



CANADA  
4-H British Columbia

# 4-H BC Electronic Registration User Guide

## 4-H BC Member Registration



**Step 1.** Go to <http://www.4hbc.ca>. From the Youth menu select Member 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?

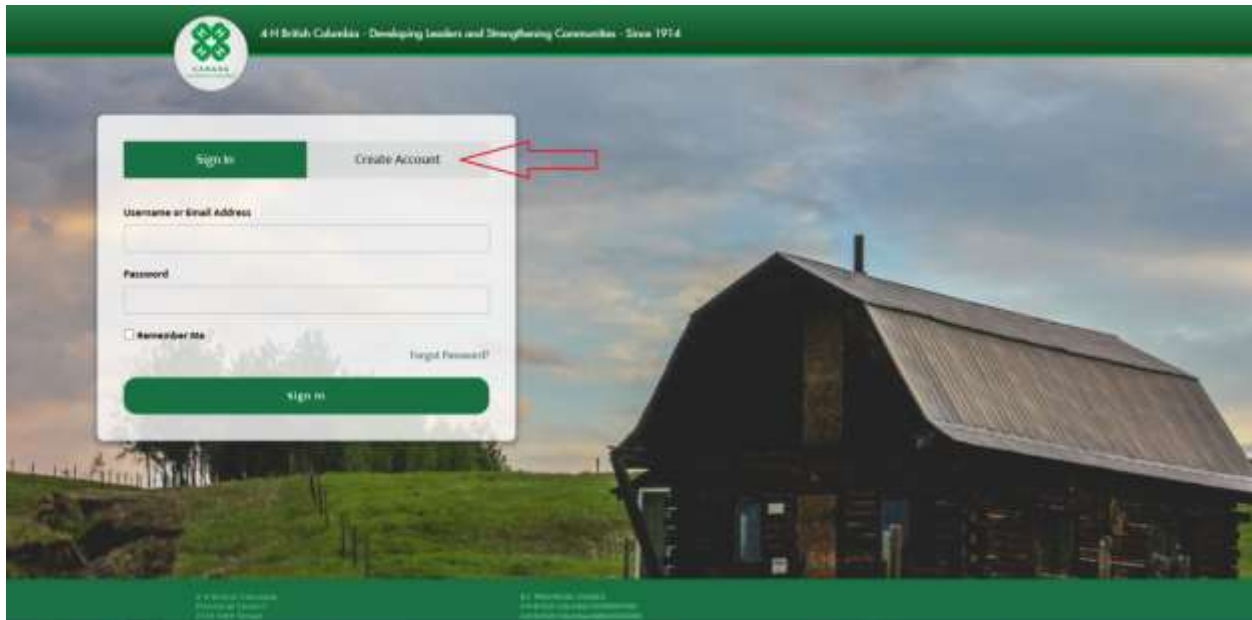
If you answer **YES** to any of the above questions, please contact 4-H BC at [mail@bc4h.bc.ca](mailto:mail@bc4h.bc.ca) before you begin the registration process.

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 Members, click on the “Create Account” button. Renewing Members use the Sign in Button to access your existing account.



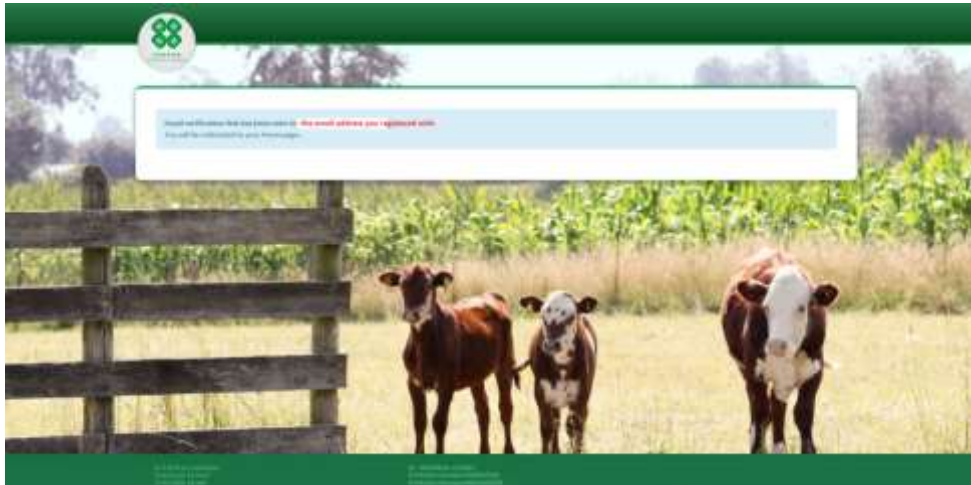
**Remember to make note of your username and password; you will need them again later!**

**Step 3.** Type your account details in the appropriate fields. After filling in your details, click “Create Account” at the bottom of the page.

