



CANADA
4-H British Columbia

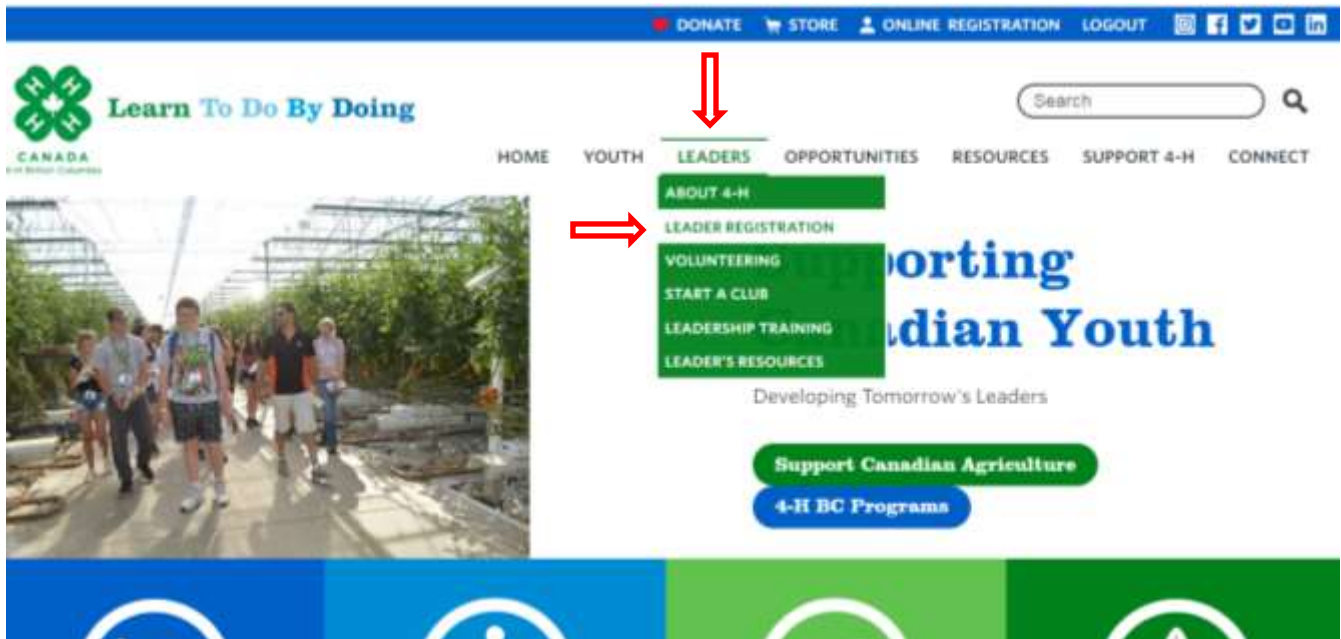
4-H BC Electronic Registration User Guide

Leader Registration



Part 1. 4-H BC – Online Registration System

Step 1. Go to <https://www.4hbc.ca/#>. From the Leaders menu select Leader Registration.



This window will open. **Please read carefully.**

- Have you changed your email address since the last time you registered?
- Would you like to change the email address that you use to register?
- Have you forgotten your User EMAIL &/or Password?

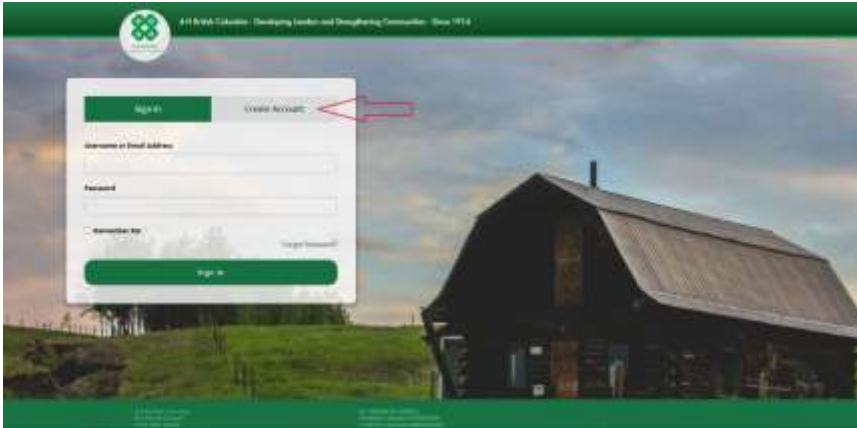
If you answer **YES** to any of the above questions, please contact 4-H BC at mail@bc4h.bc.ca before you begin the registration process.

If you answer **NO**, follow this link to sign into your 4-H BC Online Enrolment account and complete registration. <https://4-hbconline.ca/login>

[CLOSE](#)

If you answer no to all the questions, click on the link at the bottom. This will take you to the Portal to begin online enrolment.

Step 2. For New Leaders, click on the “Create Account” button. Renewing Leaders use the Sign In button to access your existing account.



Remember to make note of your username and password; you will need them again later!

Step 3. Type your account details in the appropriate fields. **Use an email address that is unique to you.** You cannot enroll under the email address that your spouse or children are using.

After filling in your details, click “Create Account” at the bottom of the page.



After you click “Create Account” you will see a message indicating you must confirm your account. An email will appear in your email inbox. Click on the “Activate Account” link in the verification email. If you don’t receive the email in your inbox, check your Junk/Spam folder. Your computer security settings may need to be adjusted to accept emails from us. If you do not find the verification email, contact the 4-H BC

office at admin@bc4h.bc.ca. Do not attempt to create another account.

Step 4. After you have verified your account by clicking the link in the email, you can then sign into the Portal <https://4-hbconline.ca> . Once signed in you will be presented with the registration form options. On this page you may register as either a 4-H Leader or 4-H Member. Click on the “Click to Register” button below “New Leader”.



Step 5. When the “New Leader” registration form appears, begin filling in the appropriate fields. Your name will be pre-populated for you. Be sure to accept the agreement by clicking “Yes”.

Step 6. Continue filling in the form. Note that all fields that have a red asterisk * represent required fields. You will not be able to submit your application unless all the requested fields are filled in. Your name will be pre-populated for you.

Hints:

Date fields - Select correct year first, then month, then day of month.

Phone number format - 000-000-0000 no brackets

Leader Registration Form

* = Required Field

4-H BC Notification for Collection of Personal Information

4-H BC Collects Personal Information, following the Personal Information Protection Act (PIPA) regulations, for the purpose of establishing relationships with our members, leaders, and any other stakeholder to deliver 4-H programs, services and opportunities as well as for statistical and archival purposes.

By completing this document voluntarily, you are consenting to 4-H BC collecting, using and distributing your personal information in accordance with PIPA for operational and business purposes of 4-H BC. By opting out of providing your personal information, this may limit or eliminate altogether the Organization's ability to provide products and/or to communicate with you. You may withdraw your consent at any time by contacting the 4-H BC Privacy Officer at manager@pc.4h.bc.ca or at 1-899-776-1173.

4-H BC does not sell, rent or trade personal information of members, leaders or stakeholders. 4-H BC may disclose personal information from time to time. Please review the 4-H BC Privacy Policy BC-01-12 for more information.

I agree/disagree with the above conditions.* Yes No **Select "Agree"**

Are you a returning Leader? Yes No **Select "Not a returning Leader"**

New Leader Registration

Name Autopopulates

A. Basic information

First Name <input type="text" value="Jane"/>	Last Name <input type="text" value="Doe"/>	Gender <input type="text"/>	Email <input type="text" value="janedoe@email.add"/>
* Date of Birth <input type="text"/>			

Home Region and District

Region* District*

Key Leader Email

Key Leader's Name


Step 7. Some fields are drop down menu with choices. For example: Region and District. After you select your Region and District, the District Key Leader's email address is automatically populated.

Step 8. Select your position(s) and project(s). This could be at the club level or District level. Only select *A - Club Leader* or *KL – District Key Leader* for Position if you are the Leader that will be processing online enrolment applications for your club &/or district.

Use the **Add** button to enter additional projects &/or positions.

Select your positions

Region* District* Club* Project* Position*

Add 

4-H Leader Definitions:

A - Leader: Designated leader in charge of administration and management of the club and resources.
 B - Assistant Leader: Assists in club administration management, etc.
 C - Project Leader: Responsible for specific project instruction e. g. beef, junior leadership etc.
 D - Program Leader: Responsible for program instruction e.g. public speaking, demonstrations etc.
 RL - District Resource Leader
 KL - District Key Leader

❖ A Leaders that are also project leaders, click on “Add” and enter position as “C Leader” then appropriate project. Add more lines if more than one project. To remove a line click on “x”.

