Making a Difference for California

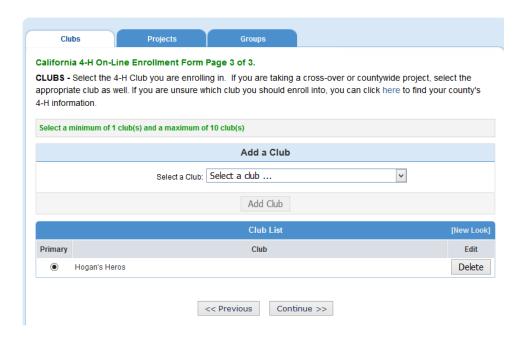
Purpose: The following steps can be followed by staff to setup the Jr. MFP projects and by youth to enroll in Foods-Preservation: Jr. MFP projects in 4hOnline.

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.
- 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.)
- 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:

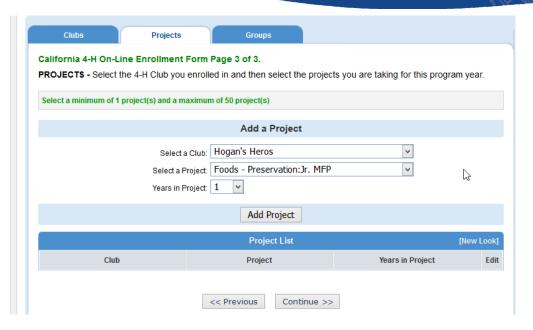
- 1. Login to ca.4honline.com
- 2. If 1st year in 4-H, a family profile and youth member profile must be created first.
- 3. Under Participation screen, youth will enroll into the club offering the project.



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

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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!