



**University of California Division of Agriculture and Natural Resources
4-H Youth Development Program
4hOnline Guide for Club Managers**

4hOnline is a new web-based system used to enroll youth and adults in the California 4-H Youth Development Program. 4hOnline may be accessed from any computer connected to the Internet 24 hours a day, 7 days a week.

4hOnline has capability for Community 4-H Club Leaders/Co-Leaders or Club Registrars/Enrollment Managers to view membership in their club, approve membership in the club, and print reports.

NOTE: Some counties do not allow on-line enrollment.



Computer Requirements

You must use one of the following Web browsers:

- Microsoft Internet Explorer 6.0 or newer (for Windows users)
- Mozilla Firefox 1.5 or newer (for Windows and Apple users)
- Netscape 8.0 or newer (for Windows and Apple users)
- Mozilla Camino 1.5 or newer (for Apple users)
- Apple's Safari is NOT supported

You must enable cookies and Javascript.

Family Accounts

4hOnline groups enrollments within a “Family Account.” A family account is required for club managers prior to being authorized to access their club’s data.

Family Usernames & Passwords

The username is the family email address. In order to log in to the system, a valid email address must be used. Each family account must have a unique email address; they cannot be shared with any other family accounts. Passwords may be changed once you are logged into the system.

Club Passwords

Each Club has its own password, which is required to access the club information.

Club Manager Prerequisites

Before 4-H adult volunteers may be allowed authorization to access their club’s data, they must:

- Be approved/confirmed by the County 4-H Office and assigned a Membership ID.
- Selected “Yes” for Volunteer on the first page of enrollment.
- Have a volunteer type selected in their 4-H Club on the third page of enrollment.

For more information about 4-H Enrollment, please contact:

<p style="text-align: center;">4-H Club/Unit Leader</p> <p style="text-align: center;"><i>[Enter contact information here.]</i></p>	<p style="text-align: center;">County 4-H Office</p> <p style="text-align: center;">University of California Cooperative Extension</p> <p style="text-align: center;"><i>[Enter contact information here.]</i></p>
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STEP 1: County 4-H Staff Authorization

County 4-H Staff must first authorize 4-H adult volunteers in order to access club data. Before 4-H adult volunteers may be allowed authorization to access their club's data, they must:

- Be approved/confirmed by the County 4-H Office and assigned a Membership ID.
- Selected "Yes" for Volunteer on the first page of enrollment.
- Have a volunteer type selected for their 4-H Club on the third page of enrollment.

On the Club Profile page, County 4-H Staff may "Allow Access" to adult volunteers. 4-H Staff will also need to share the Club password with each person authorized to access the club data.

The screenshot shows the 4hOnline.com interface in Mozilla Firefox. The browser address bar shows the URL: https://california.4honline.com/Manager/Enrollment/Club.aspx. The page is titled "Club Information" and is part of the "California 2008-2009" system. The user is logged in as "San Mateo-San Francisco County 4-H [Return to the Admin account]".

The "Club Information" section contains the following fields:

- Club Password: W4GXU9NS
- Club Title: Golden Valley 4-H Club (for display only)
- Description: (empty)
- Delivery Mode: 1a) Organized 4-H Community Club
- Report Method: Individual
- Is this club in a racially mixed community?:
- Is this club integrated?:
- Contact: (empty)
- Address Line 1: (empty)
- Address Line 2: (empty)
- City: (empty)
- State: California
- Zip Code: (empty)
- Meeting Location: (empty)
- Meeting Time: (empty)
- Comments: (empty)
- Chartered Date: (empty)

The "Club-Unit" section contains:

- Club Target Area: (empty)
- Issue/Mandate Being Addressed by Unit: (empty)

A note states: "All financial information is maintained in the 4-H Information System (WRP)."

The "Volunteers" section contains a table:

Allow Login	Volunteer	Title
<input type="checkbox"/>	Smith, Bob	Enrollment Manager / Registrar

The "Password Management" section contains a "Reset Password" button.

At the bottom, there are "Save" and "Cancel" buttons.

STEP 2: 4-H Adult Volunteer Login

4-H Adult Volunteers that have been authorized may access their club information. To do this, first login to your family account using your family username (email address), your family password, and selecting a role of “family”.

