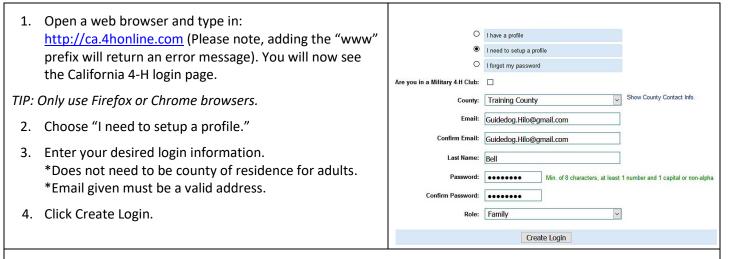
7/2017

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Head
Heart
Hands
Health

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*If you receive a message that your account already exists, this means there is already an account using that email address in 4hOnline. Choose the radio button for "I forgot my password" to have a new temporary password sent to you. If you need to switch counties because you have moved, etc., please contact your County 4-H Office where last enrolled to switch the county.

5.	Enter your Family Information.	Family Information		
			Profile Information	Required Fields
6.	Click Continue.	• Email:	Guidedog.Hilo@gmail.com	joe@4honline.com
In 4hOnline, Continue means the same as Save.		• Last Name:	Bell	
111 41	Comme, Continue means the same as save.	• Mailing Address:	12 Main Street	
		• City:	Davis	
		* State:	California	
		• Zip Code:	95618	12345
		Primary Phone:	111-222-3333	555-555-1234
		Correspondence Preference:		
			Training County Please double-check your County selection	
		Update member records with the same address		
		-	_	
		Password Management		
		Current Password:		
		New Password:		
		Confirm New Password:		
			Update Password	
			Continue >>	
7.	Members in 4HOnline are grouped by Family. Add youth family members who would like to enroll in 4-H.	Bell Family Edit Family 12 Main Street Davis, CA 95518	Add A New Family Member select a member type Add Member	V
8.	Select Youth from Member Type drop-down menu and click Add Member.	111-222-3333 Guidedog,Hilo@gmall.com Test County [contact info] Change Youth Password for Recordbocks Passwo	rd Not Sot	

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7/2017

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9. Enter the Youth's Personal Information.	Profile Information	
 Information in Bold is required. All other information is optional. Click Continue. Click Continue. <i>*CA 4hOnline does not have text messages turned on.</i> <i>*For first year members, leave the Years in 4-H as 1.</i> 	Email: Guidedog.Hilo@gmail.com • First Name: Taylor • Last Name: Bell • Mailing Address: 12 Main Street Mailing Address 2: • City: Davis • State: California v • Zip Code: 95618 • Birth Date: 03/10/2006 • Gender: Female v	
	Primary Phone: 111-222-3333 Cell Phone: 200-300-4000	
 Under the Additional Information screen, read each Authorization carefully. Mark the check box and/or sign each section. The Authorization screen sections will be locked for editing after the enrollment has been submitted. Click Continue. Under the electronic Health Form screen, complete the information. Click Continue. 	Control between primeries and progress, and to removable turnit of any such expenses incurred. Severability: The undersigned further expressly agrees that the foregoing Waiver and Assumption of Rak Agreement is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invakid, it is agreed that the balance shall, notwithstanding, continue in thill legal force and effect. Acknowledgment of Understanding: Inver each bis Waiver of Liability, Assumption of Rak, and Indemnity Agreement, fully understand is terms, and understand that 1 am giving up substantial rights, including my right to sue. Tacknowledge that an signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of all liability to the greatest codent aboved by law Bownload a copy of the waiver at Download Here. The parent/Guardian certifies that they have REQUIRED Logged in as § Bell: Taylor # Home ■ My Member List Errollment Member Settings Trainings Personal Additional Heath Form Participation	
	Health Form Vaccinated for Tetanus? Ves. vaccinated for Tetanus No. not vaccinated Not Sure if vaccinated Date of Last Tetanus Vaccination: mm/dd/yyyy	
 17. Under the Participation screen, select your desired Club. 18. Click Add Club. <i>Tip: 4hOnline labels all 4-H Units as 'Clubs' however some of these may be camps, etc.</i> *A minimum of one club is required. 19. The Club will appear on the Club List. 	Clubs Projects Groups California 4-H On-Line Enrollment Form Page 3 of 3. CLUBS - Select the 4-H Club you are enrolling in. If you are taking a cross-over or countywide project, select the appropriate club as well. If you are unsure which club you should enroll into, you can click here to find your county's 4-H information. Select a minimum of 1 club(s) and a maximum of 10 club(s) Add a Club Select a Club: Hogan's Heros	
 If you would like to join another Club, select it from the drop-down list and click Add Club. 	Add Club Club List [Hew Look] Primary Club Edit	



