

Contra Costa Step by Step Registration Guide for **NEW** Members

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

Skip the first paragraph & State directions! Use steps below...



- Scroll down the page to click on “I need to set up a profile”
- Select your County (Contra Costa)
- Enter your family Email address
- Confirm your Email address
- Type in your last name
- Type in a password for your family to use (*At least 8 characters with a least one number or symbol*)
- Confirm this password
- Select Role as: “Family”
- Click on “Create Login”

Personal Information

- Fill in: (Email, last name), address, city, state, zip, phone, county – click “continue”

Member List – page 1

- From the “Add a New Family Member” dropdown list, 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
- *Contra Costa County is not funded for mailing newsletters – Electronic versions available only.*
- Click continue

Additional Information – page 2

- Fill in name and type of school if youth
- Contra Costa County only offers electronic newsletter due to the budge cuts
- Click the box of “enrollment confirmation”
- Click the box for “Waiver of Liability”
- Download and print the Medical Release and Health History form (*Give completed forms to your Club Registrar with your enrollment check. Save the document on your computer. You will need it again.*)
- For Adult Volunteers, download and print the Medical Release/Health forms and Self Disclosure Form (*Give completed forms to your Club Registrar with your enrollment check.*)
- Click “Continue”

Participation – page 3

- Select your club from the dropdown menu listing
- Select Volunteer Type if applicable (*i.e.: Club Officer, Jr/Teen Leader etc*)
- Click on “Add a Club”
- If you are participating in a project from another club, repeat these steps only pick the other club
- Click “Continue” to go to the Projects Tab
- Select the club, project, years you have been involved with this project *including this year*
- Select volunteer type if applicable (Project Leader, Resource Leader, etc.) for adults *if you have already completed the required orientation and fingerprinting. You can come back to this and update after it is completed.*
- Click on “Add Project”
- Repeat these steps for each project you are enrolling in
- Click “Submit Enrollment” (We are not using the Groups function, please ignore it.)
- This will take you back to the Member List page where you may add another family member if needed
- Remember to Log Off