
ONLINE ENROLLMENT INSTRUCTIONS 2016-17

RETURNING FAMILIES

Step By Step Guide to 4Honline Enrollment for Returning Families in Solano County

An email is required to enroll in 4-H. To re-enroll you must use the email address you used for 2015-16. If you have forgotten your family email or gotten a new one, you will need to contact your 4-H Club Community Leader.

DO NOT CREATE A NEW PROFILE!!

Go to: <https://california.4honline.com>

NOTE: ONLY Parents or legal guardians may enroll youth.

Forgot your password? If so follow 1-5 below. Otherwise, skip to "To Re-enroll."

1. Click on "I forgot my password".
2. Enter your email address.
3. Click "Send My Password". It will be sent to your email address.
4. Get the temporary password from your email. Return to the login screen. <https://california.4honline.com>
5. Reset your password by entering the temporary one and then picking one of your own. It must be *at least* 8 characters with at least one number or symbol. Click "Continue".

To Re-enroll:

1. Click "I have a profile".
2. Enter your email and your password. Be sure 'Family' is indicated as your 'Role'. Click on "Login." On the next screen click "Continue to Family".
3. Make any changes in your family information by clicking "edit family" next to the family name. If you want to change your password, do it here. Click "continue".
4. For each person you want to Re-Enroll, click on the "Edit" button to the right of their name. Your "Personal Information" will appear. Scroll down and click "Enroll for 2016-2017". (*When you do that, your year in 4-H will increase by 1.*)
5. Check over all the information that was entered last year – make corrections where necessary. Please check your email address carefully. **NEW (mandatory)** – Enter emergency contact name, contact phone & relationship in the appropriate fields.
6. Ethnicity & Race – Please check all that apply. As a recipient of federal funds, it is important for our 4-H program to collect ethnicity data to ensure the program is compliant with federal requirements and is reaching underserved communities.
7. **YOUTH ONLY:** Age, School Grade, and Years in a Project **have already** been increased by 1 year.
8. **If you are an adult, a Junior/Teen Leader or a club officer**, check 'Yes' under the 'Volunteer Section.' Be sure to look at the whole page and make any changes needed. Click on "Continue" at the bottom.

ADDITIONAL INFORMATION – PAGE 2 of 3

9. **YOUTH ONLY:** Parent Consent for 4-HOnline Record Book-review information, select & check one of the two option boxes.
10. Scroll down, Download & read the Waiver. Close page. Check "**Required**" box.
11. Scroll down, Download & read the code of conduct, member code of conduct, and parent, guardian, or adult participant code of conduct & photo release form. Click "Back" arrow. Check "**Required**" box. **YOUTH ONLY** – Photo Release Form must have the "**Required**" box checked to proceed.
12. Download, print & complete the Youth or Adult Treatment Authorization form & **return to your Community Leader**. Close page. Check "**Required**" box.
13. **ADULT VOLUNTEERS ONLY** - Volunteer Confidential Self-Disclosure - Check "**Required**" box.
14. Enter level of education (*Adults only*), names of any children in 4-H (*Adults only*), any special accommodations needed.
15. Newsletter – Check box 'Email for County Newsletter' & 'Updates from the State 4-H Office'. Enter 4-H Alumni (last year as a 4-H Youth member) information (*Adults only*, optional). Scroll down and click "continue".
16. **YOUTH ONLY:** Review information & check household income box if qualified. Scroll down and click "continue".
A County Program Fee reduction/waiver form is available from the Club Community Leader or click [here](#) to go to the form.
17. **ADULT VOLUNTEERS ONLY Volunteer Screening:** Check boxes 1-8; enter 0.00 in next 3 boxes if you checked yes on 8; 9 enter initials; 10 If you answered "Yes" to questions 1-6, or "No" to 7 or 8, *mandatory explanation required*, click "continue".

PARTICIPATION – PAGE 3 of 3 (CLUBS, PROJECTS, GROUPS)

18. Scroll down and verify your primary 4-H club and volunteer type (if applicable). Click on "Continue".
19. This will take you to Projects. Scroll down to the Project List. Look over your projects from last year.
20. **TO ADD PROJECTS:** Select a Club from the drop down list, select a project from the drop down list, enter years in project, and select volunteer type (if applicable.) Click "Add Project." Repeat to add additional projects.
21. **TO DELETE PROJECTS:** Click the "edit" button next to the project(s) you will not be taking and click "delete." Repeat to remove additional projects. (We are not using the Groups function)
22. Click on "Submit Enrollment" this will submit your online enrollment for review, confirmation & approval. Your 'Enrollment Status' will now be "PENDING".
23. This will take you back to the Member List page where you may Re-Enroll another family member OR add family members that were **NOT** enrolled last year.

When you have finished adding or re-enrolling members, "log out" at the right hand top of page.