

Families: How to Enroll Adult Volunteers in 4hOnline

6/2017

University of California
Agriculture and Natural Resources



1. Open a web browser and type in: <http://ca.4honline.com> (Please note, adding the “www” prefix will return an error message). You will now see the California 4-H login page.

TIP: Only use Firefox or Chrome browsers.

2. Choose “I need to setup a profile.”
3. Enter your desired login information.
 - *Does not need to be county of residence for adults.
 - *Email given must be a valid address.
4. Click Create Login.

**If you receive a message that your account already exists, this means there is already an account using that email address in 4hOnline. Choose the radio button for “I forgot my password” to have a new temporary password sent to you. If you need to switch counties because you have moved, etc., please contact your County 4-H Office where last enrolled to switch the county.*

5. Enter your Family Information.
6. Click Continue.

In 4hOnline, Continue means the same as Save.

7. Members in 4hOnline are grouped by Family. Add adult family members who would like to enroll in 4-H as an adult volunteer.

8. Select Adult Member Type and click Add Member.

NOTE: Only add adults who would like to enroll as Volunteers. Parents who are not applying to be 4-H volunteers should not create an Adult member account.



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<p>9. Enter the Adult Volunteer's Personal Information.</p> <p>10. Information in Bold is required. All other information is optional.</p> <p>Tips: <i>*Make sure you mark 'Yes' to the question "Are you a Volunteer?"</i> <i>*CA 4hOnline does not have text messages turned on.</i> <i>*For first year members, leave the Years in 4-H as 1.</i></p> <p>11. Click Continue.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center;">Profile Information</p> <p>Email: <input type="text" value="Guidedog.Hilo@gmail.com"/></p> <p>• First Name: <input type="text" value="Maria"/></p> <p>• Last Name: <input type="text" value="Bel"/></p> <p>Mailing Address: <input type="text" value="12 Main Street"/></p> <p>Mailing Address 2: <input type="text"/></p> <p>• City: <input type="text" value="Davis"/></p> <p>• State: <input type="text" value="California"/></p> <p>• Zip Code: <input type="text" value="95618"/></p> <p>• Birth Date: <input type="text" value="09/15/1970"/></p> <p>• Gender: <input type="text" value="Female"/></p> </div>						
<p>12. Under the Additional Information screen, read each Authorization section carefully.</p> <p>13. Mark the check box and/or sign each section. This section will be locked for editing after the enrollment has been submitted.</p> <p>14. Click Continue.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center;">Sample</p> <p><small>If 4-H volunteers have completed the Adult 4-H Volunteer Paper Enrollment Application Form, they WILL be required to submit the printed form to their County 4-H Office before enrollment can be approved.</small></p> <p><small>The purpose for requesting the information on this form is to provide a safe environment for young people involved with 4-H activities. Furnishing all information requested on this form is mandatory. Failure to provide this information will delay or prevent appointment as a 4-H Volunteer.</small></p> <p style="text-align: right;">REQUIRED</p> <p>For hard copy enrollment packets - I have printed the form and provided this to my county 4-H office. <input type="checkbox"/></p> <p>For online enrollments, I am completing enrollment online and will submit my authorization on the next Volunteer Screening page in 4hOnline. <input checked="" type="checkbox"/></p> <p style="text-align: center;">Enrollment Information</p> </div>						
<p>15. Under the electronic Health Form screen, complete the information.</p> <p>16. Click Continue.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center;">Health Form</p> <p style="text-align: center;"> Personal Information Additional Information Health Form Volunteer Screening Participation </p> <p>Vaccinated for Tetanus?</p> <p>Yes, vaccinated for tetanus <input type="radio"/></p> <p>No, not vaccinated <input type="radio"/></p> <p>Not Sure if vaccinated <input checked="" type="radio"/></p> <p>Date of Last Tetanus Vaccination: <input type="text"/> mm/dd/yyyy</p> </div>						
<p>17. Under the Volunteer Screening screen, complete all questions.</p> <p>18. Click Continue.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center;">Volunteer Confidential Self-Disclosure Form</p> <p style="text-align: center;">Paragraph</p> <p><small>The purpose for requesting the information on this form is to provide a safe environment for young people involved with 4-H activities. Furnishing all information requested on this form is mandatory. Failure to provide this information will delay or prevent appointment as a 4-H Volunteer. Local programs may also require additional information before appointing 4-H volunteers. University of California policy prohibits maintenance of this information. Individuals have the right to review their own records in accordance with the Director of Agriculture and Natural Resources Administrative Handbook, Section 402. Information on these policies may be obtained from the Controller and Business Services Director, Agriculture and Natural Resources, University of California, 1111 Franklin Street, 6th Floor, Oakland, CA 94607-0200, or via the Internet at http://ucanr.edu. The official responsible for maintaining the information contained on this form is the Cooperative Extension County Director.</small></p> <p style="text-align: center;">Questions</p> <p>1. Have you been convicted of a felony in the last ten years?</p> <p>No <input checked="" type="radio"/></p> <p>Yes <input type="radio"/></p> <p>2. Has anyone living with you been convicted of a felony in the last ten years?</p> <p>No <input checked="" type="radio"/></p> <p>Yes <input type="radio"/></p> <p>3. Have you ever been convicted of child abuse, neglect, or any sex offense?</p> <p>No <input type="radio"/></p> <p>Yes <input type="radio"/></p> </div>						
<p>19. Under the Participation screen, select your desired Club.</p> <p><i>Tip: 4hOnline labels all 4-H Units as 'Clubs' however some of these may be camps, etc.</i></p> <p>20. Click Add Club.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center;"> Clubs Projects Groups </p> <p>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.</p> <p style="text-align: center;">Add a Club</p> <p>Select a Club: <input type="text" value="Horizon"/></p> <p style="text-align: center;"><input type="button" value="Add Club"/></p> <p style="text-align: center;">Club List [New / Look]</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Primary</th> <th style="width: 80%;">Club</th> <th style="width: 10%;">Edit</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Primary	Club	Edit			
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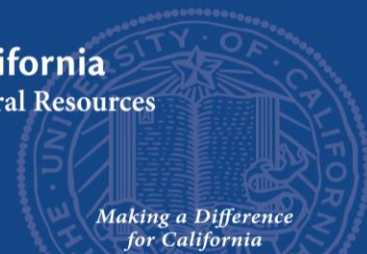
21. The Club will appear on the Club List.
22. If you will be serving as an adult volunteer at the Club level, select the Club and the Volunteer Type from the list.
23. If you would like to join another Club, select it from the drop-down list and click Add Club.
24. Be sure to select which Club will be your Primary Club.
25. When you have finished adding Clubs, click Continue.

