Families: How to Enroll Youth in 4hOnline

7/2017

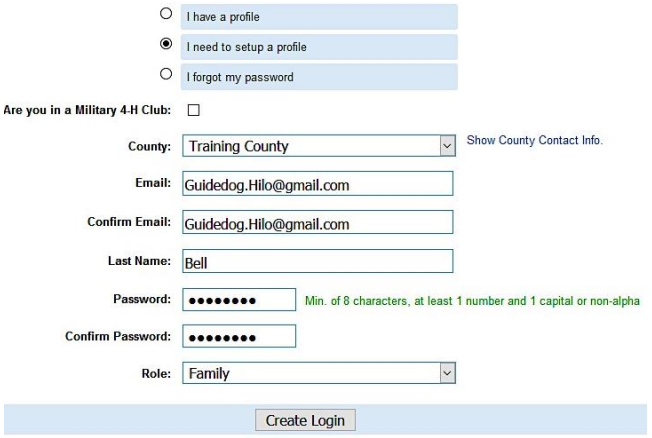
University of California
Agriculture and Natural Resources

Making a Difference for California

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.

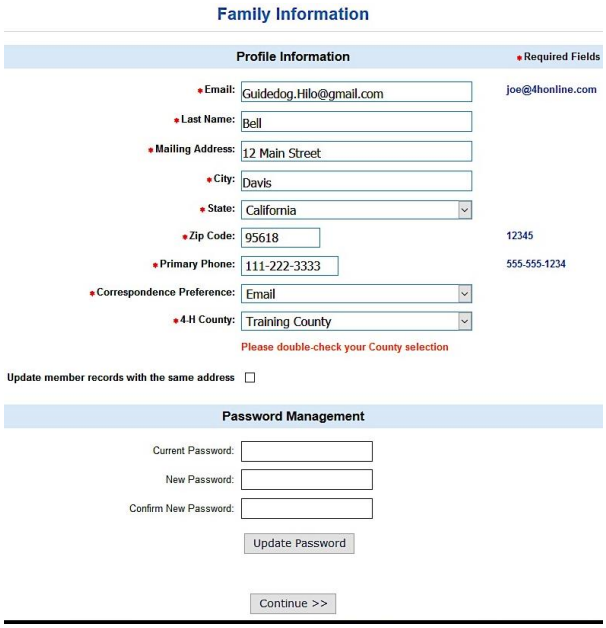
2. Choose "I need to setup a profile."
3. Enter your desired login information.
   *Does not need to be county of residence for adults.
   *Email given must be a valid address.
4. Click Create Login.



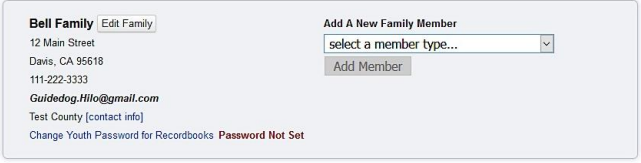
**If you receive a message that your account already exists, this means there is already an account using that email address in 4hOnline. Choose the radio button for "I forgot my password" to have a new temporary password sent to you. If you need to switch counties because you have moved, etc., please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

5. Enter your Family Information.
6. Click Continue.

In 4hOnline, Continue means the same as Save.



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.



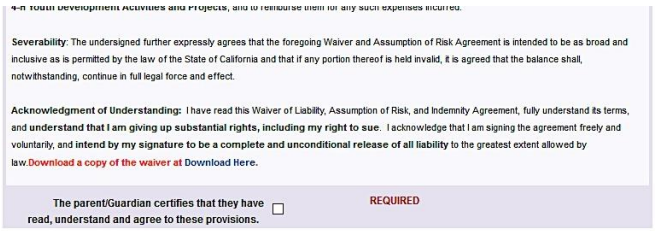
9. Enter the Youth's Personal Information.
10. Information in **Bold** is required. All other information is optional.
11. Click Continue.