4hOnline.com - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://california.4honline.com/Login.aspx?4B0F494B57522A3B3B3A3D0D

www.ca4h.org 4-H WRP Admin Menu ACCESS 4-H 4hOnline.com Radio 96.9

UNIVERSITY OF CALIFORNIA
4-H
CITIZENSHIP
LEADERSHIP DEVELOPMENT
LIFE SKILLS PROGRAM
Youth

California

Welcome to 4hOnline

Welcome to the University of California 4-H Youth Development Program
On-Line 4-H Enrollment System

The 4-H Youth Development Program is in every county in California. 4-H is a place where young people are given many opportunities to build confidence, learn responsibility, and develop skills that will last them a lifetime. It's a place where youth make friends and share interests, ranging from building robots to raising rabbits, from designing web pages to landscape design. It's a place where youth work together to make a positive difference in their community, and adult volunteers make a powerful difference in the lives of young people. Get involved in the 4-H community and make a lasting difference! Find more information about 4-H at the [California 4-H Website](#).

Directions: Youth & Adults

- If you are already enrolled in 4-H, please contact your County 4-H Office for your username and password.
- If you are enrolling in 4-H for the first time, please create a family record and then enter your enrollments. Note: Some counties do not allow on-line enrollment and require hardcopy paper forms.

Help

Youth & Adults: Please contact your County 4-H Office for assistance with 4-H Enrollment.
For other questions, please contact the California State 4-H Office at 530-754-8518 or fourhstateofc@ucdavis.edu

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

Email:

Password:

Role:

Login

4honline
Registration powered by 4hOnline

Done california.4honline.com

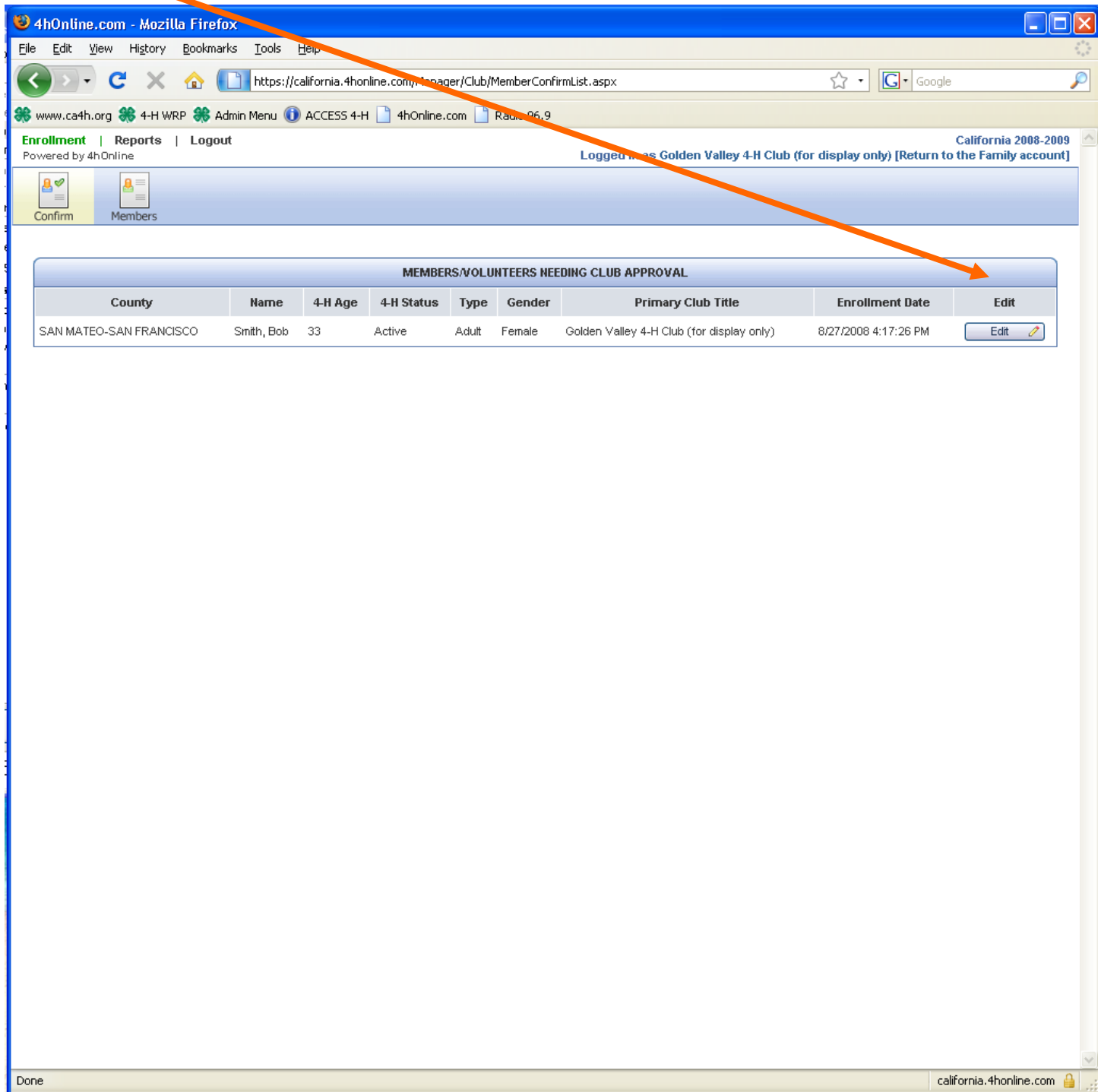
STEP 3: Club Login

Once logged in under the family account, those 4-H adult volunteers who have been authorized to access their club data will be presented with a screen to choose from two options 1) continuing to their family account or 2) logging into their club information.

The screenshot displays the 4hOnline.com interface in a Mozilla Firefox browser window. The address bar shows the URL: <https://california.4honline.com/Member/Enrollment/ClubLogin.aspx>. The page content includes the 4-H logo and the text "California" and "Logout". Below this, it indicates the user is "Logged in as Worker" with a "My Account" link. Two main login options are presented: "Club Login" and "Family Login". The "Club Login" section features a dropdown menu for the user name (currently "Bob Smith"), a dropdown for the club name (currently "Golden Valley 4-H Club (for display only)"), a password field, and a "Login to Club" button. The "Family Login" section has a "Continue to Family >>" button. At the bottom, there is a logo for "4honline" and the text "Registration powered by 4hOnline". An orange arrow points from the top of the page down to the "Club Login" header.

PAGE 1: Club Confirm Screen

The first menu is Enrollment: Confirm which lists all of the 4-H youth and adults who are awaiting club manager approval. Click on the “Edit” button to view and approve or reject a record.



The screenshot shows a web browser window with the URL <https://california.4honline.com/Club/MemberConfirmList.aspx>. The page title is "4hOnline.com - Mozilla Firefox". The navigation menu includes "Enrollment", "Reports", and "Logout". The user is logged in as "Golden Valley 4-H Club (for display only)".

The main content area is titled "MEMBERS/VOLUNTEERS NEEDING CLUB APPROVAL" and contains a table with the following data:

County	Name	4-H Age	4-H Status	Type	Gender	Primary Club Title	Enrollment Date	Edit
SAN MATEO-SAN FRANCISCO	Smith, Bob	33	Active	Adult	Female	Golden Valley 4-H Club (for display only)	8/27/2008 4:17:26 PM	<input type="button" value="Edit"/>

PAGE 1 continued: Member Information Screen

Club managers may review the information for all youth and adults. To approve the member or volunteer in the club, click the “Confirm” button. To remove the member or volunteer from this 4-H Club (but not delete their enrollment record), click the “Reject” button. Note: Only County 4-H Office may delete an entire enrollment record.

The screenshot shows the 4hOnline.com interface in Mozilla Firefox. The browser address bar shows the URL: <https://california.4honline.com/Manager/Club/MemberConfirm.aspx>. The page title is "4hOnline.com - Mozilla Firefox". The navigation bar includes "Enrollment", "Reports", and "Logout". The user is logged in as "Golden Valley 4-H Club (for display only)".

Member Information

Profile Information

Bob Smith - Adult record created: 8/27/2008 4:17:26 PM
Email: bob@smith.com

First Name: Bob
Last Name: Smith
Address: State 4-H Office
Address 2:
City: Davis
State: California
Zip Code: 95616
Birth Date: 01/01/1975
Primary Phone: 530-754-8519
Cell Phone:
Work Phone:
Work Extension:
Fax:
Years in 4-H: 1
4-H County: SAN MATEO-SAN FRANCISCO

Club List

Club	Volunteer Type
Golden Valley 4-H Club (for display only)	Enrollment Manager / Registrar

