

Families: How to Download Medical Forms from 4hOnline

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Purpose: This document outlines the steps for a family to follow when they would like to download their Health History and Treatment Authorization Form (aka Medical Form) form from 4hOnline.

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| <ol style="list-style-type: none"> 1. Go to the California 4HOnline login page located at http://ca.4honline.com. 2. Use your login information to enter the 4hOnline system. | |
| <ol style="list-style-type: none"> 3. The Member List will show all of the youth members and adult volunteers in your family who are enrolled this year (assuming families have already re-enrolled for current year). 4. You will need to provide a copy of your Member-Health Form (same form for adults and youth) to each of your Club Leaders, Project Leaders or Event Chaperones as needed. The next step will explain how to do so. | |
| <ol style="list-style-type: none"> 5. On the Member List screen, under Member Reports, select the youth or adult name and the Report: "Member-Health Form". <i>*When the Report type is selected, the report will run and produce a pdf form automatically.</i> 6. Print document and provide to the appropriate 4-H leaders. You can save a digital copy of this for yourself if you prefer. | |

Frequently Asked Questions:

1. **What are the steps to take if we need to update the information on the member Health Form?**

When the health form needs to be updated, families need to login to 4hOnline and make the necessary updates to the Health Form screen and save.

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