

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 RE-ENROLLING FAMILIES

4hOnline is a new 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. **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 in to 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 YOUR E-MAIL HAS CHANGED SINCE LAST YEAR,** contact the office to update or you will not be able to enter the system.

**If you do not have access to a computer or an e-mail address:** please contact your Club's VEC.

**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
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# Instructions for Re-Enrolling Members

**STEP 1: Has your e-mail changed since you enrolled last?** If you don't get the newsletter by e-mail, it's possible that your e-mail is not accurate in the system. Call the 4-H office to update or confirm. 530-527-3101 Do not proceed until your e-mail has been updated with the 4-H Office.

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

## STEP 3: LOGIN

### ALL RETURNING MEMBERS ALREADY HAVE A PROFILE. DO NOT CREATE A NEW ACCOUNT.

A profile was created for you by the county office last enrollment year.

- If you know your password, **Select "I have a profile"** and enter your family email and password, and turn to Page 3, Step 4.
- If you don't know your password, **Select "I forgot my password"**
- Enter e-mail address given at enrollment last year. If unknown or changed contact the 4-H office 530-527-3101 update.
- Role: Family
- Click on "Send My Password"
- An e-mail will be sent to you with your password.

UNIVERSITY OF CALIFORNIA  
4-H  
CITIZENSHIP  
LEADERSHIP  
LIFE SKILLS  
YOUTH DEVELOPMENT  
PROGRAM

California 4-H Youth Development

Welcome to 4hOnline

Welcome to the University of California 4-H Youth Development Program  
On-Line 4-H Enrollment System

The 4-H Youth Development Program is in every county in California. 4-H is a place where young people are given many opportunities to build confidence, learn responsibility, and develop skills that will last them a lifetime. It's a place where youth make friends and share interests, ranging from building robots to raising rabbits, from designing web pages to landscape design. It's a place where youth work together to make a positive difference in their community, and adult volunteers make a powerful difference in the lives of young people. Get involved in the 4-H community and make a lasting difference! Find more information about 4-H at the [California 4-H Website](#).

Directions: Youth & Adults

- [Youth On-Line Enrollment Instructions](#)
- [Adult On-Line Application Instructions](#)
- If you are already enrolled in 4-H, please contact your County 4-H Office for your username and password.
- If you are enrolling in 4-H for the first time, please create a family record and then enter your enrollments.

Help - Youth & Adults: Please contact your County 4-H Office for assistance with 4-H Enrollment

☐ I have a profile  
☐ I need to setup a profile  
☒ I forgot my password

Email:

Role:

### After receiving the temporary password, log-in and set a new password:

- Select "I have a profile"
- Enter e-mail address.
- Enter pass code received in e-mail
- Role: Family
- Click on "Login"
- **After logging in**, check information for accuracy, **make any needed changes**.
- You will be asked to change your password. **RECORD YOUR PASSWORD** so you can make future changes if needed.
- Click on "Update Password" after entering information"
- Click on "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: MEMBER LIST

The Member List screen displays all of the youth & adults enrolled in the family. You may need to SCROLL DOWN to see all information listed.

On this page, you may:

- **Edit your family account information** by clicking "Edit Family."

**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.

**Kent Family** [Edit Family](#)

1234 Shields Ave  
Hollywood, CA 90210  
555-555-5555  
LAtraining@hotmail.com [\[send mail\]](#)  
A. Enrollapaluzza Training County (Sworker) County [\[contact info\]](#)

**Add A New Family Member**  
select a member type...  
[Add Member](#)

**ReActivate An Archived Family Member**  
select a member...  
[ReActivate 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
1)	Clark Kent	Adult	126425	Active	2009-2010	<a href="#">Edit</a>
2)	Clark Jr. Kent	Youth	126451	Active	2009-2010	<a href="#">Edit</a>

- **Add a new family member's enrollment** by selecting Youth or Adult\* from the drop-down box. Then click "Add Member"

- **Re-enroll** an existing member by clicking on "Edit" next to the member's name. *Note: Does not apply to new accounts.*

### \*PLEASE NOTE:

Adults in the family are not required to enroll. Enrolling as an adult is enrolling as a 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 on-line enrollment:

- Turn in fees to your club
- Complete eXtension Training Course "2017-2018 Returning Volunteers Training" and submit completion certificate to slseverson@ucanr.edu
- A live-scan with Department of Justice clearance. (forms available from club 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.

