

## **Step by Step Guide for 4-H families Re-Enrolling in San Benito County**

**Note:** Parents or legal guardians must enroll youth.

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

1. Enter your email address. (This is the family address we use to communicate with you.) If you do not know what the email address is, please contact the 4-H office. If you are re-enrolling, do not create a “New” family account, please use the one already established for your family.
2. Enter your password. (If you cannot remember it, click “I forgot my password” and a temporary one will be emailed to you and you will reset it in Password Management after you log in.)
3. Be sure Family is indicated as your Role.
4. Click on “Login.”
5. Make any changes in your family information by clicking edit family next to the family name. Don’t forget to click Continue after you make any changes (this is your SAVE button). Please select email delivery to reduce our postage costs.
6. For each person you want to re-enroll, click on the “Edit” button to the right of their name. Your personal information will appear.

### **Member List** – Page 1

7. Scroll down and click “Enroll for 2016-2017.” (When you do that, your year in 4-H will increase by 1.)
8. Check over all of the information that was entered last year, make corrections where necessary. Check each email address carefully. Make sure to use the same one on all family records.
9. If you are an adult or a Jr/Teen leader or a club officer, check “Yes” under the Volunteer Section.
10. Be sure to look at the whole page and make any changes that are needed.
11. Click on “Continue” at the bottom.

### **Additional Information** – Page 2

12. Check over all the information that was entered last year, make corrections where necessary.
13. Adults and youth need to download, complete, sign, and return the Liability Waiver and the Medical Release Forms to the club.
14. Click on “Continue” at the bottom.

### **Participation** – Page 3

15. Scroll down a little to see what club you are in. Do not add a club until you check the club list.
16. If you see a place for Volunteer Type, disregard it unless you are a Community Club Leader, Co-Community/Assistant Community Leader, or Enrollment Coordinator.
17. If you are participating in the same club as last year, click “Continue.”
18. This will take you to the Projects Tab. Scroll down to the Project List and look over your projects from last year.
19. Your age, school, grade, years in 4-H, and year in a project have already been increased by one year.

20. Add, edit or delete projects to reflect the 2016-2017 Program Year. (When you add a project be sure to select a volunteer type if you are an adult or Jr/Teen leader.
21. After CLUBS and PROJECTS have been completed, click on "Submit Enrollment." (We are not using the Groups function, so ignore it.)
22. 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 this year.
23. When you have finished adding/re-enrolling members, log out. If you have successfully enrolled, all members in the Member Volunteer List screen will state "Pending." You will be changed to "Active" once your Club Leader/Enrollment Coordinator has received all of your paperwork and the insurances fees have been paid to the County 4-H office.

**To return to 4hOnline to view or edit, click "I have a Profile" and enter your email address and password.**

After completing the online enrollment process, youth and adults must:

- Pay enrollment fees to your club; Youth \$38.00, and Adults \$14.00
- Youth must return completed Liability Waiver and the Medical Release Form (both sides) to the club.
- Adults must return completed Liability Waiver and the Medical Release Form (both sides) to the club.

**Your enrollment is not complete until the 4-H office has confirmed with your Club Leader/Enrollment Coordinator that all of your forms are turned in and fees are paid.**