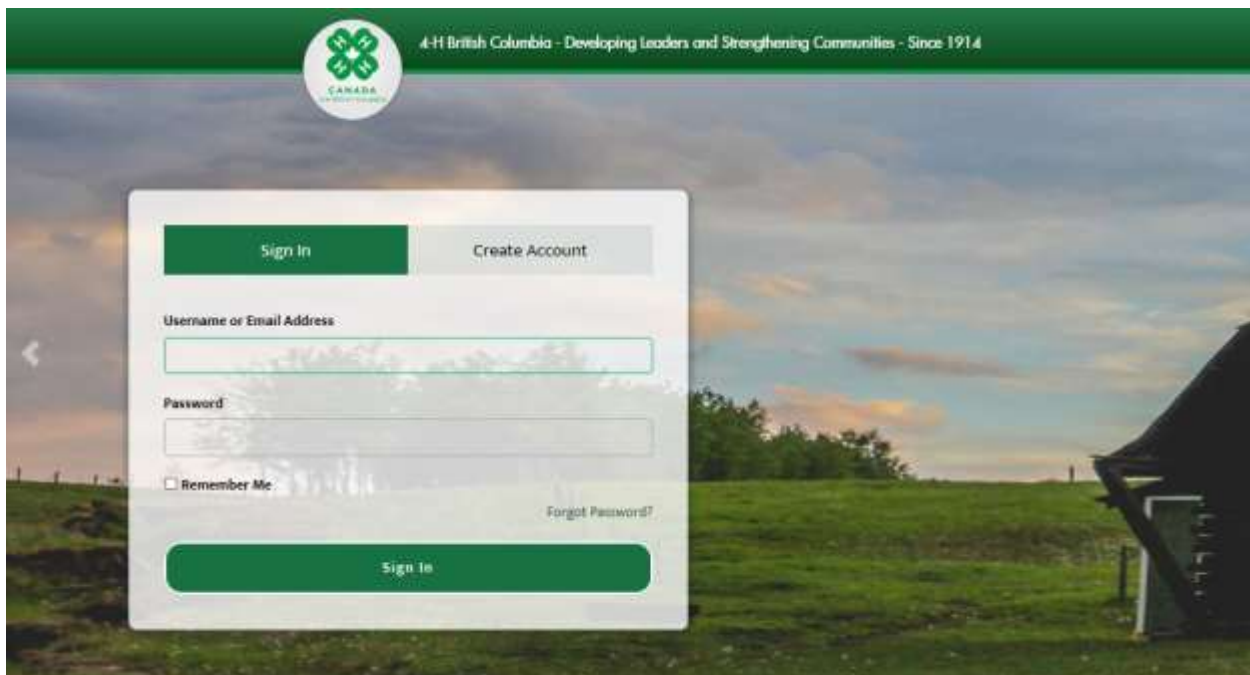
**If you are also registering as a 4-H Leader you must use an email address that is different from your Leader’s account email for Member registration.**



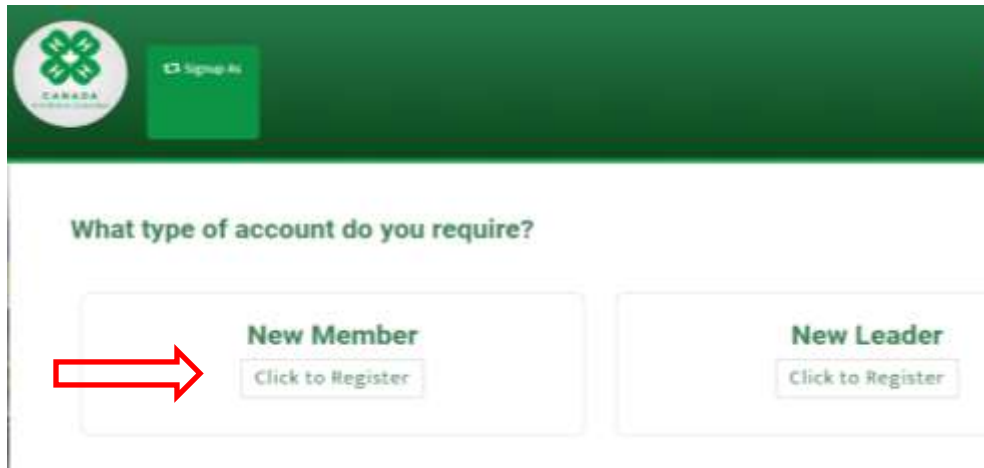
After you click “Create Account” you will see a message indicating you must confirm your account. An email will appear in your email inbox. Click on the “Activate Account” link in the verification email. If you don’t receive the email in your inbox, **check your Junk/Spam folder**. Your computer security 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 [mail@bc4h.bc.ca](mailto:mail@bc4h.bc.ca). Do not attempt to create another account.



