



## Step By Step Guide to RE-Enrollment Online

Note: Parents or legal guardians must enroll youth.

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

1. Enter your email address. (This is the family address we use to communicate with you.)
2. Enter your password.  
*(If you cannot remember it, click "I forgot my password" and a temporary one will be emailed to you and you will reset it in Password Management after you login.)*
3. Be sure Family is indicated as your Role.
4. Click on "Login"
5. Make any changes in your family information by clicking edit family next to the family name. Don't forget to click continue after you make any changes.
6. For each person you want to Re-Enroll, click on the "Edit" button to the right of their name  
Your "Personal Information" will appear

### Personal Information

7. Scroll down and Click "Enroll for 2011-2012" *(When you do that, your year in 4-H will increase by 1.)*
8. Check over all the information that was entered last year– make corrections where necessary. Please check each email carefully.
9. **If** you are an adult or a Jr/Teen Leader or a club officer, check Yes under the Volunteer Section
10. Be sure to look at the whole page and make any changes needed.
11. Click on Continue at the bottom

### Additional Information

12. Check boxes for waiver, enrollment confirmation, medical forms.
13. Adults will be sent the Confidential Self-Disclosure in the mail so you can leave that checked.
14. You are not required to download and print any forms unless you want to read them for your own information.
15. Check over all the information that was entered last year– make corrections where necessary.
16. Click on "Continue"

### Participation (CLUBS, PROJECTS, GROUPS)

17. Scroll down a little to see what club you are in. **Do not add a club until you check the Club List.**
18. If you see a place for Volunteer Type, disregard it unless you are a Community Club Leader.
19. If you are participating in the same club, click on Continue.
20. This will take you to the Projects. Scroll down to the Project List.
21. Look over your projects from last year.
22. Age, School Grade, Years in 4-H, and Years in a Project have already been increased by 1.
23. Add, edit or delete projects to reflect the 2011-2012 Program Year. *(When you add a project, be sure to select a volunteer type if you are an adult or a Jr/Teen Leader.)*
24. Click on "Submit Enrollment" (We are not using the Groups function, so ignore it.)
25. This will take you back to the Member List page where you may Re-Enroll another family member  
OR add family members that were NOT enrolled last year

When you have finished adding/re-enrolling members, log out.