READ IMMEDIATELY!
IMPORTANT RE-ENROLLMENT DIRECTIONS!

Our new online enrollment system is almost ready for you to log in and re-enroll! Your Club Leaders will be letting you know when the system is ready for you to sign in and enroll for 2009 / 2010 & what they need from you in addition to the online process. Sometime between now and July (date unknown; tentatively the 6th), ***currently enrolled members & volunteers*** will receive an e-mail from 4hOnline stating that your password has been re-set (that is also the e-mail address that will get you into the system. If you have more than one e-mail addresses, this is the only one that will work until it is otherwise updated in the system). Hold onto that e-mail in a safe place, you won't be able to use it until July when your Club Leader e-mails you that the system is ready. Download & complete the paper forms as directed while completing the online enrollment process. The forms for the Youth will consist of; the Medical Release (BOTH sides) and Waiver of Liability. The Adults will need to complete the same as Youth plus a Confidential Volunteer Self-Disclosure form.

When you've received notice from your Club Leader:

1. go to https://california.4honline.com & choose "I have a profile", type your e-mail address, type your password. Role defaults to Family & is the option that you want. Click "Login".

2. Locate your name on the screen & click "Edit" found at the far right of your name.

3. On EACH page, Verify all your information is correct – Make all corrections and changes to the projects for the 2009 / 2010 year, at the bottom of the page click "Continue". When you've completed ALL the pages & clicked "Continue" after completing the tabs of page 3, you'll be taken back to the screen you found at Step 1 above.   NOTE: On page 3, Projects tab: if you see a Project listed that you are NOT going to participate in for 2009 / 2010 program year, click on the "Edit" button for that project. When the screen refreshes, you will see a "Update" & a "Delete" button, click "Delete". When the screen refreshes, do the same for each project that you will not be participating in. If a project is not listed that you WANT to participate in, complete the "Select a Club", "Select a Project", "Years in Project" & "Select a Volunteer Type (if you are a volunteer for that project)" THEN click "Add Project" – when the screen refreshes you will see that project now listed in your Project List.

4. Complete the paper forms & turn them in to your Club Leader / Enrollment person.

For those that do not have internet access (Re-enrolling & New); the Entire Paper Enrollment Packet is required to be completed – these packets can be obtained from your Club Leader or the 4-H Office.

For New Youth & Volunteers with internet access:

1. go to https://california.4honline.com & choose "I need to setup a profile", if you are a military family – check that box, & complete the following fields: County (choose Ventura), Email (required for access), Confirm Email, Last Name, Password, Confirm Password. Role defaults to Family & is the option you that want. Click "Create Login", you'll be taken into the system to enter your information.

2. Complete all the fields on each page, at the bottom of the page click on "Continue". Do the same for all 3 pages. Page 3 has 3 tabs, you must complete tabs one (Clubs) & two (Projects), completing tab three is helpful if it pertains to you. On page 3, you must click continue to save your selections – this will also take you to the next tab.

   To Add a Project you must complete the "Select a Club", "Select a Project", "Years in Project" & "Select a Volunteer Type (if you are a volunteer for that project)" THEN click "Add Project" – when the screen refreshes you will see that project now listed in your Project List. When you've **completed all of the pages**; click "Submit Enrollment".

Complete the paper forms & turn them in to your Club Leader / Enrollment person.

REMEMBER to follow all additional instructions your Club Leader or Enrollment Specialist has for you.