



# 2014 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 Contra Costa County 4-H or any California 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 e-mail address is unknown or has changed, contact the 4-H office at 925-646-6540 or [mmcmann@ucanr.edu](mailto:mmcmann@ucanr.edu)*
- *If your password is forgotten 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 & 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.**

- Scroll through the next few pages, updating and checking for accuracy.
- Sign the **Enrollment Confirmation and the Waiver of Liability** electronically. Please read the text and then "sign" by marking the checkbox.
- **Download, print, and complete the Medical Release Form and submit it to your club Volunteer Enrollment Coordinator** (VEC). (Required to complete the enrollment process.)
- More items are required for Adult Volunteer applications, contact your club leader or visit the 4-H website for more information: <http://www.contracosta4h.org>
- **Click the "Continue"** button once you are finished entering information on this page.

**Step 5: ENROLL IN A CLUB. SCROLL DOWN if needed to see clubs you are enrolled in.**

- If no club is listed: Select the Club from the dropdown. Click on "Add Club"
- **You 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.
- For **Countywide Projects**, select Countywide Projects as a club. (**Do NOT select Summer Camp Club.** This selection will be entered by office staff.)
- **Click on "Continue."** *If you select "Submit Enrollment," you will not be enrolled in any club projects!*

**Step 6: ENROLL IN PROJECTS. Select the Project tab to see projects in which you are enrolled.**

- **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 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 (select 1 for 1st year. For re-enrolling members, the system adds a year in existing projects)
- 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.
- The program displays the Member list page where you may add, reenroll, or edit another family member's profile. The system sends an email to the family account email address confirming the enrollment or your update.

**STEP 7: COMPLETE ENROLLMENT:**

**Turn in forms and fees to your club.** See back of page for details.

# To Complete the Enrollment Process

## Required to complete Youth Enrollment

- Medical Release Form (submitted to your club's VEC)
- Enrollment Fee

## Required to complete New Adult Volunteer Applications:

- Medical Release Form (submitted to your club's VEC)
- Self Disclosure Form \* no paper copy required if completed online.
- Enrollment Fee
  
- Live-scan Clearance: Forms and information available from your club VEC or at the 4-H office.
  
- Leader Certification: Attend County 4-H Volunteer Orientation and complete Creating Safe Spaces

## Required to complete Re-enrolling Adult Volunteers: (have not skipped a year)

- Medical Release Form
- Self Disclosure Form \* no paper copy required if completed online.
- Enrollment Fee

## Make membership checks payable to your 4-H club.

If you have questions regarding 4-H enrollment,

please contact your club VEC or contact the 4-H office at [mmcmann@ucanr.edu](mailto:mmcmann@ucanr.edu) or 925-646-6540

**You will not be able to make any changes to your enrollment on-line until all paper work and fees have been turned into your club, the club VEC has confirmed on-line that they have been received, and the 4-H office has approved your enrollment. (Note that Adult Volunteers will not be approved until DOJ live-scan has cleared and certification is complete.)**