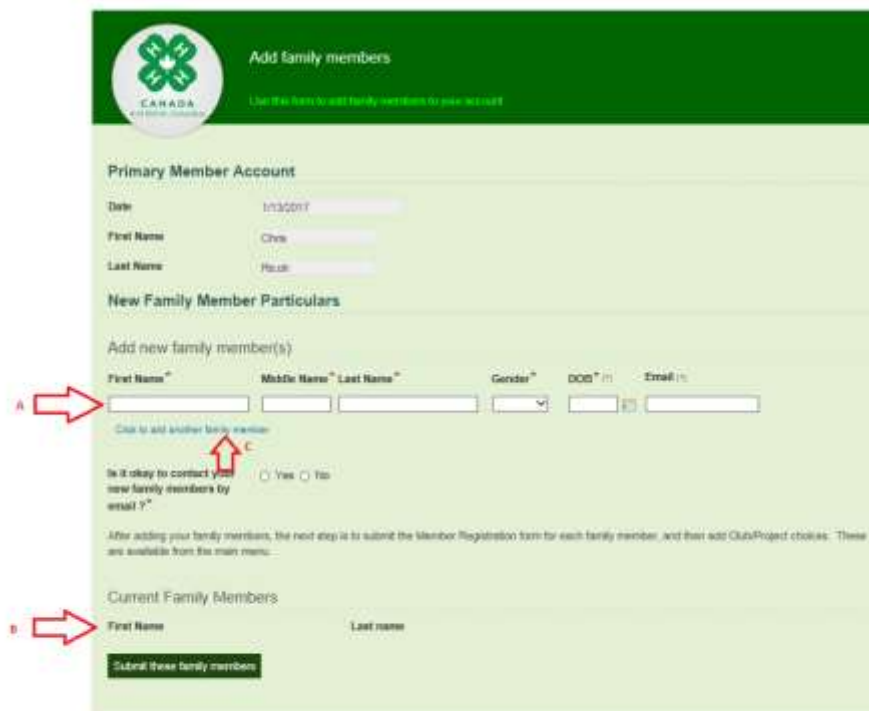
**Step 4.** After you have verified your account by clicking the link in the email, you can then sign into your Portal account at <https://4-hbconline.ca>.



**Step 5.** Once signed in you will be presented with 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 Member”.

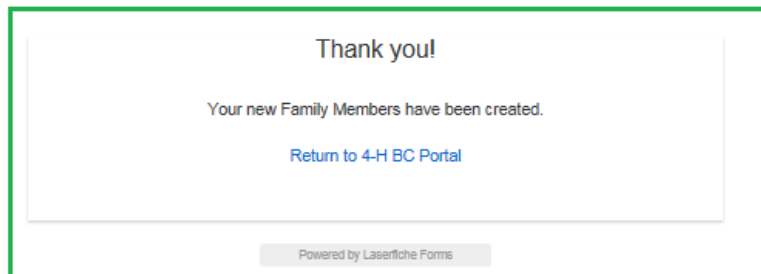


**Step 7.** For new members complete **Step 1 Members**, click on ‘Add members’. (Renewing Members go to “Step 2 Yearly Registration” tab, see Step 9.★) Enter the 4-H member in row A. Additional family 4-H members are added by clicking the (C) “Click to add another member” button. Confirmation of 4-H members’ registration, and other email correspondence from 4-H BC, will be sent to the email address used to Create the Account in Step 2. If you wish the individual family 4-H members to receive email correspondence from 4-H BC as well, enter their personal email address in the Email field, otherwise leave blank. Click “Submit these family members” when you are ready to continue. To review the family members, click on Step 1 Members and scroll to the bottom. They will be listed under (B) Current Family Members.



