

2018-2019 ONLINE ENROLLMENT INSTRUCTIONS RETURNING FAMILIES – YOUTH & ADULT

Step By Step Guide to 4HOnline Enrollment for Returning Families in Solano County

An email is required to enroll in 4-H.

To re-enroll, you must use the email address you used for 2017-18 or prior year. If you have forgotten your family email or gotten a new one, you will need to contact Sheila Bakke at srbakke@ucanr.edu.

The recommended internet browser to use is Google Chrome, as it works for Mac and PC users. Mozilla Firefox is another option for users. To help insure email providers allow messages for 4Honline, please make sure you add the following address to your list of contacts in your email: no-reply@4honline.com. **Add this email before you submit enrollment through 4HOnline.**

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

NOTE: ONLY Parents or legal guardians may enroll youth.

Forgot your password? If so follow 1-5 below. Otherwise, skip to 'To Re-enroll.'

1. Click on 'I forgot my password'.
2. Enter your email address. Role defaults to 'Family'.
3. Click 'Send My Password'. A temporary password will be sent to your email address entered in step 2.
4. Get the temporary password from your email. Return to the login screen <https://california.4honline.com>. Select 'I have a profile'.
5. Reset your password by entering the temporary one and click 'login'. Create a new password. It must be 8 characters with at least one number & 1 capital or non-alpha. Click 'Continue'.

To Re-enroll:

PLEASE, DO NOT CREATE A NEW PROFILE!!

1. Click 'I have a profile'.
2. Enter your email and your password. Be sure 'Family' is indicated as your 'Role'. Click on 'Login.' On the next screen click 'Continue to Family'.
3. Make any changes in your family information by clicking 'edit family' next to the family name. If you want to change your password, do it here. Click 'continue'.
4. 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 2018-2019'. (*The year in 4-H will automatically increase by 1*).
5. Check over all the information that was entered last year – make corrections where necessary. Please check your email address carefully.
6. **If you are an adult, a Junior/Teen Leader or a club officer**, check 'Yes' under the 'Volunteer Section.' Be sure to look at the whole page and make any changes needed. Click on 'continue' at the bottom.
7. Ethnicity & Race – Please check all that apply. As a recipient of federal funds, it is important for our 4-H program to collect ethnicity data to ensure the program is compliant with federal requirements and is reaching underserved communities.
8. **YOUTH ONLY:** Age, School Grade, and Years in a Project **have already** been automatically increased by 1 year.

ADDITIONAL INFORMATION

9. **YOUTH ONLY:**
 - a. Parent Consent for 4-HOnline Record Book-review information, check one of the two option boxes.
 - b. Scroll down, read the member code of conduct, and parent, guardian, or adult participant code of conduct & photo release form. Check '**Required**' box. Photo Release Form must have the '**Required**' box checked to proceed.
 - c. Scroll down, read 'Treatment Authorization and Health History'. Click your preference to authorize **consent** or **non-consent**.
 - d. Newsletter – Check box 'Email for County Newsletter' & 'Updates from the State 4-H Office'.
 - e. Review information & check household income box if qualified. Scroll down and click

'continue'. A Solano County 4-H Program Fee Scholarship form is available from the Club Community Leader or at the following link: [Solano County 4-H Program Fee Scholarship](#).

10. **ADULT VOLUNTEERS ONLY:**

- a. Scroll down, download & read the Waiver. Close page. Check '**Required**' box.
- b. Scroll down, read the code of conduct & photo release form. Check '**Required**' box.
- c. Scroll down, read 'Treatment Authorization and Health History'. Click your preference to authorize **consent** or **non-consent**.
- d. Volunteer Confidential Self-Disclosure - Check '**Required**' box.
- e. Enter level of education, names of any children in 4-H & any special accommodations needed.
- f. Newsletter – Check box 'Email for County Newsletter' & 'Updates from the State 4-H Office'. Enter 4-H Alumni (last year as a *4-H Youth member*) information (optional). Scroll down and click 'continue'.

ADDITIONAL ENROLLMENT STEPS

11. **ADULT ONLY:** After you click the 'Submit Enrollment' button on the final 4HOnline enrollment screen, an email will be sent to you with details of the additional enrollment steps needed. Please check your spam/clutter/junk email folder for messages from 4HOnline to ensure you receive it.

HEALTH FORM

12. Complete the Youth or Adult Health form. Click 'continue'.

VOLUNTEER SCREENING

13. **ADULT VOLUNTEERS ONLY Volunteer Screening:** Check boxes 1-8; enter 0.00 in next 3 boxes if you checked yes on 8; 9 enter initials; 10 If you answered 'Yes' to questions 1-6, or 'No' to 7 or 8, *mandatory explanation required*, click 'continue'.

PARTICIPATION - (CLUBS, PROJECTS, GROUPS)

14. Scroll down and verify your primary 4-H club and volunteer type (if applicable). Click on 'continue'.
15. This will take you to Projects. Scroll down to the Project List. Look over your projects from last year.
16. TO ADD PROJECTS: Select a Club from the drop down list, select a project from the drop down list, enter years in project, and select volunteer type (if applicable.) Click 'Add Project.' Repeat to add additional projects.
17. TO DELETE PROJECTS: Click the 'edit' button next to the project(s) you will not be taking and click 'delete.' Repeat to remove additional projects. (We are not using the Groups function).
18. Click on 'Submit Enrollment' this will submit your online enrollment for review, confirmation & approval. Your 'Enrollment Status' will now be 'PENDING'.
19. This will take you back to the Member List page where you may Re-Enroll another family member OR add family members that were **NOT** enrolled last year. You will receive an email (sent to the Family Profile email address), that your enrollment has been submitted.
20. Submit your 4-H program fees payment to your Club Community Leader. The Club Community Leader will login to 4HOnline and mark 'confirm', indicating payment and all necessary documents have been received.
21. Once your 4-H Youth Development Program Staff (YDP) 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.**
22. You will need to provide a copy of your Health Form Report to each of your project leaders or event chaperones as needed.
23. To obtain a copy of the Health Form – On the 'Member List' screen under Member Reports, select the 'Member' name and the Report: Member Health Form. When the Report type is selected, the report will run automatically and produce a PDF form. You can save a digital copy of this report for yourself and print copies as needed.

When you have finished adding or re-enrolling members, 'logout' at the right hand top of the page.