

**Step By Step Guide to RE-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 have a profile”.
2. Enter your e-mail address (*remember to update your 4hOnline Family Account as soon as this changes*).
3. Enter your password (*remember to keep it in a safe/secure location for future use*).
4. If you have forgotten your password (**make sure that the following addresses are on your “Ok to receive e-mail from” list;** 4hOnline [mailto:no-reply@4hOnline.com], tifisher@ucanr.edu, gwvanoni@ucanr.edu and rmhaydensmith@ucanr.edu) – click the “I forgot my password” circle. A one-time use password will be sent to your e-mail address, you will then have to update your password as soon as you login. If you are still having trouble, contact your club leader or club enrollment specialist for assistance.
5. Role: Family.
6. Click on “Login”. The screen will change.
7. Click on “Continue to Family”.

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

1. Click on the “Edit” button to the right of your name.

Your “Personal Information” will appear.

1. Scroll down and click “Enroll for 2013-14”.
2. Review all the information that was entered last year and make corrections where necessary. Age, Years in 4-H and Grade, will automatically increase by 1 year on July 1st.
3. **Click on “Continue” to Save and automatically proceed to the “Additional Information” page.**

Additional Information – Page 2

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| --- | --- |
| **YOUTH Member** | **ADULT Volunteer** |
| 1. Read: **Parent Consent for 4-H Online Record Book**.
	1. Click on the circle of your preference for;
		1. Permission

***OR**** + 1. No Permission
1. Read: **Waiver of Liability, Assumption of Risk, and Indemnity Agreement** (you do not need to download the form – it is part of the enrollment packet your club enrollment person provided to you.).
	1. Click on the box to place a checkmark inside.
2. Read: **Enrollment Confirmation** (you do not need to download the form – it is part of the enrollment packet your club enrollment person provided to you.).
	1. Click on the box to place a checkmark inside.
3. Click on the box for **Medical “Treatment Authorization”** (you do not need to download the form – it is part of the enrollment packet your club enrollment person provided to you.).
	1. Click on the box to place a checkmark inside.
4. Review: Enrollment Information and make corrections as needed.
5. Read: “**Check box if: Monthly household income. . .**”
	1. Click on the box to place a checkmark inside ***IF*** *it applies to your family.*
6. Read: Additional Enrollment Steps, Disclaimer & Non-Discrimination, ANR Nondiscrimination and Affirmative Action Policy Statement for University of California Publications Regarding Program Practices.
7. Click on “Continue” this will Save your choices and automatically change your screen to the “Participation” page.
 | 1. Read: **Waiver of Liability, Assumption of Risk, and Indemnity Agreement** (you do not need to download the form – it is part of the enrollment packet your club enrollment person provided to you.).
	1. Click on the box to place a checkmark inside.
2. Read: **Enrollment Confirmation** (you do not need to download the form – it is part of the enrollment packet your club enrollment person provided to you.).
	1. Click on the box to place a checkmark inside.
3. Click on the box for **Medical “Treatment Authorization”** (you do not need to download the form – it is part of the enrollment packet your club enrollment person provided to you.).
	1. Click on the box to place a checkmark inside.
4. Click on the box for the **Volunteer Confidential Self-Disclosure Form** (you do not need to download the form – it is part of the enrollment packet your club enrollment person provided to you.).
5. Review: Enrollment Information and make corrections as needed.
6. Read: Additional Enrollment Steps, Disclaimer & Non-Discrimination, ANR Nondiscrimination and Affirmative Action Policy Statement for University of California Publications Regarding Program Practices.
7. Click on “Continue” this will Save your choices and automatically change your screen to the “Volunteer Screening, Volunteer Confidential Self-Disclosure Form” page.
8. Read: Paragraph then 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.
9. Read: Signature Paragraph, UC Nondiscrimination Statement.
10. Click on “Continue” this will Save your choices and automatically change your screen to the “Participation” page.
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Participation – Page 3

1. Review your Club Name and Volunteer Type: if a volunteer type title in the drop down list applies to you, you can only choose one. Project leaders will choose their volunteer type on the Projects Tab that comes next.
	1. If you are participating in the same club, click on “Continue”, this will take you to the “Projects” tab.
	2. If you are not participating in the same club, delete the name of your previous club from your Club List by clicking on the:
		1. “Edit” button.
		2. “Delete” button.
		3. Highlight your club from the dropdown menu.
		4. Select “Volunteer Type” if applicable (YOUTH: Club Treasurer, Club Secretary; ADULT: Club Leader, Resource Leader, etc.).
		5. Click on “Add a Club”.
		6. If you are participating in a project from another club, repeat steps iii.-v. to add the crossover club.
2. Click on “Continue”, this will save your choices and take your screen to the “Projects” tab.
3. Review your projects from last year;
4. Add projects to reflect the projects you want to participate in for this Program Year. Years in Project will automatically increase by 1 year on July 1st.:
5. Click the “Select a Club” drop-down arrow, click on your club name.
6. Click the “Select a Project” drop-down arrow, click on your Project (only one at a time. If the project already appears in your Project List below, it will not appear in the “Select a Project” choices).
7. Click the “Years in Project” drop-down arrow, click on the number this year will be for you in the project.
8. Click the “Select a Volunteer Type” drop-down arrow, click on your volunteer type as it pertains to you.
9. Click “Add Project”. When the screen refreshes, your project info will appear in your project list.
10. Repeat steps 24-24v. for *each* of your Projects.

If you need to Correct or Delete any projects, follow the “Correct OR Delete Project(s)” instructions below.

1. Correct OR Delete Project(s):
2. Click Edit for the project you need to correct OR delete.
	* + 1. To CORRECT: you can only correct the Years in Project or Volunteer Type. Click the drop-down arrow then select the correct year.
				1. Click “Update”.
			2. To DELETE: Click “Delete”.
3. Once you have your Project List complete & correct; continue to step 25.
4. No changes needed:
5. Go to Step 25.
6. Click “Continue” this will save your choices and automatically take you to the Groups Tab.
7. The Groups Tab is OPTIONAL. Select a group from the drop-down menu.
8. Click “Add Group”.
9. Click on **“Submit Enrollment”**. This will take you back to the Member List page where your “Status” will have changed from “Inactive” to “Pending” & you may Re-enroll another family member OR add family members that live at your address that were NOT enrolled last year.
	1. To Re-enroll another family member: repeat the above steps 8 through 28 for each family member.
	2. To ADD a family member: See “Step By Step Guide for New Families to Enroll Online in Ventura County 4-H” starting at step number 13 follow through to step 42 for each youth and adult to be added.

When you have finished re-enrolling/adding members, log off using the “Logout” function in the upper right corner of your screen.

Be sure to submit your completed 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 and move through the screens to make all your needed changes.