

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



Click on “I need to set up a profile”
Make sure it says San Diego County
Enter your email address
Confirm your email address
Type in your last name
Type in a password for your family to use
Confirm this password
Role: Family
Click on “Create Login”

Personal Information

Make sure the following boxes are filled in: email, last name, address, city, state, zip, phone, county.....then click on “continue”

Member List

From the “Add a New Family Member” dropdown, select youth or adult
Fill in as much profile information as possible
Is this person a Volunteer? Yes or No
Click on the appropriate buttons for: gender, ethnicity, residence, Military service, school grade
Click “continue”
Fill in name and type of school
Choose the Newsletter preference
Click the box for enrollment confirmation
Click the box for Waiver of Liability
Click on the red sentence to download and print the medical Release Form-give this to the Community Club Leader
Adult Volunteers click on the red sentence to download and print the Self Disclosure Form-answer the yes or no questions, initial #9, mail to County office or give to Community Club Leader
Click on “Continue”

Participation

Highlight your club from the dropdown menu
Select Volunteer Type if applicable
Click on “Add a Club”
If you are participating in a project from another club, repeat these steps to add the crossover club
Click on the Projects tab
(the projects offered by your club will download-this could take a few moments)
Select the club, select the project, select years you have been involved with this project and volunteer type if applicable
Click on “Add Project”
Repeat these steps for each project you are enrolling in
Click on “Continue”

This will take you back to the Member List page where you may add another family member
When you have finished adding members, log off