26. Select the Club in which you would like to enroll in a Project.
27. Select the Project.
28. If you will be serving as an adult volunteer at the Project level, select the Club and the Volunteer Type from the list.
29. Click Add Project.
30. Repeat to add all of your projects.
31. When you have finished adding your projects, click Continue.
32. Groups are optional. You may leave this area blank.
33. Click Submit Enrollment.

34. You will be returned to the Member/Volunteer List screen. The adult record that you just added will appear in your Member List as Pending. The Volunteer Screening status is also Pending at this point. You will receive an email (sent to your family profile email address) that your enrollment has been submitted to your County 4-H Office.
35. Submit your 4-H program fees payment to the primary Club Leader/Enrollment Coordinator (VEC1). The primary Club Leader/VEC1 will login to 4hOnline and mark Confirm, indicating payment received.
36. Once you County 4-H Office reviews the member enrollment, you will receive another email either confirming your enrollment, or asking you to make changes and resubmit your enrollment. When the 4hOnline status shows as Active, you may begin participating in 4-H events and activities.

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Maria Bell	Adult		Pending		Edit
	Volunteer Screening	Pending (2016-2017)				View
2)	Taylor Bell	Youth		Pending		Edit





<p>37. You may login to your 4HOnline account at any time to edit member information, view Announcements and Newsletters, and run member reports.</p>	
<p>38. You will need to provide a copy of your Member-Health Form report to each of your Project Leader or Event Chaperones as needed. On the Member List screen, under Member Reports, select the adult name and the Report: Member-Health Form.</p> <p><i>*When the Report type is selected, the report will automatically run and produce a pdf form.</i></p> <p>39. You can save a digital copy of this for yourself if you prefer.</p>	
<p>40. To enroll another adult family member as an adult volunteer, select the member type and repeat the enrollment process.</p>	

Tips:

- ✓ Families can login to 4hOnline at anytime to edit and update the Member Health Form as needed.
- ✓ If you need to go back to any previous screen, you can click the Previous button at the bottom of each screen. If you need to go back to the first screen, your Authorizations page will be cleared and you will need to re-enter the information. The Health Form and Volunteer Screening information does not need to be re-entered.
- ✓ If you decide at any time you do not wish to enroll for the year, you can delete the enrollment record by clicking Previous and at the bottom of the Personal Information screen, you will see a Delete button. You can do this at any time for a new enrollment if it you have not yet clicked the Submit enrollment button.

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