



Creating a Family Profile and Enrolling Youth Members and Adult Volunteers

The first step to enrolling in the 4-H youth development program is to create an online profile. If at any point during the process you experience problems, please log a help ticket with our help system here: http://smsf4h.ucanr.edu/sites/Join/Enrollment_help/. Someone will get back to you within 24 hours.

Important Tips:

- **Please don't make a duplicate profile!** If you think you may have created a family profile before, please fill out a help sheet to check if you have a profile. Duplicate profiles can create major problems, so it is better to check than create a new profile.
- If you use an email that the system already recognizes, please fill out a help ticket in our help system. This means you already have a profile and should not create a new one.
- Once you have created a family profile, if you are an adult and you are **not** volunteering, you do not need to make an adult profile. You will only add youth members. If at some point you would like to enroll as an adult volunteer, you can use your family profile to do this.
- If you have set up a family profile and remember your login email and password, log into your account. Once you are on the welcome screen, press the large orange button to add members to your family using the instructions below.

Step One: Create a Family Profile

1. The enrollment process begins with creating a family profile. This will be used for all members of your family who will be participating in 4-H. If you are a single volunteer, you will still create a family profile.
2. Type ca.4honline.com into your internet browser. We suggest you use Chrome, as this browser causes the least problems.
3. At the bottom of the page, select “I need to setup a profile” (see photo below).
4. A series of questions will appear. Fill out the info including: County (San Mateo/San Francisco), email, main family last name, password, and role.
5. Click “Create Login.”

The screenshot shows a web form for creating a family profile. At the top, there are three radio buttons: "I have a profile" (unchecked), "I need to setup a profile" (checked and circled in red), and "I forgot my password" (unchecked). Below this, there are fields for "Are you in a Military 4-H Club?" (unchecked), "County" (dropdown menu "Select your county ..."), "Email" (text input), "Confirm Email" (text input), "Last Name" (text input), "Password" (text input with placeholder "Min. of 8 characters, at least 1 non-alpha"), "Confirm Password" (text input), and "Role" (dropdown menu "Family"). At the bottom of the form is a large blue "Create Login" button, which is also circled in red. Below the form, there are links for "Contact Us", "Privacy Policy", and "Refund Policy". At the very bottom, there is a logo for "4HOnline" and "Registration powered by 4HOnline".

Step Two: Family Information

1. Fill out the Family Information, including home address. Don't worry about the password management area, you just created a password, so ignore this step.
2. Don't forget to select your preferred “Correspondence Preference,” either email or mail.
3. Click “Continue.”

The screenshot shows the "Family Information" section of the California 4-H Youth Development website. It includes "Profile Information" fields for Email (joseg2004@yahoo.com), Last Name (Guild), Mailing Address (80 Stone Pine Rd), City (Half Moon Bay), State (California), Zip Code (94019), Primary Phone (650-852-8289), and 4-H County (San Mateo-san Francisco). Below these, there is a "Correspondence Preference" dropdown menu with options "Email" and "Mail", both of which are circled in red. There is also a checkbox for "Update member records with the same address". The "Password Management" section includes fields for Current Password, New Password, and Confirm New Password, along with a "Update Password" button. At the bottom, there is a "Delete Family" link with a warning message: "Only delete a family if they will never return." A "Continue >>" button is also present.

Step Three: Adding Members

1. After clicking “Continue,” you will be taken to the “Member List” screen.
2. Under “Add a New Family Member,” select either adult or youth, depending on which individual you are enrolling (see photo at right).
3. Then click “Add Member” (see photo below).

Member List

University of California 4-H Youth Development Program

Enrollment Directions

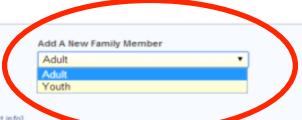
1) You may edit your family account information by clicking "Edit Family."
2) You may add a new enrollment by selecting Youth or Adult from the drop-down box and entering all three pages of information.
3) You may edit an existing enrollment by clicking on "Edit."
Please Note: Your 4-H Enrollment is not active until you have been assigned a Membership ID.

