

Step By Step guide to enroll in 4-H for RETURNING members

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

Login

1. Click on "I have a profile".
2. Enter your email address, *exactly* as the coordinator has you listed, from previous year's enrollment.
3. Click "I forgot my password" and it will be sent to your email address.
4. Check your email for new password and return to 4-H Online system.
5. Enter your email address.
6. Enter new password.
7. Choose Role: Family.
8. Click on "Login".

Member List-Page 1

1. For each person you want to Re-Enroll, click on the "Edit" button to the right of their name.
2. Your "Personal Information" will appear.
3. Scroll down and Click "Enroll for 2009-2010".
4. Check over all the information that was entered last year– make corrections where necessary.
5. Click on "Continue".

Additional Information-Page 2

1. Check over all the information that was entered last year– make corrections where necessary.
2. Read & Click the box for Enrollment Confirmation.
3. Read & Click the box for Waiver of Liability.
4. Download and Print a Medical Release Form, one for each project, and give to your Community Club Leader.
5. For Adult Volunteers, download and print the Self Disclosure Form and send it in to Yolo County 4-H Office, 70 Cottonwood Street, Woodland, CA 95695 or you may give to your Community Club Leader.
6. Click on "Continue".

Participation-Page 3

1. If you are participating in the same club, click on "Continue".
2. This will take you to the projects, Look over your projects from last year.
3. Add or delete projects to reflect the 2009-2010 program year.
4. Age, School Grade, Years in 4-H, and Years in a Project will automatically increase by 1 year.

5. FINAL step click on "Submit Enrollment"

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/re-enrolling members, log out (remember your password).

Please remember to turn in your Medical Release forms for each project, Adult Self Disclosure form and pay your enrollment fees of \$18.00 per youth and \$10.00 per adult to your Community Club Leader.

Once your enrollment has been confirmed by the Enrollment Coordinator and accepted by the 4-H Office you will be sent and email confirming you as a member of Yolo County 4-H Youth Development Program.

The 4-H Office will NOT confirm your enrollment until fingerprinting and orientation meeting have been completed.

If you have any questions about the above process please contact your Enrollment Coordinator at: