

# Step By Step guide to enroll in 4-H for NEW members



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

## Login

1. Click on "I need to set up a profile".
2. Select your County (Yolo County).
3. Enter your email address.
4. Confirm your email address.
5. Type in your last name.
6. Type in an eight digit password for your family to use.
7. Confirm this password.
8. Role: Family.
9. Click on "Create Login".

## Personal Information

1. Fill in: (email, last name), address, city, state, zip, phone, county.
2. Click on "Continue".

## Member List-Page 1

1. From the "Add a New Family Member" drop down, select "youth" or "adult".
2. Fill in as much profile information as possible (year in 4-H includes this year and does not need to be adjusted).
3. Does this person hold a Volunteer position in the club? Yes or No.
4. Click on the appropriate buttons for: gender, ethnicity, residence, Military service, school grade.
5. Click "Continue".

## Additional Information-Page 2

1. Fill in name and type of school.
2. Choose Newsletter preference as email. We will not be mailing out newsletters this year.
3. Read & Click the box for Enrollment Confirmation.
4. Read & Click the box for Waiver of Liability.
5. Download and Print a Medical Release Form, one for each project, and give to your Community Club Leader.
6. 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.
7. Click on "Continue".

## Participation-Page 3

1. Highlight your club from the drop down menu.
2. Select Volunteer Type if applicable (Club Treasurer, Club Secretary etc.) (Project Leaders option is available on following pages).
3. Click on "Add a Club".
4. If you are participating in a project from another club, repeat these steps to add the crossover club.
5. Click "Continue" this will take you to the Projects Tab.
6. Select the club, select the project, select years you have been involved with this project including this year and volunteer type if applicable (Project Leaders, Resource Leaders etc.).
7. Click on "Add Project".
8. Repeat these steps for each project you are enrolling in.

## **9. 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: