



EAST HILLS 4-H ENROLLMENT PROCEDURE MEMBERS



1. *ENROLLMENT*

Enrollment in 4-H is done online. Each family will go online individually to enroll. Go to <https://california.4honline.com/Login.aspx?4B0F494B57522A3B3B3A3D0D>.

2. *LOG IN*

Profile: If you are a returning 4-H member, you should already have a profile. The profile is set up for the family. All members and adults enroll as a family.

If you are a new 4-H member, you will need to set up a profile.

Email:

Password:

Role: Family

Login.

3. There is no need to set your password for record books immediately. For youth to gain access to the record book system, a password must be set. Adults use their 4hOnline password.

Continue to Family.

4. *MEMBER LIST* -- Family members will be listed. Add a new member, if necessary.

The enrollment status for members will be listed as Inactive. Click **edit** on each member to enroll for the current year.

5. *PERSONAL INFORMATION* -- Click **Enroll for 2014-2015**.

6. *PERSONAL INFORMATION* -- Confirm information and make any necessary changes for the member. **Continue.**

7. *ADDITIONAL INFORMATION* -- Parent Consent for 4-H Online Record Book (Youth only): Select *give permission* or *do not give permission*.

8. Waiver of Liability Agreement: Check the agreement box.

9. Enrollment Confirmation: Check the agreement box.

10. Photograph Release (Youth only): Select *agree*.

11. Medical Release: Check the agreement box regarding submission to club leader.

12. Volunteer Confidential Self-Disclosure Form (adult volunteers only): Check the agreement box.

13. Enrollment Information: Confirm or fill in enrollment information. **Continue.**
14. *VOLUNTEER CONFIDENTIAL SELF-DISCLOSURE FORM* (adults only)
Complete Questions 1-10. **Continue.**
15. *CLUB INFORMATION* -- East Hills should be listed under Club List. If not, select it from the drop down list to Add a Club. If you are taking a project(s) with another club, select that club as well. **Continue.**
16. *PROJECT INFORMATION* --
Select a Club: Select East Hills or applicable club.
Select a Project: Select the project you are enrolling in.
Years in Project: Number of years you have taken the project.
Volunteer Type (if applicable): Select if you are a Junior or Teen Leader
Click Add Project button.

Click Edit to update or delete project information. Please confirm that the projects listed are correct and current.

If you do not yet know your projects, select at least one project. You can go back into the system later and update your project information. This is important if you are doing the online record book as these two are connected.

Click **submit enrollment**.

17. After enrolling, the member status will change from Inactive to Pending. After the enrollment is confirmed at the club level and the county level, the status will change to Active.

MEDICAL RELEASE FORM – Youth and Adult

- We need paper copies of the medical release forms. These forms can be found on our Yahoo group site under Files, Enrollment Forms.
- These forms can also be found at the 4-H State website under *Enrollment Forms* at <http://4h.ucanr.edu/Resources/Publications/>
- It is recommended that you save this form on your computer. You can then fill it out, save it, and print it as many times as necessary. (Also, next year you can simply update the form and print it again instead of starting over.)
- Both youth and adult volunteers must submit an original signed copy for the club files. Youth must submit a copy to the leader of every project they are enrolled in.

FEES

- Dues are \$65/year per child and \$25/year per adult volunteer.

MEMBER AGREEMENT

- Please submit a signed copy of the East Hills Member Agreement. Your signature will indicate that you have reviewed and discussed the Operating Rules and Codes of Conduct together and are prepared to abide by 4-H rules.