and the 4-H Online Record Book may be used to help us better understand young people and improve the 4-H YDP in California. Participation in this project is voluntary and your child may participate in the 4-H YDP even if he/she does not participate in the research and program evaluation. Additionally, participants may decide to withdraw from the research at any time and this will not affect their participation in the 4-H YDP. If you provide permission, information about your child from the 4-H enrollment system and the 4-H Online Record Book may be used for research and program evaluation. There is no direct benefit to the participant, the information gained from the research may be used to help improve the program.

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 research database.

If you have questions, please contact the State 4-H Office at ca4h@ucanr.edu (530) 750-1334. For questions about your rights while taking part in this study call the Institutional Review Board at (916) 454-1617 or write to IRB Administration, C15C Building, Suite 1400, Room 1420, 2021 Stockton Blvd., Sacramento, CA 95817. Information to help you understand research is on-line at: www.research.ucdavis.edu/IRBAdmin.

I give permission for my child's information from the 4-H enrollment system and 4-H Online Record Book to be used for research and evaluation. ☐

I do not give permission for my child's information from the 4-H enrollment system and the 4-H Online Record Book to be used for research and evaluation. ☐

Waiver of Liability, Assumption of Risk, and Indemnity Agreement

Waiver: In return for being permitted to participate in California 4-H Youth Development Activities and Projects, including associated use of the premises, facilities, staff, equipment, transportation, and services of the University, I, for myself, my heirs, personal representatives, and assigns, do hereby release, waive, discharge, and promise not to sue The Regents of the University of California, its directors, officers, employees, and agents ("the University"), from liability from any and all claims, including the negligence of the University, resulting in personal injury (including death), accidents or illnesses, and property loss, in connection with my participation in California 4-H Youth Development Activities and Projects.

Assumption of Risk: 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 injury. The specific risks vary from one activity to another, but the risks range from 1) minor injuries such as scratches, bruises, and sprains, to 2) major injuries such as eye injury, joint or bone injuries, heart attacks, and concussions, to 3) catastrophic injuries such as paralysis and death.

Indemnification and Hold Harmless: I also agree to indemnify and hold the University harmless from and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees arising out of my involvement in California 4-H Youth Development Activities and Projects, and to reimburse it for any such expenses incurred.

Severability: I further agree that this Waiver of Liability, Assumption of Risk, and Indemnity Agreement is intended to be as broad and inclusive as is permitted by law, and that if any portion thereof is held invalid the remaining portions will continue to have 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 confirm that I am signing this agreement freely and voluntarily, and intend 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.](#)

This waiver applies to all California 4-H Youth Development Activities and Projects, including but not limited to project meetings, club meetings, educational field days, field trips, camps, exchange programs, fundraisers, community service activities, volunteer trainings, fairs, and projects.

The Parent/Guardian of Minor or Participant certifies that they have read, understand and agree to these provisions. ☐ **REQUIRED**

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, Parent/Guardian Guidelines, 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 to 4-H and an updated Treatment Authorization and Health History Form and Waiver of Liability must be renewed annually. [Download a copy of the Member Code of Conduct Here](#) and [Parent, Guardian or Adult Participant Code of Conduct Here.](#)

Member Code of Conduct

The 4-H Policy Handbook tells me my rights as a 4-H member, and the rules I have to follow. 4-H calls the most important rules for members the "Code of Conduct". When members follow the Code of Conduct, it helps keep 4-H safe and fun for everyone.

I will follow the 4-H Code of Conduct (rules) and I will:

1. Be nice, kind, helpful, and respectful to other 4-H members; and to adult volunteers, youth leaders, 4-H staff, and other adults in charge.
2. Be honest, honor my commitments, and accept responsibility for my choices.
3. Use language that is respectful and kind. Not use curse words.
4. Not have or use alcohol, tobacco (like cigarettes, e-cigarettes, or chew) or other drugs (unless my

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

Sign the **Parent Consent for 4-H Online Record Book (ORB)** electronically if you would like your child to be able to access it (attached to the 4hOnline account information). Please read the text and then "sign" by marking the checkbox. Paper copy not required.

Sign the **Waiver of Liability** electronically. Please read the text and then "sign" by marking the checkbox. Paper copy not required.

- Adult Volunteers** are also required to complete the online Volunteer Self Disclosure Form.

Sign the **Enrollment Confirmation** electronically. Please read the text and then "sign" by marking the checkbox. Paper copy not required.

California 4-H On-Line Enrollment Form Page 3 of 3.

CLUBS - Select the 4-H Club you are enrolling in. If you are taking a cross-over or countywide project, select the appropriate club as well.

Select up to 10 club(s)

Add a Club

Select a Club: Horizon

Add Club

Club List

Primary	Club	Edit
<input checked="" type="radio"/>	Hogan's Heros	Delete

<< Previous Return to Member List Continue >>

Step 5: ENROLL IN A CLUB

To add a club:

- Select the Club from the dropdown.
- Click on "Add Club", this will become your Primary Club.
 - Note: if you also want to take a project in another club or a Countywide project, see the FAQ on-line for instructions.
- **Do NOT select TC 4-H Camp Club.** This is for Summer Camp ONLY members, and will be completed by the 4-H Office.

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

- Click on "Continue."

Step 6: ENROLL IN PROJECTS

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 listed below.
- When you are finished entering all projects. Click the **"Submit Enrollment"** button.

California 4-H On-Line Enrollment Form Page 3 of 3.

PROJECTS - Select the 4-H Club you enrolled in and then select the projects you are taking for this program year.

Select up to 50 project(s)

Add a Project

Select a Club: Select a club ...

Select a Project: 1

Years in Project: 1

Add Project

Project List

Club	Project	Years in Project	Edit
Hogan's Heros	Cake Decorating	1	Edit

<< Previous Continue >> Submit Enrollment

You have successfully entered an enrollment! **You will receive an email to the family account email address .** If you don't receive an email, check your Junk Mail box. When you hit "Submit Enrollment" the program returns to the Member List where you may add another member. The Member List screen displays all of the youth and adults enrolled in your family that are enrolled in 4-H Online. After enrollment is approved by the 4-H Office you can enter the MEMBER LIST page to:

- **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"
- **Re-enroll or edit** an existing member by clicking on "Edit" next to the member's name.

After entering all family members enrolling into 4-H, continue to step 7 (for confirming your enrollment information.

STEP 7: COMPLETE ENROLLMENT: turn in fees to your club.

Make checks payable to your 4-H Community Club.

Required to complete Youth Enrollment

☐ 4hOnline Enrollment

☐ \$50.00 Enrollment Fee

Required to complete New Adult Volunteer Applications:

☐ 4-H Adult Volunteer Interest Survey, on Tehama 4-H website (cetehama.ucanr.edu)

☐ 4hOnline Enrollment

☐ eXtension Training Completion Certificate (submitted to slseverson@ucanr.edu)

☐ Live-scan DOJ Clearance

☐ \$20.00 Enrollment Fee

If you have questions regarding 4-H enrollment, please contact your club's VEC. It is highly suggested to confirm your enrollment on 4hOnline as "active" or by contacting the Tehama 4-H YDP Staff.