4-H Online Record Book

For youth to gain access the record book system, a password must be set (see link below your family contact information). Adults use their 4hOnline password. Access the 4-H Online Record Book at <http://www.ca4h.org/4hbook/>

Add A New Family Member

Adult
Adult
Youth



Guild Family Edit Family
80 Stone Pine Rd
Half Moon Bay, CA 94019-1787
650-862-8289
joseg2004@yahoo.com
Jessica Guild - San Mateo-San Francisco County [contact info]
Change Youth Password for Recordbooks **Password Not Set**

YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE
If your enrollment status is 'Inactive' or 'Incomplete', click the 'Edit' button to review and submit your record for approval

Member/Volunteer List					
Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register Member: <input type="button" value="select a member..."/> Event: <input type="button" value="select a member..."/>					

Member List

University of California 4-H Youth Development Program

Enrollment Directions

1) You may edit your family account information by clicking "Edit Family."
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4-H Online Record Book

For youth to gain access the record book system, a password must be set (see link below your family contact information). Adults use their 4hOnline password. Access the 4-H Online Record Book at <http://www.ca4h.org/4hbook/>

Add A New Family Member

Adult
Add Member



Guild Family Edit Family
80 Stone Pine Rd
Half Moon Bay, CA 94019-1787
650-862-8289
joseg2004@yahoo.com
Jessica Guild - San Mateo-San Francisco County [contact info]
Change Youth Password for Recordbooks **Password Not Set**

YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE
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Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
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4. Type in your personal information.
5. If you are a volunteer, please select “yes” under the volunteer section (See photo to right).
6. At the bottom of the page, you will be prompted to “Continue.” This will take you to the next page, “Additional Information.” This area has a series of important details regarding enrollment, so please read carefully and check all the boxes.

Adult Personal Information

Profile Information

Email: joe@gmail.com
 First Name:
 Last Name:
 Mailing Address:
 Mailing Address 2:
 City:
 State:
 Zip Code: 12345
 Birth Date: mm/dd/yyyy
 Gender:
 Primary Phone: 555-555-1234
 Cell Phone: 555-555-1234
 I wish to receive notices via text message: Select your provider:
 Work Phone: 555-555-1234
 Work Extension: #
 Fax: 555-555-1234
 Years in 4-H: #
 4-H County:

Volunteer

Select "Yes" if you serve in a leadership capacity in 4-H.
 Examples for youth: Junior Leader, Club Officer, etc.
 Examples for adult: Chaperone, Committee member, Advisor, Scout Leader, etc.

Are you a Volunteer?: No. Yes



Sensitivity

Check all that apply

Are you of Hispanic ethnicity?: No. Yes

Step Four: Adult Enrollment Next Steps (see Step Five for Youth Next Steps):

1. If you are enrolling an Adult volunteer, the next screen will be “Volunteer Self Disclosure.” Please read this section carefully and select the yes or no answers.
2. When you get to the section regarding insurance, please select YES if you have the minimum required insurance. If you select yes, please fill in the following fields with “0.00” If you do not have this, please provide your insurance coverage information.
3. The next box will ask you to **initial** that you have read the statement. Please **initial** once you have read this statement.
4. At the bottom of the screen, click “Continue.”

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

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

4. Has anyone living with you ever been convicted of child abuse, neglect, or any sex offense? No Yes

5. Has your driver's license been suspended or revoked in the last ten years? No Yes

6. Are there any other facts or circumstances involving your background or background of others in your household that would call into question your being entrusted with the supervision, guidance, and care of young people? No Yes

7. Do you have a valid driver's license? No Yes

8. University of California (UC) requires volunteers to maintain automobile liability coverage of \$50,000 per accident claim; \$100,000 in aggregate / \$50,000 for property damage. Do you have this level of coverage? (Please note: if you answer Yes, you will need to mark 0.00 in the next 3 question fields)

If no, what is your coverage per accident?: XXX.XX

If no, what is your coverage in aggregate?: XXX.XX

If no, what is your coverage for property damage?: XXX.XX

9. I understand that UC provides secondary liability coverage in the event of an accident during 4-H business and if my coverage is below the UC minimums, I am liable for the difference between my policy limits and UC's secondary coverage. Initial here.:

10. If you answered "Yes" to questions 1-6, or "No" to 7 or 8, please explain:

5. In the next window, you will add your participation. You should add your club from the “Select a Club” menu (photo below left), as well as any volunteer roles you are filling that show on the “Volunteer Type” drop down menu.
6. Click “Add Club” to add this club and role to your profile (see photo below right). You will know a club has been added when it shows up in the “Club List”.

Personal Information Additional Information Volunteer Screening Participation

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.

