Healthy Living Ambassador extra instructions in RED

1. Open a web browser and type in: http://ca.4honline.com (Please note, adding the "www" prefix will return an error message). You will now see the California 4-H login page.

TIP: Only use Firefox or Chrome browsers.

2. Choose "I need to setup a profile."

3. Enter your desired login information.
   *Does not need to be county of residence for adults.
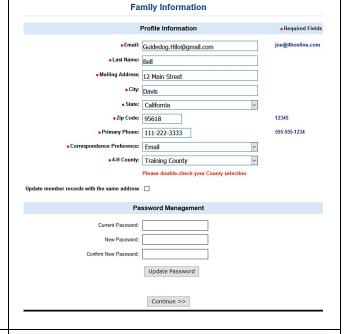   *Email given must be a valid address.

4. Click Create Login.

○ I have a profile
● I need to setup a profile
○ I forgot my password

Are you in a Military 4-H Club: ☐

County: Training County   Show County Contact Info.
Email: Guidedog.Hilo@gmail.com
Confirm Email: Guidedog.Hilo@gmail.com
Last Name: Bell
Password: ••••••••   Min. of 8 characters, at least 1 number and 1 capital or non-alpha
Confirm Password: ••••••••
Role: Family

Create Login

If you receive a message that your account already exists, this means there is already an account using that email address in 4hOnline. Choose the radio button for "I forgot my password" to have a new temporary password sent to you. If you need to switch counties because you have moved, etc., please contact your County 4-H Office where last enrolled to switch the county.

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5. Enter your Family Information.

6. Click Continue.

In 4hOnline, Continue means the same as Save.

Healthy Living Ambassadors are "Volunteers"

Family Information

Profile Information   ● Required Fields

●Email: Guidedog.Hilo@gmail.com   joe@4honline.com
●Last Name: Bell
●Mailing Address: 12 Main Street
●City: Davis
●State: California
●Zip Code: 95618   12345
●Primary Phone: 111-222-3333   555-555-1234
●Correspondence Preference: Email
●4-H County: Training County
Please double-check your County selection

Update member records with the same address ☐

Password Management

Current Password:
New Password:
Confirm New Password:

Update Password

Continue >>

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7. Members in 4HOnline are grouped by Family. Add youth family members who would like to enroll in 4-H.

8. Select Youth from Member Type drop-down menu and click Add Member.

Bell Family Edit Family
12 Main Street
Davis, CA 95618
111-222-3333
Guidedog.Hilo@gmail.com
Test County [contact info]
Change Youth Password for Recordbooks **Password Not Set**

Add A New Family Member
select a member type...
Add Member

9. Enter the Youth's Personal Information.

10. Information in **Bold** is required. All other information is optional.

11. Click Continue.

Tips:
   *CA 4hOnline does not have text messages turned on.
   *For first year members, leave the Years in 4-H as 1.

Profile Information

Email:	Guidedog.Hilo@gmail.com
*First Name:	Taylor
*Last Name:	Bell
*Mailing Address:	12 Main Street
Mailing Address 2:	
*City:	Davis
*State:	California
*Zip Code:	95618
*Birth Date:	03/10/2006
*Gender:	Female
*Primary Phone:	111-222-3333
Cell Phone:	200-300-4000

12. Under the Additional Information screen, read each Authorization carefully.

13. Mark the check box and/or sign each section. The Authorization screen sections will be locked for editing after the enrollment has been submitted.

14. Click Continue.

Sample:

4-H Youth Development Activities and Projects, and to reimburse them for any such expenses incurred.

Severability: The undersigned further expressly agrees that the foregoing Waiver and Assumption of Risk Agreement is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in 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 acknowledge that I am signing the agreement freely and voluntarily, and intend by 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.

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

15. Under the electronic Health Form screen, complete the information.

16. Click Continue.

You must add Healthy Living Ambassadors as your Club here.

Logged in as 👤 Bell: Taylor   🏠 Home | 📋 My Member List

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

17. <u>Under the Participation screen, select your desired Club.</u>

18. Click Add Club.

Tip: 4hOnline labels all 4-H Units as 'Clubs' however some of these may be camps, etc.

   *A minimum of one club is required.

19. The Club will appear on the Club List.

20. If you would like to join another Club, select it from the drop-down list and click Add Club.

Clubs	Projects	Groups

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. If you are unsure which club you should enroll into, you can click here to find your county's 4-H information.

Select a minimum of 1 club(s) and a maximum of 10 club(s)

Add a Club

Select a Club: Hogan's Heros

Add Club

Club List	[New Look]
Primary	Club	Edit

21. Be sure to select which Club will be your Primary Club. *First club selected defaults as Primary Club but you can check the radio button to change as needed.

22. When you have finished adding Clubs, click Continue.

Your Project is the Junior Master Gardeners, Learn, Grow, Eat and Go!

23. Under the Projects tab, select the Club in which you would like to enroll in a Project.

24. Select the Project.

25. Click Add Project.

26. Repeat steps to add all of your projects.

27. When you have finished adding your projects, click Continue.

28. Groups are optional. You may leave this area blank.

29. Click Submit Enrollment.

30. You will be returned to the Member List screen. The member that you just added will appear in your Member List as Pending. You will receive an email (sent to the Family Profile email address) that your enrollment has been submitted to your County 4-H Office.

31. Submit your ~~4-H program fees payment~~ to the primary Club Leader. The primary Club Leader will login to 4hOnline and mark Confirm, indicating payment received.

Healthy Living Ambassadors do NOT pay any fees to 4-H. Those fees are waived for HLAs, so disregard any fee requests.

32. Once your County 4-H Office reviews the member enrollment, you will receive another email either confirming your enrollment, or asking you to make changes and resubmit your enrollment. When the 4hOnline enrollment status shows as Active, you may begin participating in 4-H events and activities.

33. You may login to your 4hOnline account at any time to edit member information, view Announcements and Newsletters, and run member reports.

34. You will need to provide a copy of your Member-Health Form report to each of your Project Leaders or Event Chaperones as needed.

HLAs ignore directions 34-36

35. On the Member List screen, under Member Reports, select the youth name and the Report: Member-Health Form.
When the Report type is selected, the report will automatically run and produce a pdf form.

36. You can save a digital copy of this for yourself if you prefer.

Member/Volunteer List					
Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1) Taylor Bell	Youth		Pending		Edit

Member Reports
Member: select a member...
Report:

37. To enroll another youth family member, select the member type and repeat the enrollment process.

38. If the second member's Parent and Emergency Contact information is the same as the first member's information, select "Copy parent information from another youth record" to auto-fill these portions of the Youth Profile page.

Copy parent information from another youth record | Select a member name ...
Select a member name...
Celeste Smith

Tips:

✓ Families can login to 4hOnline at anytime to edit and update the Member Health Form as needed.

✓ *If you need to go back to any previous screen, you can click the Previous button at the bottom of each screen. If you need to go back to the first screen, your Authorizations page will be cleared and you will need to re-enter the information. The Health Form and Volunteer Screening information does not need to be re-entered.*

✓ *If you decide at any time you do not wish to enroll for the year, you can delete the enrollment record by clicking Previous and at the bottom of the Personal Information screen, you will see a Delete button. You can do this at any time for a new enrollment if it you have not yet clicked the Submit enrollment button.*

Head • Heart • Hands • Health