

**Step By Step Guide for New Families**

**to Enroll in Ventura County 4-H**

The California 4-H Youth Development Program has implemented the 4-H Online enrollment process to help address the concerns of reduced 4-H YDP staff support in many of the county offices and to modernize the capabilities of 4-H in providing quick response to our clientele. Member families and adult volunteers are responsible for their own online enrollments and keeping their records current.

Go to: <https://california.4honline.com> (You can have the 4hOnline login screen always automatically appear on a tab of your web browser when you turn on your computer by clicking on your web browser’s “Tools” option, “Internet Options”, “General” tab, then in the “Home page” section type or paste the copied https://california.4honline.com address, then click “Ok”).

1. Click on “I need to set up a profile”.
2. If you are a military family, check the “Are you in a Military 4-H Club” box.
3. Select Ventura from the County drop down list.
4. Enter your e-mail address twice to confirm it.
5. Enter your family’s last name.
6. Enter a password. It must be 8 characters with at least one number & one letter.
7. Re-enter your password to confirm it (*remember to keep it in a safe/secure location for future use*).
8. Role: Family.
9. Click on “Create Login”.

Family Profile Information

1. Enter the requested information for your family. Note: Your family e-mail will always be your Login ID.
2. If you want to change your password you can by completing the fields under “Password Management”.
3. Scroll down and click on “Continue”.

Member List-Page 1: (you might need to scroll down to see everything)

1. From the “Add a New Family Member” dropdown, click on the appropriate “youth” or “adult” choice.
2. Click on “Add Member” (Even adults are considered members in this system.).
3. Fill in as much profile information as possible (Year in 4-H; defaults to 1 as this is your first year in 4-H).
4. At least one parent name is required for youth.
5. Read the examples under the “Volunteer” heading. Click on the Yes or No circle as it applies to you. (ALL Adult Volunteers need to answer Yes to this question.)
6. Click on the appropriate choice/button/boxes for: Gender, Ethnicity, Residence, Military Service, School Information and School Grade.
7. Click on “Continue”.

Additional Information-Page 2

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| **YOUTH Member** | **ADULT Volunteer** |
| 1. Click on the appropriate Radio dial button to give or deny permission for **Parent Consent for 4-H Online Record Book**.
2. Read and check the **Waiver Confirmation** box by clicking on the box, you do not need to download the form – it is part of the enrollment packet your club enrollment person provided to you.
3. Read, scroll down and check the **Enrollment Confirmation** box by clicking on the box, you do not need to download the form – it is part of the enrollment packet your club enrollment person provided to you.
4. Read and check the **Photograph Release** box by clicking on the box.
5. Read and check the **medical “Treatment Authorization” form** box by clicking on the box. You do not need to download the form – it is part of the enrollment packet your club enrollment person provided to you.
6. Enter other language proficiencies.
7. Enter any special accommodations you need.
8. Click on the appropriate Newsletter Preference(s) box to place a checkmark in the box.
9. Read: “**Check box if: Monthly household income. . .**”
	1. Click on the box to place a checkmark inside only ***IF*** *it applies to your family.*
10. Read: Additional Enrollment Steps, Disclaimer & Non-Discrimination, ANR Nondiscrimination and Affirmative Action Policy Statement for University of California Publications Regarding Program Practices.
11. Click on “Continue”.
 | 1. Read and check the **Waiver Confirmation** box by clicking on the box, you do not need to download the form – it is part of the enrollment packet your club enrollment person provided to you.
2. Read, scroll and check the **Enrollment Confirmation** box by clicking on the box, you do not need to download the form – it is part of the enrollment packet your club enrollment person provided to you.
3. Read and check the **medical “Treatment Authorization” form** box by clicking on the box. You do not need to download the form – it is part of the enrollment packet your club enrollment person provided to you.
4. Read and check the **Volunteer Confidential Self-Disclosure Form** box by clicking on the box, you do not need to download the form – it is part of the enrollment packet your club enrollment person provided to you.
5. Enter level of education, other language proficiencies, names of any children in 4-H and any special accommodations you need.
6. Check the appropriate Newsletter Preference(s) box to place a checkmark in the box.
7. Enter 4-H alumni information (optional).
8. Read: Additional Enrollment Steps, Disclaimer & Non-Discrimination, ANR Nondiscrimination and Affirmative Action Policy Statement for University of California Publications Regarding Program Practices.
9. Click on “Continue”.
10. Answer ***ALL*** of the questions to the **Volunteer Screening, Volunteer Confidential Self-Disclosure Form**, If you answered NO to question #8 the system requires you to input 0.00 for each of the 3 accompanying fields. – The paper form is also required in Ventura County.
11. Read: Signature Paragraph, UC Nondiscrimination Statement.
12. Click on “Continue”.
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Participation-Page 3

1. Click on the “Select a Club” drop-down arrow.
	1. Click on the name of the 4-H Club you are joining; this will highlight it.
2. Click on the “Volunteer Type” drop-down arrow if applicable:
3. YOUTH: Club Officer, Communications Officer, Historian, President, Reporter, Secretary, Sergeant at Arms, Treasurer, Vice President
4. ADULT: Assistant Community Leader, Co-Community Leader, Enrollment Coordinator, Executive Board/Officer Advisor, Online Record Book Coordinator, Primary Community Leader, Treasurer Advisor).
5. Click on “Add a Club”.
6. If you are participating in a project from another club, repeat these steps to add the crossover club.
7. You MUST submit a completed Cross-Clubbing for Projects form with your enrollment/application packet <http://ceventura.ucanr.edu/Youth_Development/4-H/Enroll/Forms/>.
8. Click on “Continue” this will save your choices and automatically take you to the Projects Tab.
9. Click on the “Select the Club” drop-down arrow.
10. Click on the name of the 4-H Club you are joining.
11. Click on the “Select a Project” drop-down arrow.
12. Click on the Project you will be participating in.
13. Click on the “Years in Project” drop-down arrow.
14. Click the number of years you have participated in this project ***and include this year***
15. Click on the “Select a Volunteer Type” drop-down arrow.
16. Click on the Volunteer Type that applies to you:
	1. YOUTH: Junior Leader, Teen Leader.
	2. ADULT: Assistant Project Leader, Other Volunteer, Project Leader, Project Specialist (Resource Leader).
17. Click on “Add Project”.
18. Repeat steps 36 through 40 for each project you are enrolling in.
19. Click on “Continue”, this will save your choices and automatically take you to the “Groups Tab”.
20. The Groups Tab is OPTIONAL. Click on the “Select a Group” drop-down arrow.
21. Click on the Group title that applies to you.
22. Click “Add Group”.
23. Click “**Submit Enrollment**”. This will take you back to the Member List page where your “Status” will show as “Pending” & you may enroll another family member starting with step 13 of this guide – ***DO NOT ADD ANYONE MORE THAN ONCE***.
24. When you have finished enrolling/adding members, log off using the “Logout” function in the upper right corner of your screen.
25. Be sure to submit your completed paper enrollment packet & fees to your club leader or enrollment specialist right away as you are not enrolled until your club enrollment specialist has received your packet & fees at which time they will complete the club level enrollment process & then they will submit the forms to the county 4-H office for the final steps. Once your status has changed from “Pending” to “Active” your enrollment is complete.

**TO RETURN TO 4-H ONLINE TO VIEW OR EDIT**, follow steps 1 through 8 of the “Step By Step Guide to RE-Enroll in Ventura County 4-H” and move through the screens to make all your needed changes.