

**PROJECT ADDS / DROPS**

Each Member (or their parent/guardian), Adult Volunteer (Project Leader, Resource Leader, Club Leader, Enrollment Specialist) is responsible for keeping their online records current. This includes their personal project list. To login:

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”.

The screen will change to your family’s “Member List” screen.

To update the personal project list for yourself or a member of your family, in the “Member/Volunteer List” grid;

1. Find the name of the family you need to update.
2. Click “Edit” found at the far right end of their name row.

The screen will change to the “Adult Personal Information” screen if the edit button clicked was for an adult or the “Youth Personal Information” screen if the edit button clicked was for a youth.

1. Scroll down & click “Continue”.
2. Repeat step 9 until you reach the “Participation” page.
3. Click on the tab titled “Projects”.

**To ADD a Project**:

1. 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.:
2. Click the “Select a Club” drop-down arrow, click on your club name.
3. 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).
4. Click the “Years in Project” drop-down arrow, click on the number this year will be for you in the project.
5. Click the “Select a Volunteer Type” drop-down arrow, click on your volunteer type as it pertains to you.
6. Click “Add Project”. When the screen refreshes, your project info will appear in your project list.
7. Repeat steps 1-1e. for *each* of your Projects.
8. If you need to Correct or Delete any projects, follow the “Correct a Project” OR “Delete a Project” instructions below.

**To CORRECT a Project**:

1. Click “Edit” for the project you need to correct.

You can only correct the “Years in Project” or “Volunteer Type”.

To correct the Years in Project;

1. Click the Years in Project drop-down arrow then select the correct year.

To correct the Volunteer Type;

1. Click the Volunteer Type drop-down arrow then select the correct volunteer type.
2. Click “Update”.

**To DELETE a Project**:

1. Click “Edit” for the project you need to delete.
2. Click “Delete”.

Once you have your personal Project List complete and correct;

1. Click “Continue”.

If you have other family members to correct their personal project list for;

1. Click “Return to Member List”.
2. Repeat the steps above beginning at step 6.

When the personal project list for each family member has been updated and you do not need to do anything else in 4hOnline;

1. Click “Logout” in the upper right corner of your screen.