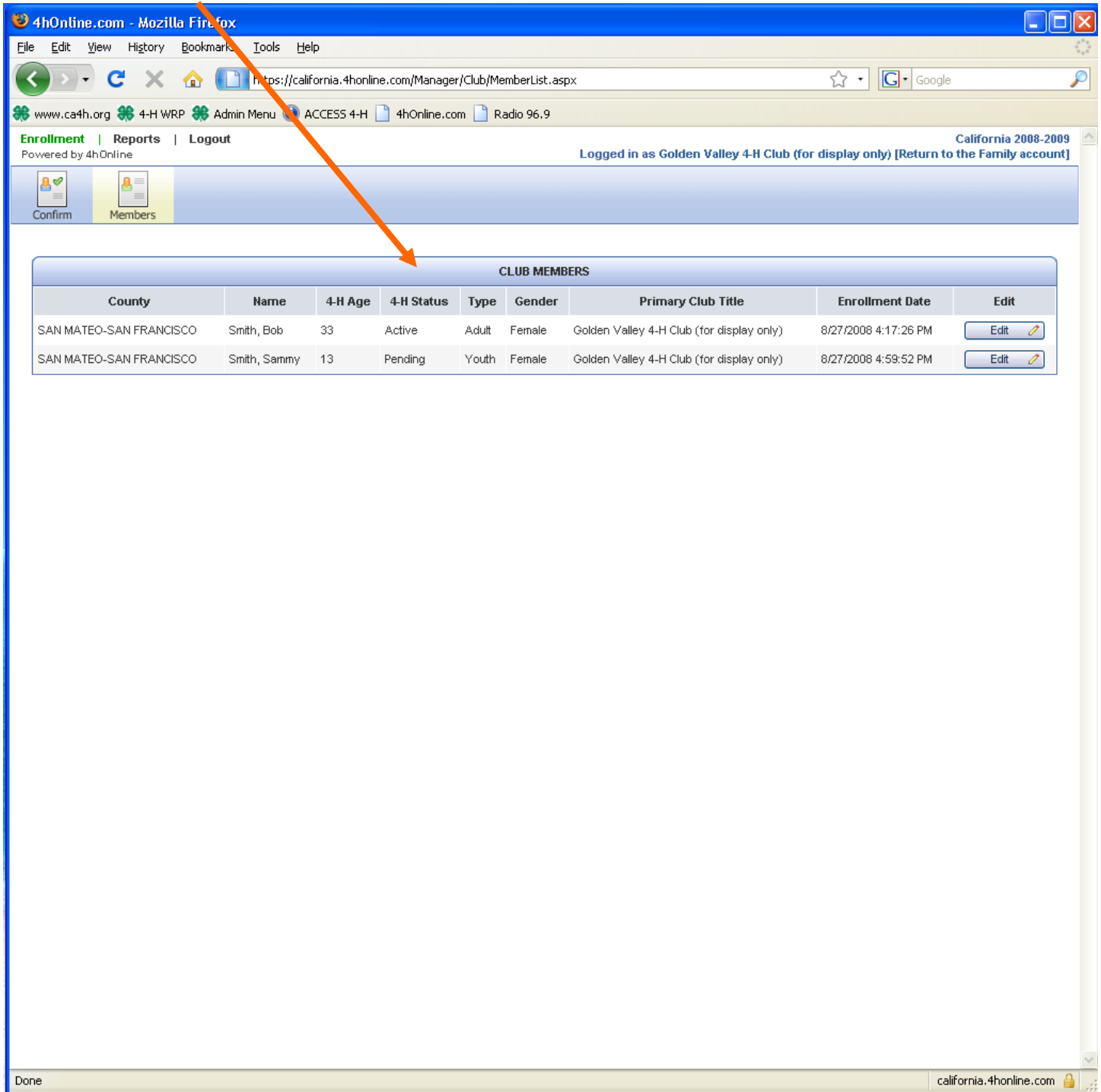
Project List

Club	Project	Years in Project	Volunteer Type
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Buttons: Confirm, Reject, Close

PAGE 2: Club Member Screen

The second menu is Enrollment: Member which lists all of the youth and adults approved by the Club Manager. Note under the “4-H Status” column members who have not been approved by the County 4-H Office are listed as “Pending”.



The screenshot shows a web browser window displaying the '4hOnline.com - Mozilla Firefox' interface. The address bar shows the URL: <https://california.4honline.com/Manager/Club/MemberList.aspx>. The page title is 'Enrollment | Reports | Logout' and it is powered by 4hOnline. The user is logged in as 'Golden Valley 4-H Club (for display only)'. The page features a navigation menu with 'Confirm' and 'Members' options. The main content area displays a table titled 'CLUB MEMBERS' with the following data:

County	Name	4-H Age	4-H Status	Type	Gender	Primary Club Title	Enrollment Date	Edit
SAN MATEO-SAN FRANCISCO	Smith, Bob	33	Active	Adult	Female	Golden Valley 4-H Club (for display only)	8/27/2008 4:17:26 PM	Edit
SAN MATEO-SAN FRANCISCO	Smith, Sammy	13	Pending	Youth	Female	Golden Valley 4-H Club (for display only)	8/27/2008 4:59:52 PM	Edit

PAGE 3: Club Report Screen

This section will contain a number of standard reports available to club managers.

