



Step By Step Guide to RE-Enrollment Online

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

1. Click on “I have a profile”
2. Enter your email address. (This is the family address we used to communicate with you.)
3. Click the button “I forgot my password” and then click Send My Password. It will be sent to your email address. *(By the way, you did not forget it. We never gave it to you. But this is the easiest way to get it. You'll change it to something you like better as soon as you login.)*
4. Get the password from your email. Return to the login screen and click I have a profile again.
5. Enter you email again and your temporary password. Be sure Family is indicated as your Role.
6. Click on “Login”
7. Scroll down to Password Management.
8. Reset your password by entering the current one and then picking one of your own. It must be 8 characters with at least one number or symbol. Click Update Password. You'll get a message in green that the password has been reset.
9. Click continue.
10. 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.
11. For each person you want to Re-Enroll, click on the “Edit” button to the right of their name
Your “Personal Information” will appear

Member List-Page 1

12. Scroll down and Click “Enroll for 2009-2010”
13. Check over all the information that was entered last year– make corrections where necessary.
14. **If you are an adult or a Jr/Teen Leader or a club office, check Yes under the Volunteer Section**
15. Be sure to look at the whole page and make any changes needed.
16. Click on Continue at the bottom

Additional Information-Page 2

17. Check over all the information that was entered last year– make corrections where necessary
18. Scroll down about ½ way and click the box for **Enrollment Confirmation PY0910**
19. Scroll down and click the box for Waiver Confirmation (downloading the copy is optional.)
20. You may skip the actual downloading of the Medical Release/Health History Form and the Self Disclosure Form for adults. We will provide them to you, **BUT YOU MUST CHECK THE BOXES**
21. Click on “Continue”

Participation-Page 3 (CLUBS, PROEJCTS,GROUPS)

22. Scroll down a little to see what club you are in. Do not add a club until you check the Club List.
23. If you see a place for Volunteer Type, disregard it unless you are a Community Club Leader.
24. If you are participating in the same club, click on Continue.
25. This will take you to the Projects. Scroll down to the Project List.
26. Look over your projects from last year
27. Age, School Grade, Years in 4-H, and Years in a Project have already been increased by 1 year
28. Add, edit or delete projects to reflect the 2009-2010 Program Year. When you add a project, be sure to select a volunteer type if you are an adult or a Jr/Teen Leader
29. Click on “Submit Enrollment” (We are not using the Groups function, so ignore it.)
30. 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