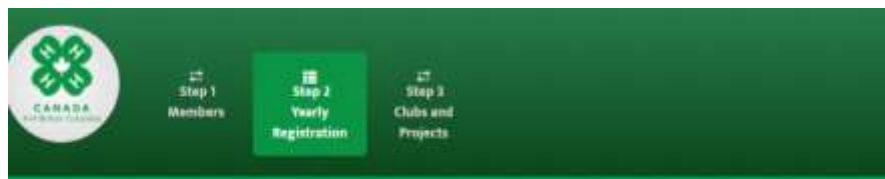


**Step 8.** After clicking “Submit these family members” you will see an acknowledgement that your family 4-H members have been created. You can now sign into the 4-H BC Portal and continue.

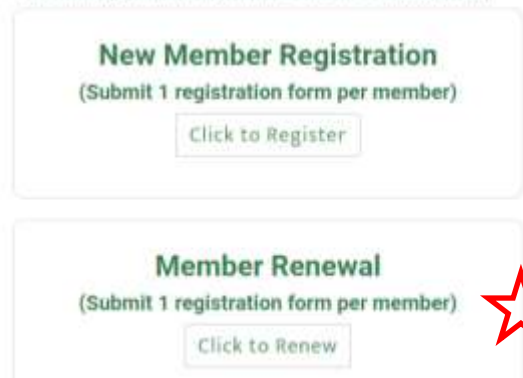


**Step 9.** After completing Step 1 Add Members, proceed to **Step 2 Yearly Registration.**

- (a) Click on “Step 2 Yearly Registration”
- (b) New Members click on “Click to Register” Under New Member Registration
- (c) Renewing Members click on “Click to Register” under Member Renewal



For new member, please choose new registration form.  
For returning member, please choose renewal form.



**Step 10.** The 4-H BC Member Registration Form appears. Submit 1 Registration form per family 4-H member. This process must be completed annually:

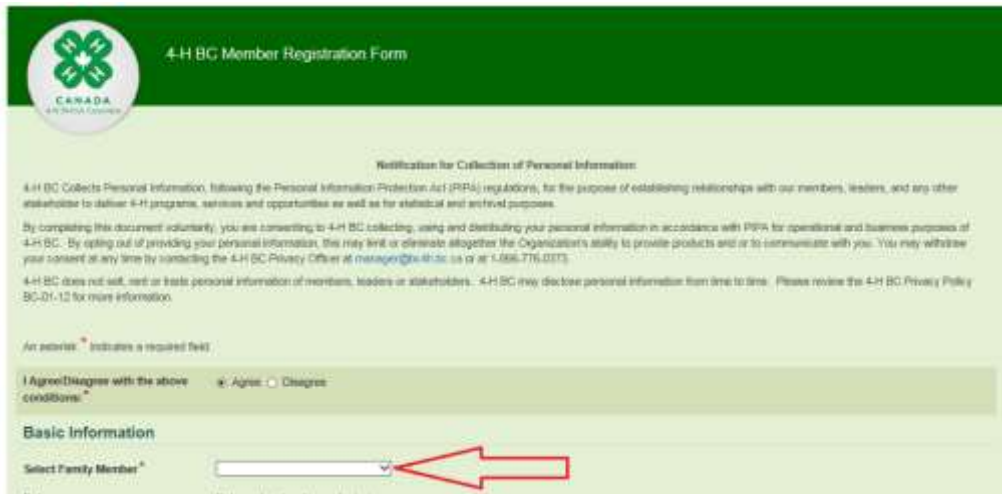
Registration opens December 1<sup>st</sup>. Renewing members must register by January 31<sup>st</sup>. New members are eligible to join after the January 31<sup>st</sup> deadline if they can meet the member achievement requirements of the club which they are joining.

**Step 11.** In various locations on the form, there is an agreement that you must accept in order to proceed with the application. Please indicate your acceptance by clicking the appropriate radio button.

I Agree/Disagree with the above conditions: \*  Agree  Disagree

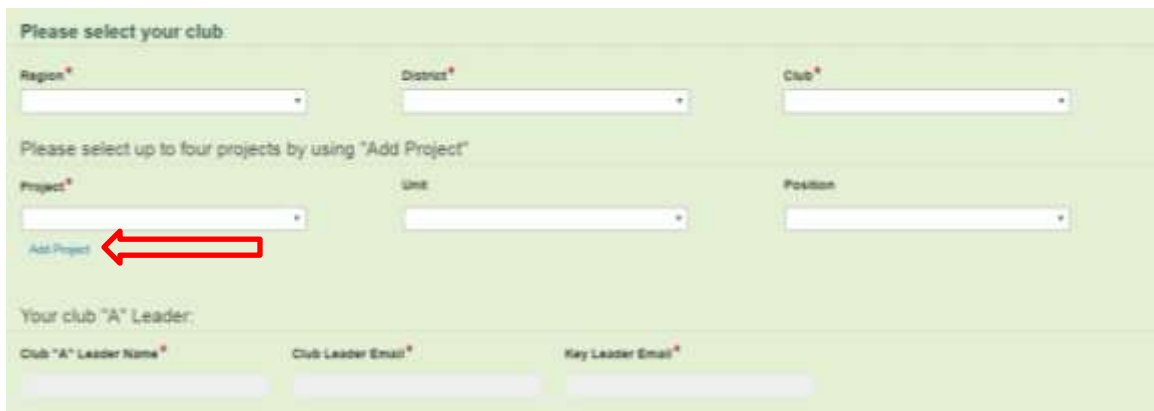
‘Disagree’ may be selected at your discretion, to some agreements, such as the Consent to Receive Correspondence and Promotional Release Consent. This will not terminate the application process.