7/2017

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	Add a Club	
21. Be sure to select which Club will be your Primary Club.	Select a Club: Select a Club	
*First club selected defaults as Primary Club but you can	Add Club	
check the radio button to change as needed.	Club List (New Look) Primary Club Edit	
22. When you have finished adding Clubs, click Continue.	Hogan's Heros Dekte Horizon Dekte	
23. Under the Projects tab, select the Club in which you would like to enroll in a Project.	Add a Project Select a Club: Select a club Select a Project Select a Droject Select a dub from the list above first Y	
24. Select the Project.	Select a Project Select a dub from the list above first Y Years in Project 1 Y	
25. Click Add Project.	Add Project	
26. Repeat steps to add all of your projects.	Project List [New Look] Club Project Years in Project Edit	
27. When you have finished adding your projects, click	Horgan's Heros Graphic Arts 1 Edit Horizon Bees 1 Edit	
Continue.		
28. Groups are optional. You may leave this area blank.	<< Previous Continue >> Submit Enrollment	
29. Click Submit Enrollment.		
30. You will be returned to the Member List screen. The member that you just added will appear in your Member List as Pending. You will receive an email (sent to the Family Profile email address) that your enrollment has been submitted to your County 4-H Office.	Member/Volunteer List Name Role Membership ID Enrollment Status Last Active Year Edit 1) Taylor Bell Youth Pending Edit @)	
 Submit your 4-H program fees payment to the primary Club Leader. The primary Club Leader will login to 4hOnline and mark Confirm, indicating payment received. 		
32. Once your County 4-H Office reviews the member enrollment, you will receive another email either confirming your enrollment, or asking you to make changes and resubmit your enrollment. When the 4hOnline enrollment status shows as Active, you may begin participating in 4-H events and activities.		
33. You may login to your 4hOnline account at any time to edit member information, view Announcements and Newsletters, and run member reports.	Announcements & Newsletters 4-H Update May 08, 2012 Demo Courty 4-H FVI May 08, 2012 Demo Courty	



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7/2017

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34. You will need to provide a copy of your Member-Health Form report to each of your Project Leaders or Event Chaperones as needed.	Nember/Volunteer List Name Role Membership ID Enrollment Status Last Active Year Edit
 35. On the Member List screen, under Member Reports, select the youth name and the Report: Member-Health Form. *When the Report type is selected, the report will automatically run and produce a pdf form. 36. You can save a digital copy of this for yourself if you 	I) Taylor Bell Youth Pending Member Reports Member: Select a member
prefer.	
37. To enroll another youth family member, select the member type and repeat the enrollment process.	Copy parent information from another youth record Select a member name
38. If the second member's Parent and Emergency Contact information is the same as the first member's information, select "Copy parent information from another youth record" to auto-fill these portions of the Youth Profile page.	Select a member name Celeste Smith

Tips:

- ✓ Families can login to 4hOnline at anytime to edit and update the Member Health Form as needed.
- ✓ If you need to go back to any previous screen, you can click the Previous button at the bottom of each screen. If you need to go back to the first screen, your Authorizations page will be cleared and you will need to re-enter the information. The Health Form and Volunteer Screening information does not need to be re-entered.
- If you decide at any time you do not wish to enroll for the year, you can delete the enrollment record by clicking Previous and at the bottom of the Personal Information screen, you will see a Delete button. You can do this at any time for a new enrollment if it you have not yet clicked the Submit enrollment button.

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750-1397.

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