

Step By Step Guide to New and Returning Enrollment Online



Go to <https://california.4honline.com> Google Chrome is the recommended browser.

- If you are enrolling for the first time click on “I need a Profile” You will need to enter an email address and password
- Returning families click on “I have a profile” ■ Enter your email address – (If you are not sure of which email you used last year, contact your club Volunteer Enrollment Coordinator or the 4-H Office) ■ Enter last year’s password. If you do not remember your password - Click the button “I forgot my password”, a temporary password will be sent to your email address. Once you log-in to the enrollment system, you can change your password to something easy to remember.
- Role: Family
- Click on “Login”

Member List – Page 1

- For each person you want to Re-Enroll, click on the “Edit” button to the right of their name
- Your “Personal Information” will appear
- Scroll down and Click “Enroll for 2014-2015”
- Check over all the information that was entered last year – make corrections where necessary
- Please make sure that if you’re an adult leader or a youth junior/teen leader or club officer that you mark “yes” under the Volunteer section on this page.
- Click on Continue

Additional Information – Page 2

- New enrollments enter Additional Information. Returning families, review Additional Information from last year – make corrections where necessary
- New and Returning Families: ■ Click the box for **Parent Consent** for 4-HOnline Record Book (Youth Re-Enrollment Only) ■ Click the box for **Waiver of Liability** ■ Click the box for **Enrollment Confirmation** ■ Click the box for **Photograph Release** (Youth Re-Enrollment Only)

Complete the **Health History/Medical Release** Form. Adults Complete the **Volunteer Self Disclosure Online Form**

- Click on “Continue”

Participation – Page 3

- If you are enrolling for the first time select your primary home club from the drop down menu, click on “Continue.”
- If you are reenrolling your primary home club is preselected, click on “Continue”
- This will take you to the Projects page
- New enrollments must add at least one project
- If you are reenrolling, look over your projects from last year. Add or delete projects to reflect the current Program Year. Age, School Grade, Years in 4-H, and Years in a Project will automatically increase by 1 year.
- If you are Cross-clubbing or enrolling in a Countywide Project, go back to the add club page and add the Club or Countywide to your club list. Then return to the Projects page and select the project you are enrolling into. (Make sure for Cross-clubbing and Countywide projects, the club is listed as offering that project)
- Click on “Submit Enrollment”

You will go back to the Member List page, you may now enroll additional family member. When you have finished enrolling, click on “Log off”

For questions please contact your club Volunteer Enrollment Coordinator or the 4-H Staff at 263-6838