

2017-18 Quick Guide to Enroll Online

STEP 1: Go to <https://california.4honline.com> (Don't forget the "s" in https:)

STEP 2: LOGIN: Please note: members are enrolled in family units. If any family member was previously enrolled in Lassen County 4-H, your family already has an account. Please do not create a new one. **All returning 4-H members already have a 4-H online profile.**

- Select "I have a profile." Enter e-mail address and password used previously. Select Role: Family. Click on "Login."
- If your email address is unknown or has changed, contact the 4-H office at **530-251-2601 or 530-251-8285**.
- If your password is forgotten (or you have never had a password), select "I forgot my password," and a new password will be emailed to you.
- If you are new to 4-H, you will need to create a profile and a "Family Account." Click "I need to setup a profile" and enter your Family information.

STEP 3: EDIT Family information – the Member List screen displays all of the youth and adults enrolled in your family. On this page you may:

- **Edit** your family account information by clicking "Edit Family."
- **RE-ENROLL:** Click on "edit" next to the member's name.
- **Add** a new enrollment by selecting Youth or Adult from the drop-down box. Then click "Add Member."

STEP 4: ENROLL OR RE-ENROLL each family member by confirming and updating member information.

- On the **Personal Information** page, update and check for accuracy. (Be sure to mark "Yes" under "Volunteer" if you serve in a leadership capacity in 4-H.) Click "**Continue**" to go to the **Additional Information** page.
- Read, and then electronically sign the *Parent Consent for 4-H Online Record Book, Waiver of Liability, Enrollment Confirmation, Photograph Release, and Treatment Authorization*. (*Volunteer Confidential Self-Disclosure Form* is required for Adult Volunteer applications.) Click "**Continue**" to fill out the *Health Form*.
- Click "**Continue**" once you are finished entering information on these pages.

STEP 5: ENROLL IN A CLUB.

- On the **Participation** page you will see three tabs: Clubs, Projects, Groups.
- You are on the "Club" page. Look under "Club List" and see if you are already listed in a club. If not, select the Club from the drop-down and click on "Add Club." You may select as many clubs as you are involved in (for example, countywide project or a project in another club.) Be sure you mark your Primary Club.

STEP 6: ENROLL IN PROJECTS. Stay on the **Participation** page and click on the "Projects" tab.

- Delete any project you are NOT TAKING this year. The list should only display your CURRENT YEAR PROJECTS.
- To add a project, select the Club displayed in the in the drop-down menu. Select projects offered by that Club. Only the projects offered by that club and projects not already selected appear. Primary members will not see projects that they are not eligible to take.
- Enter Years in Project. (For re-enrolling members, the system already added a year for you.) Select 1 for 1st year.
- Click "Add Project." Repeat these steps for each project in which you are participating.
- Click the "Submit Enrollment" button when you finish entering your project information on this page.

STEP 7: COMPLETE ENROLLMENT by giving your club leader the fees made payable to your 4-H Club (\$46 for Youth, \$16 for Adult). On the bottom of the Member List page, there is an option that says "Member Reports." **Print out the medical forms and give them to your Club Leader at your next club meeting. Do not bring them to the 4-H Office.** If you have any questions about the enrollment process, call **530-251-2601 or 530-251-8285**.