



Step By Step guide to enroll in 4-H for NEW Youth Members and Adult Volunteers

Go to: <https://california.4honline.com>

Login

1. Click on "I need to set up a profile."
2. Select your County (Yolo County).
3. Enter your email address.
4. Confirm your email address.
5. Type in your last name.
6. Type in an eight digit password for your family to use.
7. Confirm this password.
8. Role: Family.
9. Click on "Create Login."

Personal Information

1. Fill in: (email, last name), address, city, state, zip, phone, county. Click "Continue."

Page 1 – Member List

2. From the "Add a New Family Member" drop down, select "youth" or "adult."
3. Fill in as much profile information as possible (year in 4-H includes this year and does not need to be adjusted).
4. Does this person hold a Volunteer position in the club? Yes or No.
5. Click on appropriate buttons for: gender, ethnicity, residence, Military service, school grade. Click "Continue."

Page 2 – Additional Information

1. Fill in name and type of school.
2. Choose Newsletter preference as email. We will not be mailing out newsletters this year.
3. Read & Click the box for Enrollment Confirmation.
4. Read & Click the box for Waiver of Liability.
5. Download and Print a Medical Release Form, one for each project, and give to your Community Club Leader.
6. For Adult Volunteers, download and print the Self Disclosure Form and send it in to Yolo County 4-H Office, 70 Cottonwood Street, Woodland, CA 95695.
7. Click on "Continue."

Page 3 – Participation

1. Highlight your club from the drop down menu.
2. Select Volunteer Type if applicable (Club Treasurer, Club Secretary etc.) (Project Leaders option is available on following pages).
3. Click on "Add a Club."
4. If you are participating in a project from another club, repeat these steps to add the crossover club.
5. Click "Continue." This will take you to the Projects Tab.
6. Select the club, select the project, select years you have been involved with this project (put 1 for your first year) volunteer type if applicable (Project Leaders, Resource Leaders etc.).
7. Click on "Add Project."
8. Repeat these steps for each project in which you are enrolling.
9. FINAL step click on "Submit Enrollment."

This will take you back to the Member List page where you may Enroll another family member. When you have finished adding members, log out (remember your password).

Youth members, please remember to turn in your Medical Release forms for each project to your club, and adult volunteers turn in your Self Disclosure form to the 4-H Office. Pay your enrollment fees to the Yolo County 4-H Office. To pay by credit card, visit the payment survey [HERE](#). Please note, additional credit card processing fees will apply. To pay by cash or checks (payable to UC REGENTS), payment and [PAYMENT FORM](#) can be put in the locked dropbox in front of the 4-H Office or mailed to: Yolo County 4-H Enrollment, c/o UCCE Capitol Corridor, 70 Cottonwood Street, Woodland, CA 95695

Once your enrollment has been confirmed by the Enrollment Coordinator and accepted by the 4-H Office you will be sent an email confirming you as a member of Yolo County 4-H Youth Development Program.

Adult Volunteers: The 4-H Office will NOT confirm your enrollment until fingerprinting, eXtension training, and orientation meeting have been completed and enrollment fees paid. If you have any questions about the above process please contact your Enrollment Coordinator.