**Note:** This is the screen where, throughout the year, you can edit /up-date contact information, e-mail, and projects. Just click on Edit.

**Profile Information**

June Stewart - Adult record created: 9/21/2005 12:00:00 AM

Email: estewart@ucdavis.edu

First Name: June  
Last Name: Stewart  
Address: 2205 Country Lane  
Address 2:  
City: Auburn  
State: California  
Zip Code: 95603  
Birth Date:  
Gender: Female  
Primary Phone:  
Cell Phone:  
Work Phone: 530-889-7386  
Work Phone: 530-889-7386  
Work Phone: 530-889-7386  
Years in 4-H: 34  
4-H County: Placer

[Return to Member List](#) [Enroll for 2010-2011](#)

**When re-enrolling a member**, this screen will appear after selecting "edit" next to the members name.

- Click the "Enroll for 20NN-20NN" to continue the re-enrollment process.

Scroll through the next few pages, updating and checking for accuracy.

## Youth Personal Information

### Profile Information

Email	LAtaining@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)

Years in 4-H is automatically updated. Do not change.

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

### 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:

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:

School Type:

Select school grade

Grade:

[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](mailto:ca4h@ucanr.edu) or (530) 950-1334. For questions about your rights while taking part in this study call the Institutional Review Board at (916) 753-1167 or write to IRB Administration, C15C Building, Suite 1400, Room 1429, 2921 Stockton Blvd., Sacramento, CA 95817. Information to help you understand research is on-line at: [www.research.ucdavis.edu/IRBAdmin](http://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, 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), sickness or disease, 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, comes 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) minor 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 any and all claims, actions, suits, proceedings, 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 to be 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 the 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, understood and agree to these provisions. ☐ **REQUIRED**

**Enrollment Confirmation**

By completing this online enrollment form, parent/guardian and youth certify that they have read, understood, and agree to the terms of the 4-H Code of Conduct, Parent/Behavior 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 is not 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, understood 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.



Enrollment

Member Settings

Trainings

Personal Information

Additional Information

Health Form

Participation

Health Form

Vaccinated for Tetanus?

Yes, vaccinated for tetanus

No, not vaccinated

Not Sure if vaccinated

Date of Last Tetanus Vaccination:

mm/dd/yyyy

Please check over-the-counter medications that may be administered. Write in names of any others below.

Tylenol

Ibuprofen

Cough Syrup

Decongestant

Dramamine

- Complete the **Health Form** electronically.

### To delete a club:

- Click on “Delete” next to the club you are NOT participating in this year.
- PLEASE NOTE: This action will delete all projects you were taking with that club.

## Step 6: ENROLL IN A CLUB

SCROLL DOWN if needed to see clubs you participated in last year.

### To add a club:

- Select the Club from the dropdown.
- Click on “Add Club”
- You can select as many clubs as you are involved in.
- If you will be attending a project in another club that is not your primary club, that club must be listed, too.
- For Countywide Projects, select Countywide as a club.
- Do NOT select TC4H Camp Club as a club. Office staff will make that selection at a later date.

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

- IF MORE THAN ONE CLUB: Select the Primary Club (Main Club)
- Click on “Continue.”

## Step 7: ENROLL IN PROJECTS

SCROLL DOWN if needed to see projects you are enrolled in. **Years in project is automatically updated. DELETE any projects you are NOT taking this year.**

### 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 in the Project List.
- Click the “**Submit Enrollment**” button once you are finished entering all projects. The program returns to the Member List where you may add or edit another member’s profile. You will receive an email to the family account email address. If you don’t check your spam.

**JUST ONE MORE STEP...**

After enter all family members enrolling into 4-H continue to step 8 (next page)

**STEP 8: COMPLETE ENROLLMENT: turn in forms and fees to your club.**

**Please make checks payable to your 4-H club.**

**Required to complete Youth Enrollment**

- ☐ 4hOnline Enrollment
- ☐ \$50.00 Enrollment Fee

**Required to complete Re-enrolling Adult Volunteers:** (have not skipped a year)

- ☐ 4hOnline Enrollment
- ☐ eXtension Training Completion Certificate (submitted to [slseverson@ucanr.edu](mailto:slseverson@ucanr.edu))
- ☐ \$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.