

Step By Step Guide to Enroll Online

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

Click on “I need to set up a profile”
Select your County (Plumas-Sierra)
Enter your email address
Confirm your email address
Type in your last name
Type in a password for your family to use
Confirm this password
Role: Family
Click on “Create Login”



Personal Information

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

Member List-Page 1

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

Additional Information-Page 2

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

Participation-Page 3

Highlight your club from the dropdown menu
Select Volunteer Type if applicable (**Club Treasurer, Club Secretary etc.**)
Click on “Add a Club”
If you are participating in a project from another club, repeat these steps to add the crossover club
Click “Continue” this will take you to the Projects Tab
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.**)
Click on “Add Project”
Repeat these steps for each project you are enrolling in
Click on “Submit Enrollment”
This will take you back to the Member List page where you may add another family member
When you have finished adding members, log off