Select your positions

Region*	District*	Club*	Project*	Position*	
Kamloops-Okanagan	Armstrong-Vernon-Lumbly	Vernon Young Riders 4-H Club	36 - A Leader only	A - Club Leader	X
Kamloops-Okanagan	Armstrong-Vernon-Lumbly	Vernon Young Riders 4-H Club	4 - Horse	C - Club Project Leader	X

Add 



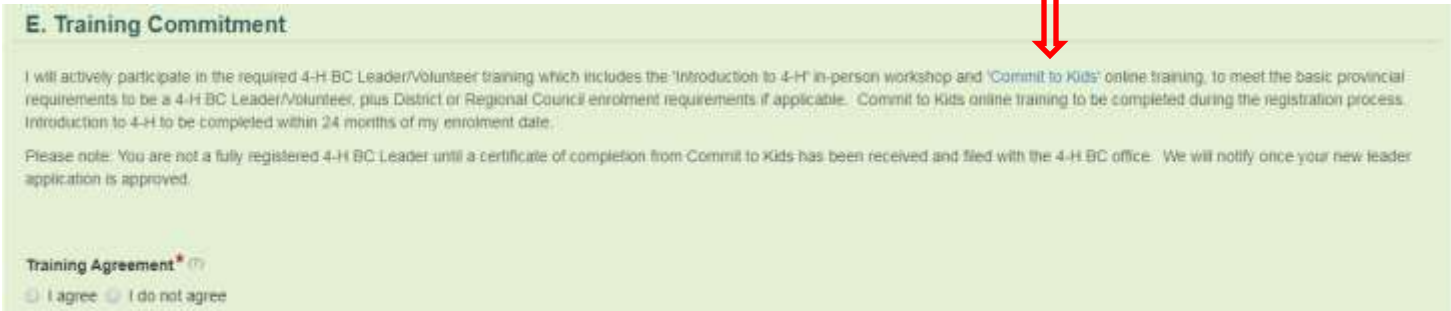
❖ C Leaders – enter all applicable projects by using the “Add” feature.

Select your positions

Region*	District*	Club*	Project*	Position*
Kamloops-Okanagan	Armstrong-Vernon-Lumbly	Vernon Young Riders 4-H Club	15 - Dog	C - Club Project Leader

Add 

Step 9. “Training Commitment” New leaders are required to take the “Commit to Kids’ online training at time of enrolment. Click on ‘Commit to Kids’ to access the information about the course.



E. Training Commitment

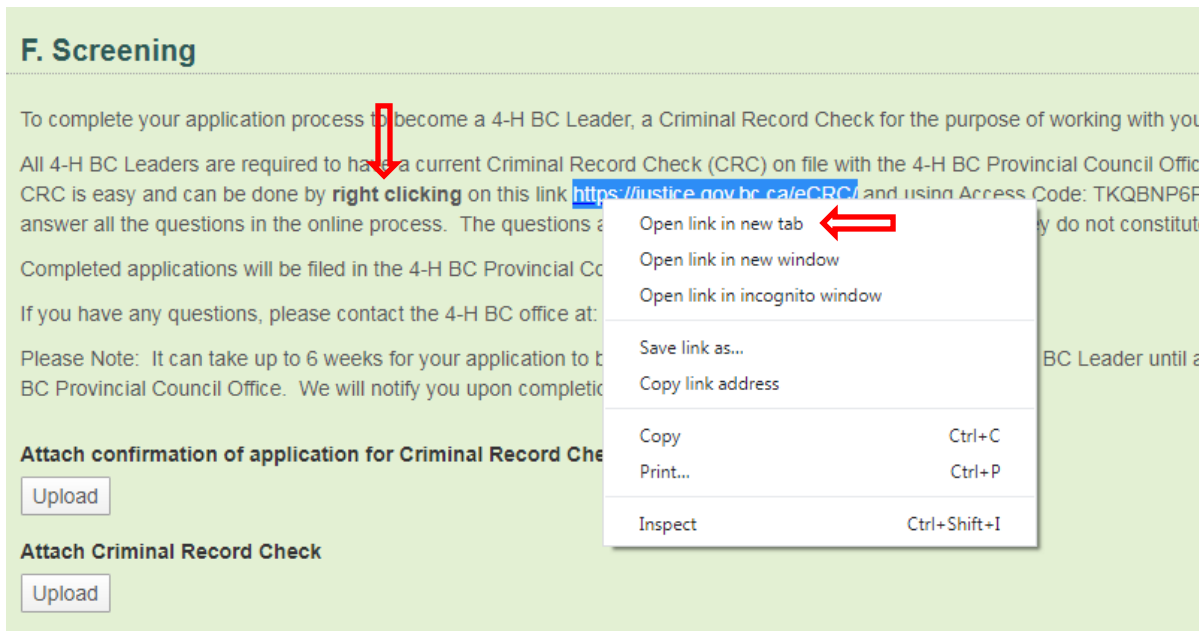
I will actively participate in the required 4-H BC Leader/Volunteer training which includes the 'Introduction to 4-H' in-person workshop and 'Commit to Kids' online training, to meet the basic provincial requirements to be a 4-H BC Leader/Volunteer, plus District or Regional Council enrolment requirements if applicable. Commit to Kids online training to be completed during the registration process. Introduction to 4-H to be completed within 24 months of my enrolment date.