Tips:

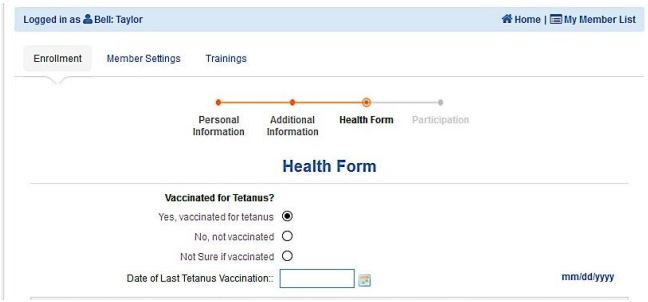
**CA 4hOnline does not have text messages turned on.*
**For first year members, leave the Years in 4-H as 1.*

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:



15. Under the electronic Health Form screen, complete the information.
16. Click Continue.

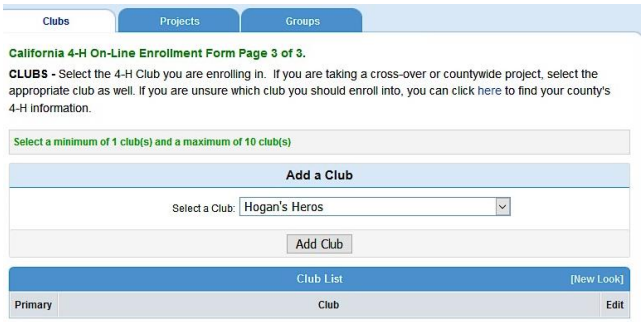


17. Under the Participation screen, select your desired Club.
18. Click Add Club.

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.



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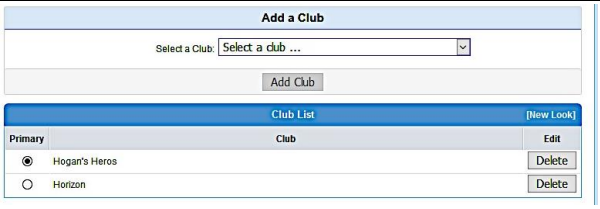
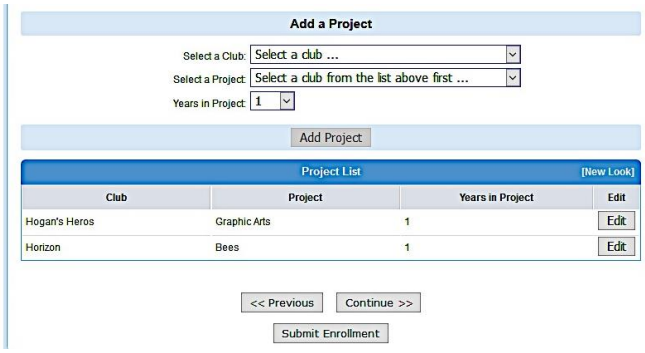
21. Be sure to select which Club will be your Primary Club. *First club selected defaults as Primary Club but you can check the radio button to change as needed.
22. When you have finished adding Clubs, click Continue.

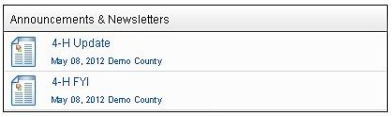


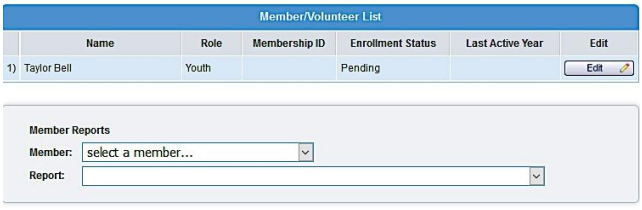
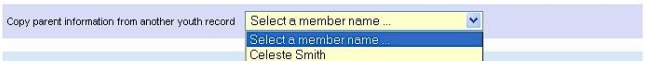
23. Under the Projects tab, select the Club in which you would like to enroll in a Project.
24. Select the Project.
25. Click Add Project.
26. Repeat steps to add all of your projects.
27. When you have finished adding your projects, click Continue.
28. Groups are optional. You may leave this area blank.
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.
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. 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.	
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.	

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.*

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