

Step By Step Guide to 4-H Enrollment Online for New Families in Kings County



*Welcome to the Kings
County 4-H Program*

If you need assistance
with the online
enrollment, email
pfgregory@ucdavis.edu
or call 559-582-3211 ext
2730

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

1. Click on "I need to set up a profile"
2. If you are a military family, check the box
3. Select Kings from the county drop down list
4. Enter your email address twice to confirm it
5. Enter your family's last name
6. Enter a password. It must be 8 characters with at least one number or symbol.
7. Re-enter your password to confirm it.
8. Make sure the Role is Family
9. Click Create Login

Personal Information

10. Enter the requested information for your family. Note: Your family email will always be your login id.
11. If you want to change your password you can.
12. Scroll down and click continue

Member List-Page 1

13. From the "Add a New Family Member" dropdown, select "youth" or "adult"
14. Click Add Member (Even adults are considered members in this system.)
15. Fill in as much profile information as possible (year in 4-H includes this year)
16. At least one parent name is required for youth
17. Does this person hold a Volunteer position in the club? Yes or No
18. Click on the appropriate buttons for: gender, ethnicity, residence, Military service, school grade
19. Click "continue"

Additional Information-Page 2

YOUTH	ADULT
20. Fill in name and type of school	20. Enter level of education, other language proficiencies and names of any children in 4-H
21. Enter other language proficiencies	21. Enter any special accommodations you need
22. Enter any special accommodations you need	22. We only have email newsletters in Kings County
23. We only have email newsletters in Kings County	23. Enter 4-H alumni information (optional)
24. Check <u>Enrollment Confirmation (Youth) PY0910</u>	24. Check <u>Enrollment Confirmation (Adult) PY0910</u>
25. If you do not wish to have your photograph used in 4-H publicity, you may opt out.	25. Scroll and check <u>Waiver Confirmation (Adult) PY0910</u>
26. Scroll down and check <u>Waiver Confirmation (Youth) PY0910</u>	26. Check the box about the medical form. (You do not have to download it. Your club leader can give you one.)
27. Check the box about the medical form. (You do not have to download it. Your club leader can give you one.)	27. Check the box about <u>Volunteer Confidential Self-Disclosure Form PY0910</u> (You do not have to download it. You will fill it out at your orientation.)
28. Scroll down and click continue	28. Scroll down and click continue

Participation-Page 3

29. Highlight your club from the dropdown menu
30. Select Volunteer Type if applicable (Club Treasurer, Club Secretary etc.)
31. Click on "Add a Club"
32. If you are participating in a project from another club, repeat these steps to add the crossover club
33. Click "Continue" this will take you to the Projects Tab
34. 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.)
35. Click on "Add Project"
36. Repeat these steps for each project you are enrolling in
37. Click on "Submit Enrollment" (DO NOT GO TO THE GROUPS TAB)
38. This will take you back to the Member List page where you may add another family member
39. When you have finished adding members, log off

TO RETURN TO 4-H ONLINE TO VIEW OR EDIT, CLICK I HAVE A PROFILE AND ENTER YOUR EMAIL ADDRESS AND PASSWORD.