Please note: You are not a fully registered 4-H BC Leader until a certificate of completion from Commit to Kids has been received and filed with the 4-H BC office. We will notify once your new leader application is approved.

Training Agreement ^{*} ^(?)

I agree I do not agree

Step 10. “Screening”. All 4-H BC Leaders are required to submit a clear Criminal Record Check for the Vulnerable Sector. To access the online application, **Right click** on the link in the form <https://justice.gov.bc.ca/eCRC/> and select Open Link in New Tab.



F. Screening

To complete your application process to become a 4-H BC Leader, a Criminal Record Check for the purpose of working with youth is required.

All 4-H BC Leaders are required to have a current Criminal Record Check (CRC) on file with the 4-H BC Provincial Council Office. All CRC's must be renewed every 5 years. Applying online for your CRC is easy and can be done by **right clicking** on this link <https://justice.gov.bc.ca/eCRC/> and using Access Code: TKQBNP6PM. There is no charge for completing an online application. Please answer all the questions in the online process. The questions are being asked to verify your identity only – they do not constitute a credit check.

Completed applications will be filed in the 4-H BC Provincial Council Office.

If you have any questions, please contact the 4-H BC office at: 1-866-776-0573, or mail@bc4h.bc.ca.

Please Note: It can take up to 6 weeks for your application to be processed. You are not a fully registered 4-H BC Leader until a clear, Criminal Record Check has been received and filed with the 4-H BC Provincial Council Office. We will notify you upon completion.

Attach confirmation of application for Criminal Record Check

Attach Criminal Record Check

Open link in new tab
Open link in new window
Open link in incognito window
Save link as...
Copy link address
Copy Ctrl+C
Print... Ctrl+P
Inspect Ctrl+Shift+I

Use the “Upload” button to attach any electronic documents you have relating to screening. They may be: Scanned papers, word documents, pdf’s, image files.



F. Screening

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Please Note: It can take up to 6 weeks for your application to be processed. You are not a fully registered 4-H BC Leader until a clear, Criminal Record Check has been received and filed with the 4-H BC Provincial Council Office. We will notify you upon completion.

Attach confirmation of application for Criminal Record Check Click to upload a copy of your confirmation of application for criminal record check

Attach Criminal Record Check Click to upload a copy of your actual criminal record check

Step 11. 4-H Leader/Volunteer Code of Conduct. Please read the Code of Conduct for 4-H in Canada carefully. You must type your name and accept the “Code of Conduct”. By typing your name you are representing your electronic signature on the page.

G. 4-H Leader/Volunteer Code of Conduct

Code of Conduct for 4-H in Canada

As a positive youth development organization, we are committed to providing 4-H members with meaningful experiential learning opportunities within an environment that is safe, inclusive and fun for all involved. This is the responsibility of everyone involved in any 4-H activity.

Please type your name *

I, (print name), in my role as

I acknowledge that there are consequences to non-compliance with this Code of Conduct on the part of me or anyone accompanying me, at a 4-H activity or event. After an investigation, consequences may be applied as deemed appropriate and necessary, and may affect my ability to participate in 4-H.

I understand that if I observe behaviour that violates this Code of Conduct, I have a duty to report it to the authorities and/or 4-H where appropriate. Please reach out to your provincial 4-H organization for incident reporting forms and the filing process.

Name of Leader * Date * (??)

Code of Conduct Agreement * (??)

I Agree I do not Agree

This document is valid for the current 4-H year only and must be read, signed annually, and kept on file with your provincial organization.

Step 12. After accepting the “Code of Conduct” select payment “Payment submitted in trust to” either “Club Leader” or “Key Leader”. Then click “Submit” optionally you can save as draft and complete the form later.

H. Payment

4-H BC Leader Assessment Fee: \$25.00

Payment submitted in trust to: *

Club "A" Leader Key Leader

On completion of the Leader Registration process you will be notified of your acceptance.

Select either Club "A" Leader or "Key Leader"

Step 13. Your new “Leader Registration” is now submitted through the electronic approval process. Until a Key Leader and 4-H BC Administrator approves your account, you will not be able to sign on to the 4-H BC system again. You will receive an email notification once your application is approved.

Please note: You are not a fully registered 4-H BC Leader until all of your screening has been completed and a certificate of completion from Commit to Kids plus clear CRC has been received and filed with the 4-H BC office.