Add a Club

Select a Club: San Mateo County 4-H Council

Select a Volunteer Type: Belmont 4-H Club

Primary	Club	Volunteer Type
Crystal Springs Farm 4-H Club	Beta Testing Team	CA 4-H Technology Leadership Team (approval required)
Coastside 4-H Club	Burlingame/San Mateo 4-H Club	CA 4-H Technology Leadership Team (approval required)
La Honda 4-H Club	CA 4-H Technology Leadership Team (approval required)	Cafada 4-H Club
Menlo Park 4-H Club	CA 4-H Technology Leadership Team (approval required)	Pacifica 4-H Club
San Bruno/ South San Francisco 4-H Club	CA 4-H Technology Leadership Team (approval required)	San Carlos/Eaton Hills 4-H Club
San Francisco Urban 4-H	CA 4-H Technology Leadership Team (approval required)	San Mateo County 4-H Alumni Scholarship II
San Mateo County 4-H Council	CA 4-H Technology Leadership Team (approval required)	San Mateo County 4-H Program Support Trust

4HOnline powered by 4HOnline

Personal Information Additional Information Volunteer Screening Participation

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.

Add a Club

Select a Club: Select a type:

Club List

Primary	Club	Volunteer Type	Edit
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<< Previous Continue >>

Submit Enrollment

- Select the “Project” Tab if you are a project leader. From the drop down menus, select club, project, years in project, and volunteer type (see photo left).
- Click “Add Project” (photo below left). The project and your role will show up in the “Project List” area.
- After you have finished, click “Submit Enrollment” (see photo below right).

The image contains two side-by-side screenshots of a web-based enrollment form. Both screenshots show a top navigation bar with four tabs: Personal Information, Additional Information, Volunteer Screening, and Participation. Below this is a secondary navigation bar with three tabs: Clubs, Projects (which is highlighted in blue), and Groups.

Screenshot 1 (Left): Add a Project

This screenshot shows the 'Add a Project' section. It includes dropdown menus for 'Select a Club' (Belmont 4-H Club), 'Select a Project' (All Star Leadership), 'Years in Project' (1), and 'Select a Volunteer Type' (Project Leader). A red circle highlights the 'Add Project' button at the bottom of this section.

Screenshot 2 (Right): Project List

This screenshot shows the 'Project List' table after an item has been added. The table has columns for Club, Project, Years in Project, Volunteer Type, and Edit. One row is present: Belmont 4-H Club, All Star Leadership, 1, Project Leader, and an 'Edit' button. A red circle highlights the 'Submit Enrollment' button at the bottom of the page.

- You will be taken back to the Member List page. Your new member will show up under “Member/Volunteer List.” The “Enrollment Status” should say “Pending.”

The image shows the 'Member List' page. At the top, there's a 'Member List' header and a brief description of the online record book system. Below this is a 'Guild Family' section with contact information and a 'Edit Family' link. To the right is a 'Add A New Family Member' form with a dropdown menu for 'select a member type...' and a 'Add Member' button.

Member/Volunteer List

Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1) Jessica Guild	Adult		Pending		Edit

Below the table, a note states: "YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE. If your enrollment status is 'Inactive' or 'Incomplete', click the 'Edit' button to review and submit your record for approval."

Step Five: Youth Enrollment Next Steps

1. After you have completed the "Youth Personal Information" and the "Additional Information," the final step will be "Participation." You must add a club and a project. Select the club from the drop down menu (photo below left).
2. Click "Add Club" (photo below right). When the club has been added, it will show up in the "Club List."

3. Next, click the "Project" tab, select the club from the drop down menu labeled "Select a Club" and then select the project from "Select a Project" dropdown menu, as well as the "Years in Project".
4. Click "Add Project." When the project has been added, it will show up in the "Club List."

5. Finally, click "Submit Enrollment." You will be taken back to the "Member List."
6. The member "Enrollment Status" should read "Pending."

California 4H On-Line Enrollment Form Page 3 of 3.

PROJECTS - Select the 4-H Club you enrolled in and then select the projects you are taking for this program year.

Select a minimum of 1 project(s) and a maximum of 50 project(s)

Add a Project

Select a Club: Belmont 4-H Club
Select a Project: Beginning 4-H
Years in Project: 1

Project List

Club	Project	Years in Project	Edit
Belmont 4-H Club	Beginning 4-H	1	

Submit Enrollment

Member List

University of California 4-H Youth Development Program

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Guild Family Edit Family Add A New Family Member
select a member type... Add Member

Change Youth Password for Recordbooks Password Not Set

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Name	Role	Membership	Enrollment Status	Last Active Year	Edit
1) Jessica Guld	Adult		Pending		Edit
2) Rosie Guld	Youth		Pending		Edit

Step Six: Finishing Enrollment

1. Youth will need to:
 - a. Submit medical history and liability forms to their community club leader to finish enrollment.
 - b. Pay enrollment fees to community club leader.
2. Adult Volunteers will need to:
 - a. Submit Medical History and Liability Release forms to their community club leader
 - b. Complete the LiveScan finger printing
 - c. Pay volunteer fees (this modest fee covers accident insurance for our volunteers).