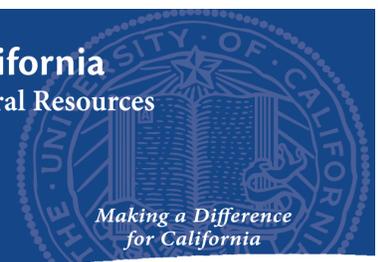


Purpose: This document outlines the steps for a family to follow when they have an existing 4hOnline account and will be re-enrolling through 4hOnline.

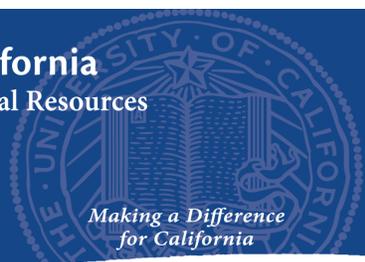
<ol style="list-style-type: none"> Go to the California 4HOnline login page located at http://ca.4honline.com. If you have logged in to your 4hOnline account before and remember your password, log in to your account and skip to step #13. 	
<ol style="list-style-type: none"> If you have never logged in to your 4hOnline account before (in many cases where a Club or County 4-H Office added the initial enrollment record), contact your County 4-H Office to obtain the email address that is on file for your account. If you do not have an email address on file, contact the County 4-H Office to add the email address to your account. Enter your email address and select "I forgot my password." Select Family as your role. Click Send My Password. 	
<ol style="list-style-type: none"> Check your email account for your temporary password. Once you receive your password, select I have a profile. Enter the temporary password from the email message to the login page. Click Login. 	
<ol style="list-style-type: none"> Once you log in, you will be prompted to create a new password. Enter a new password. Click Continue to go to your Family Member List. 	





<p>13. The Member List will show all of the youth members and adult volunteers in your family who were enrolled in a previous year.</p> <p>14. Click “Edit” next to the Inactive member you would like to re-enroll.</p> <p>15. To update your family information, click Edit Family.</p>	
<p>16. Scroll to the bottom of the record review page and click “Enroll for 20xx-20xx”. *This button will show the years of the current program year.</p>	
<p>17. Update any of the Adult Volunteer’s personal information and Click Continue at the bottom of the page.</p> <p>NOTE: information in BOLD is required. All other information is optional.</p>	
<p>18. Under the Additional Information Screen, read each Authorization carefully.</p> <p>19. Mark the check box and/or sign each section. The Authorization Screen sections will be locked for editing after the enrollment has been submitted.</p> <p>20. Click Continue.</p>	<p>Sample</p>
<p>21. It is very important that each member’s Health Form is complete and accurate. Under the Health Form screen, complete the information.</p> <p>22. Click Continue.</p>	





- 23. Under the Volunteer Screening screen, complete all questions.
- 24. Click Continue.

Volunteer Confidential Self-Disclosure Form

Paragraph

The purpose for requesting the information on this form is to provide a safe environment for young people involved with 4-H activities. Furnishing all information requested on this form is mandatory. Failure to provide this information will delay or prevent appointment as a 4-H Volunteer. Local programs may also require additional information before appointing 4-H volunteers. University of California policy authorizes maintenance of this information. Individuals have the right to review their own records in accordance with the Division of Agriculture and Natural Resources Administrative Handbook, Section 402. Information on these policies may be obtained from the Controller and Business Services Director, Agriculture and Natural Resources, University of California, 1111 Franklin Street, 6th Floor, Oakland, CA 94607-5200, or via the Internet at <http://ucanr.edu>. The official responsible for maintaining the information contained on this form is the Cooperative Extension County Director.

Questions

1. Have you been convicted of a felony in the last ten years?
 No Yes

2. Has anyone living with you been convicted of a felony in the last ten years?
 No Yes

3. Have you ever been convicted of child abuse, neglect, or any sex offense?
 No Yes

- 25. Review and edit your Clubs. Only Clubs in which the adult volunteer will participate during the current program year should be show under the Club List.
- 26. If the adult will have a leadership role at the club level, make sure to select the Volunteer Type from the drop-down list.
- 27. Click Continue.

Clubs **Projects** **Groups**

Select a minimum of 1 club(s)

Add a Club

Select a Club:

Club List		
Primary	Club	Edit
<input checked="" type="radio"/>	Demo Club	<input type="button" value="Delete"/>

- 28. Review and edit projects.
 - 29. If the adult will have a leadership role at the project level, make sure to select the Volunteer Type from the drop-down list.
- NOTE: Only projects in which the adult volunteer will participate during the current year should be listed in the Projects tab. Previous year projects will remain on the Member's enrollment history. Remove any projects listed in which the member will no longer participate.
- NOTE: When re-enrolling, the projects will auto-increment by 1 year for Years in Project.
- 30. Groups are optional. Add any Groups in which the member will participate during the current program year.
 - 31. Click Submit Enrollment.

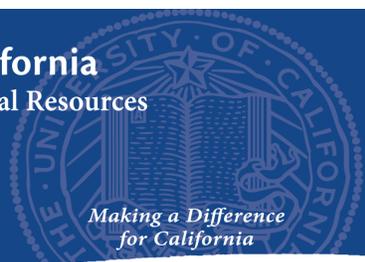
Add a Project

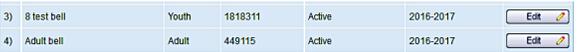
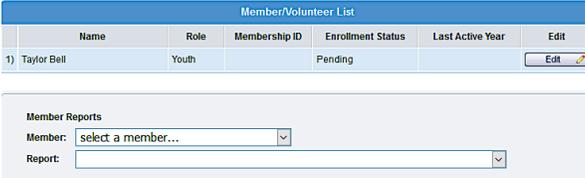
Select a Club:

Select a Project:

Years in Project:

Project List				[New Look]
Club	Project	Years in Project	Edit	
Hogan's Heros	Graphic Arts	1	<input type="button" value="Edit"/>	
Horizon	Bees	1	<input type="button" value="Edit"/>	

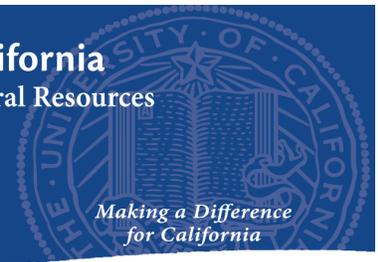


<p>32. You'll be returned to the Member List screen. The member that you just re-enrolled will appear in your Member List with a Pending status. You will receive an email (Sent to the Family Profile email address) that your enrollment has been submitted.</p> <p>33. Submit your 4-H program fees payment to the primary Club Leader or VEC1. The primary CL or VEC1 will login to 4hOnline and mark Confirm, indicating payment and all necessary documents received.</p>															
<p>34. 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.</p>	 <table border="1"> <tr> <td>3)</td> <td>8 test bell</td> <td>Youth</td> <td>1818311</td> <td>Active</td> <td>2016-2017</td> <td>Edit</td> </tr> <tr> <td>4)</td> <td>Adult bell</td> <td>Adult</td> <td>449115</td> <td>Active</td> <td>2016-2017</td> <td>Edit</td> </tr> </table>	3)	8 test bell	Youth	1818311	Active	2016-2017	Edit	4)	Adult bell	Adult	449115	Active	2016-2017	Edit
3)	8 test bell	Youth	1818311	Active	2016-2017	Edit									
4)	Adult bell	Adult	449115	Active	2016-2017	Edit									
<p>35. You will need to provide a copy of your Member-Health Form report to each of your Project Leaders or Event Chaperones as needed.</p> <p>36. 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 run and produce a pdf form.</p> <p>37. You can save a digital copy of this for yourself if you prefer.</p>	 <p>Member/Volunteer List</p> <table border="1"> <thead> <tr> <th></th> <th>Name</th> <th>Role</th> <th>Membership ID</th> <th>Enrollment Status</th> <th>Last Active Year</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>1)</td> <td>Taylor Bell</td> <td>Youth</td> <td></td> <td>Pending</td> <td></td> <td>Edit</td> </tr> </tbody> </table> <p>Member Reports</p> <p>Member: <input type="text" value="select a member..."/></p> <p>Report: <input type="text"/></p>		Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit	1)	Taylor Bell	Youth		Pending		Edit
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit									
1)	Taylor Bell	Youth		Pending		Edit									
<p>38. To Re-enroll another adult volunteer family member, repeat this process.</p>															

Tips:

- After your initial login, you will see the Families Home Page when you first log in.
- The Announcements and Newsletters section is where your County can post Newsletters, Announcements and other important documents for you to view.
- To access your member list, click "Continue to Family."
- If you would like to change your password at any time after your initial login, click "Change Password."





- *If you forget your password, please select “I forgot my password” from the login page. County and State offices do not have access to Family passwords.*
- *If, at any point, you would like to return to your start page, click on “Home.”*
- *To return to your member list from any page, click on “My Member List.”*
- *For quick navigation between the four member enrollment pages, simply click on the page title under the navigation bar.*

Frequently Asked Questions:

1. **What are the steps to take if we need to update the information on the member Health Form?**

When the health form needs to be updated, families need to login to 4hOnline and make the necessary updates to the Health Form screen and save.

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/176836.doc>). Inquiries regarding ANR's nondiscrimination policies may be directed to John I. Sims, Affirmative Action Compliance and Title IX Officer, University of California, Davis, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1397.

