

Step By Step Guide to Enroll Online

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



1. Click on “I need to set up a profile”
2. Select your County (Sacramento)
3. Enter your email address
4. Confirm your email address
5. Type in your last name
6. Type in a password for your family to use
7. Confirm this password
8. Role: Family
9. Click on “Create Login”

Personal Information

10. Fill in: (email, last name), address, city, state, zip, phone, county.....then click on “continue”

Member List-Page 1

11. From the “Add a New Family Member” dropdown, select “youth” or “adult”
12. Fill in as much profile information as possible (year in 4-H includes this year)
13. Does this person hold a Volunteer position in the club? Yes or No
14. Click on the appropriate buttons for: gender, ethnicity, residence, Military service, school grade
15. Click “continue”

Additional Information-Page 2

16. Fill in name and type of school
17. Choose Newsletter preference
18. Click the box for enrollment confirmation
19. Click the box for Waiver of Liability
20. Download and print the medical Release Form-give this to the Community Club Leader
21. For Adult Volunteers, download and print the Self Disclosure Form-send it in to the County Office
22. Click on “Continue”

Participation-Page 3

23. Highlight your club from the dropdown menu
24. Select Volunteer Type if applicable (**Club Treasurer, Club Secretary etc.**)
25. Click on “Add a Club”
26. If you are participating in a project from another club, repeat these steps to add the crossover club
27. Click “Continue” this will take you to the Projects Tab
28. Select the club, select the project, select years you have been involved with this project including this year
29. and volunteer type if applicable (**Project Leaders, Resource Leaders etc.**)
30. Click on “Add Project”
31. Repeat these steps for each project you are enrolling in
32. Click on “Submit Enrollment”
33. This will take you back to the Member List page where you may add another family member
34. When you have finished adding members, log off