

## 4-H Camp 2017-2018 Online Enrollment Instructions

If you are enrolled in 4-H or attended 4-H camp last year, you already have an existing 4-H online account, please use it. All duplicates have to be combined.

### Step 1:

Your full email address is used to enroll you. If you have changed your email and are a returning camper, please call the 4-H office (707) 565-2681. The Secretary can reset your password and help you change the email.

### Step 2:

Open the 4-H online portal <https://california.4honline.com> This site works best with the Google Chrome browser.



Here is a short cut which will open the following page.

4hOnline.com.url

You should see the screen below.



## Welcome to 4-H Online

Returning Families	New Families	Spanish Enrollment Forms
<p>If your child was Active in 4-H in previous years, they should already have a profile. <b>DO NOT use the "I need to setup a profile" link. Creating a new profile will cause a duplicate record and delay your Re-enrollment.</b></p> <p>If you don't remember your Family Email, please contact either your Club Leader or your county 4-H office.</p> <p>If you know your email, but not your password, select "I forgot my password" below.</p>	<p>Select "I need to set up a profile" below and fill in the required fields to create a family profile.</p> <p>Find more information about enrolling in 4hOnline for youth and adults.</p> <p>Paper enrollment forms are also available. Youth Enrollment Packet - English Adult Enrollment Application - English</p> <p>Firefox users: Click here to adjust settings to view pdf documents.</p> <p><b>**New for 2017-2018:</b> The 1st step of enrollment for New Adult Volunteers is you must visit your county 4-H office website, fill out the 4-H Adult Volunteer Interest Survey online BEFORE you create a 4hOnline profile and login below.</p>	<p>Spanish language enrollment in 4hOnline is not available. Please use the links below to download Spanish language enrollment documents.</p> <p>Youth Enrollment Packet - Spanish Adult Enrollment Application - Spanish</p>
<p><b>Browsers to Use with 4hOnline -</b></p> <ul style="list-style-type: none"><li>• The recommended internet browser to use is Google Chrome, as it works for Mac and PC users.</li><li>• Mozilla Firefox is another option for users. *Please follow the steps here to adjust settings in Firefox and allow viewing of pdf documents with fillable fields.</li><li>• <b><u>As of September 28, 2015, 4hOnline will no longer support Internet Explorer 10 and older versions due to security concerns.</u></b></li></ul>		

\*\*\*To help ensure email providers allow messages from 4hOnline, please make sure you add the following address to your list of Contacts in your email: [no-reply@4honline.com](mailto:no-reply@4honline.com). Add this email before you submit enrollment through 4hOnline.

**4-H Online Record Book:** Please click on the [ORB Log-In Help Sheet](#) for instructions on how to change your ORB password.

4-H helps young people to reach their full potential as competent, confident, leaders of character who contribute and are connected to their communities. 4-H serves youth throughout California in urban, suburban and rural communities. In 4-H, youth design and participate in their own programs and activities. This unique learn-by-doing model teaches essential skills that youth will use throughout their lives, such as identifying sparks, desiring knowledge, setting goals, self-reflection, adapting to new situations, communicating, and responding to the needs of others. Whether youth are building rockets, raising companion dogs, or planting vegetables, 4-H gives young people the skills they need to thrive and succeed throughout their lives. Find more information about 4-H at the [California 4-H Website](#).

4-H ayuda a los jóvenes a alcanzar su pleno potencial como competente, los líderes de confianza, de carácter que contribuyen y están conectados con sus comunidades. 4-H sirve a los jóvenes a través de California en las zonas urbanas, suburbanas y comunidades rurales. En 4-H, el diseño de los jóvenes y participar en sus propios programas y actividades. Esta singular aprender-haciendo modelo enseña habilidades esenciales que los jóvenes utilizan a lo largo de sus vidas, tales como la identificación de las chispas, con el deseo del conocimiento, establecimiento de metas, de reflexión personal, la adaptación a nuevas situaciones, la comunicación, y responder a las necesidades de los demás. Si los jóvenes son la construcción de cohetes, la cría de perros de compañía, o la plantación de verduras, de 4-H ofrece a los jóvenes las habilidades que necesitan para prosperar y tener éxito durante toda su vida. Encontrar más información sobre 4-H en el [4-H Web California](#).

- I have a profile
- I need to setup a profile
- I forgot my password

Email:

Password:

Role:

Login

Step 3: If you know your password great!! If not the system will send you a new one to the email that you were signed up with, just enter the email and click on the, I forgot my password button.

To help you I have enlarged the bottom of the page .

- Youth Enrollment Packet
- Youth Enrollment Spanish
- Adult Enrollment Application
- Adult Enrollment Application Spanish

**Help - Youth & Adults:** If you do not have the contact information for your local club leader, you can locate a list of county offices with club and club contact listings here.

I have a profile  
 I need to setup a profile  
 I forgot my password

Email:

Password:

Role:

You want to enter in your email and password. Role is family.

Step 4:

Click on login

This should bring up a page with your family's information on it.

LeGallee Family [Edit Family](#)

Po Box 677  
Geyserville, CA 95441  
707-481-4413  
clegallee@att.net  
Judy Ludovise - Sonoma County [contact info]  
[Change Youth Password for Recordbooks](#) [Password Set](#)

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

**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
1)	Charlotte LeGallee	Adult	48448	Active	2013-2014	<input type="button" value="Edit"/>
Volunteer Screening Approved (2013-2014):						
2)	Holly LeGallee	Youth	48454	Active	2013-2014	<input type="button" value="Edit"/>
3)	Jeannie LeGallee	Youth	48514	Inactive	2011-2012	<input type="button" value="Edit"/>

You want to find your child's or your name and click on the **edit** button following it.

Step 5: Update your child's information. Click on Continue at the bottom of the page.

New this year is the medical form on line.

Step 6: Agree to the waivers.

Step 7: click on continue now you are adding the club “Sonoma County 4-H Camp Units” the “Clubs” tab will be highlighted.

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**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.

Select a minimum of 1 club(s) and a maximum of 10 club(s)

**Add a Club**

Select a Club:

Select a Volunteer Type:

**Club List**

Primary	Club	Volunteer Type	Edit
<input type="radio"/>	Overnight Camp		<input type="button" value="Edit"/>

In the “Select a Club” box find Sonoma County 4-H Camp Units and then click on “Add Club” button. In your Club List you should see Sonoma County 4-H Camp Units.

Step 7: Now you need to add the camp that you are going to. Click on continue at the bottom of the page. You will be on the same page but with the Project tab highlighted.

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**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:

Select a Project:

Years in Project:

Select a Volunteer Type:

**Project List**

Club	Project	Years in Project	Volunteer Type	Edit
Overnight Camp	4-H Camping (Overnight):Camp	1		<input type="button" value="Edit"/>
	1 Campers			
	4-H Campers (Overnight):Camp			

In the “Select a Club” box choose Sonoma County 4-H Camp Units then in the “Select a Project” box choose Camp 1 or Camp 2. Select the number of years that you have attended in the “Years in Project” box and then click on the add project button. You should see the camp that you have chosen in the project list box.

Step 8: On the bottom of the page click on the submit enrollment button. Yay! You are done. You can go back in double check and change things anytime you want. Remember to write down your email and password, so that you have it for next year.

If you have any questions contact me, Charlotte LeGallee by Email: [clegallee@att.net](mailto:clegallee@att.net) Cell: (707) 481-4413 or Nicole Gersley Cell: 707-849-5251 You can also call the 4-H office at (707) 565-2681. The office's hours are 9 am - 11 am, 1 pm – 4 pm, Monday - Wednesday.