Hello New 4-H Family!

On behalf of all of Independence 4H, we would like to extend the warmest welcome to your family. Before registering for the 2022-2023 program year please reach out to Lindsay Maddocks at <u>LLmaddocks@outlook.com</u> to verify that there is room available within the Club.

## **<u>4-H Online Enrollment Instructions</u>**

In order to participate in 4-H you must enroll. The enrollment steps are as follows:

- □ Log in and complete your online 4-H enrollment at <u>https://ca.4honline.com.</u>
  - As a new member you will need to click on "Don't have an account"
  - Complete Steps 1 3 to "Create your account"
    - In Step 2: Click on "The University of California" as the Institution
    - Step 3: Enter all your family contact information. The email you enter in this step will be your 4H Online Email Log-In that will be used throughout the year to access the online system.
  - Enter your family address information and click "Verify"
    - Once you've created your account. Click "Add Member"
      - Follow all steps to input details for the member
        - The word "unit" during enrollment is the same as "club". Reference Independence 4H here as your primary club.
        - Please note: your emergency contact should be someone <u>other</u> than parents/guardian.
        - Add Project.
          - Please choose the project(s) you are interested in here.
            Final placement within a project is done in-person at our club meetings, not guaranteed by enrollment.
  - If you have multiple members, continue to "Add Member" from the Member List section of the website.
  - Complete all medical releases and consent forms.
  - Please note at the conclusion of your enrollment it will reflect that you are 50% complete; which is acceptable. Click "Submit". You will receive a confirmation via email that your enrollment is "pending review". You will notify you once your submission has been approved. Before your 4-H'er can attend any project meetings, they must register and be approved.
- Complete the online credit card payment: <u>http://ucanr.edu/sonomapay</u>
  - If payment by credit card is not an option for you please contact Lindsay Maddocks at <u>LLmaddocks@outlook.com</u> or via phone at (707) 827-6038 to review other options.
- Complete our 4-H Club Directory: <u>https://www.independence4h.com/directory-contact-form</u>

It is understood that these procedures are new to you so at any time if you have questions or concerns please do not hesitate to contact me directly. Looking forward to the year ahead with your family!

Lindsay Maddocks

Independence 4-H Enrollment Coordinator <u>LLmaddocks@outlook.com</u> Contact#: (707) 827-6038 (in the evenings)