



Purpose: The following steps can be followed by staff to setup the Jr. MFP projects and by youth to enroll in Foods-Preservation: Jr. MFP projects in 4hOnline.

The following setup steps are to be done by county 4-H staff:

1. County 4-H staff will determine which clubs will offer Beginning Food Preservation and/or Jr. MFP projects.
2. County 4-H staff will create a Project Alias under Foods-Preservation, called Jr. MFP. (Go to Project Aliases > Add Project Alias > Title is Jr. Master Food Preserver and project category should be Foods-Preservation.)
3. County 4-H staff will link the Project to the club offering it in 4hOnline. (Go to Options > Link Projects to Clubs)

Steps for youth to enroll in Jr. MFP projects:

1. Login to ca.4honline.com
2. If 1st year in 4-H, a family profile and youth member profile must be created first.
3. Under Participation screen, youth will enroll into the club offering the project.

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CLUBS - Select the 4-H Club you are enrolling in. If you are taking a cross-over or countywide project, select the appropriate club as well. If you are unsure which club you should enroll into, you can click [here](#) to find your county's 4-H information.

Select a minimum of 1 club(s) and a maximum of 10 club(s)

Add a Club

Select a Club:

Club List		[New Look]
Primary	Club	Edit
<input checked="" type="radio"/>	Hogan's Heros	Delete

<< Previous Continue >>

4. Select Projects tab, choose the club name first. Then select Foods-Preservation: Jr. MFP project.





Clubs Projects Groups

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PROJECTS - Select the 4-H Club you enrolled in and then select the projects you are taking for this program year.

Select a minimum of 1 project(s) and a maximum of 50 project(s)

Add a Project

Select a Club: Hogan's Heros

Select a Project: Foods - Preservation:Jr. MFP

Years in Project: 1

Add Project

Project List [New Look]

Club	Project	Years in Project	Edit
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5. Click Continue to submit enrollment for Club Leader or Club Volunteer Enrollment Coordinator 1 (VEC1) review.
6. You will receive an email reminder to submit the following:
Member Treatment Authorization and Health History Forms. Submit along with fee payment to the Club Leader/ VEC1.
7. Your enrollment status in 4hOnline is Pending and you may not participate in 4-H programs yet.
8. The Club Leader will review and confirm all required forms, payment and online enrollments have been received and are correct.
9. The County 4-H Staff then approves the pending enrollment and the youth enrollment status is now Active in 4hOnline.
10. You will receive an email from 4hOnline confirming the enrollment record has been approved. You may begin participating in 4-H activities!