**Step 12.** Choose a family 4-H member and then continue filling out the form.



The screenshot shows the '4-H BC Member Registration Form' with a green header. Below the header is a 'Notification for Collection of Personal Information' section. Underneath is a consent section with radio buttons for 'Agree' (selected) and 'Disagree'. The 'Basic Information' section is visible, featuring a dropdown menu labeled 'Select Family Member' with a red arrow pointing to it.

**Step 13.** While filling out the form, select the club. (To enroll in an additional Club please use Step 3 Clubs and Projects.) From left to right, select a Region, District, Club, Project. **You can add up to four (4) Projects per member on the Yearly Registration form** by using the Add Project button. Please enter the Unit and Position if known. After you choose a Club the contact information for the A Club Leader and Key Leader will be displayed. Continue filling in the form.



The screenshot shows the 'Please select your club' section. It includes three dropdown menus for 'Region', 'District', and 'Club'. Below these is a section for projects with a dropdown for 'Project', and 'Unit' and 'Position' dropdowns. A red arrow points to the 'Add Project' button. At the bottom, there are input fields for 'Club "A" Leader Name', 'Club Leader Email', and 'Key Leader Email'.

When you submit the form you will be given the options to Save, Print or Email the completed form.

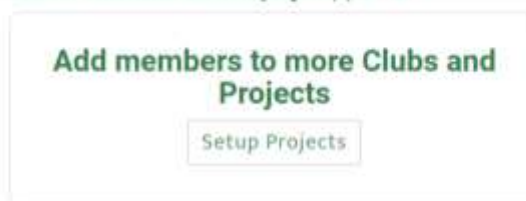
## Joining more than one 4-H Club?

**Step 15.** After you have submitted a Yearly Registration form for each family 4-H member, you can enroll in additional Clubs.

**Step 15 (a)** From the main menu, select “Step 3 Clubs and Projects”.



Submit one form each for project(s) 2 - 4.



**Step 15 (b).** Click “Setup Projects”

**Step 16 a.** The “4-H BC Member Request – Add me to another club please (or add more projects) form appears. Select a family 4-H member, and then fill in the form.

A screenshot of a web form titled '4-H BC Member Request - Add my family member to another club please (or add more projects)'. The form has a light green background. At the top left is the 4-H Canada logo. Below the title, there is a heading '4-H BC Notification for Collection of Personal Information' followed by a paragraph of text explaining the collection of personal information. Below this is a section for 'Please Indicate Acceptance' with radio buttons for 'I Accept' (selected) and 'I do not accept'. The next section is 'Section 1 Member Details' which contains a dropdown menu labeled 'Select Family Member' with a red arrow pointing to it and the letter 'A' next to it. Below the dropdown is the text 'Please select an option.'



**Step 16 b.** Enter the details for the club, project unit you want to enroll your family 4-H member in. From left to right, select a Region, District, Club, Project (optionally a Unit and Position). Click submit once complete.

Please Indicate Acceptance  Accept  Do not accept

**Section 1 Member Details**

Date: 12/11/2019

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Enrolment Year: 2020

**Section 2 - Club Details**  
Select a club using the drop down menus.

Region: \_\_\_\_\_ District: \_\_\_\_\_ Club: \_\_\_\_\_ Project: \_\_\_\_\_ Unit: \_\_\_\_\_ Position: \_\_\_\_\_

Your Club "A" Leader Name is: \_\_\_\_\_ Your Club "A" Leader Email is: \_\_\_\_\_ Key Leader Email: \_\_\_\_\_

Demotional Consent Balance

**Step 16 c.** For each family 4-H member, you can submit up to four (4) Projects (combined between applications) for the current 4-H year.

### **Additional Instructions:**

The enrolment deadline for renewing members is January 31<sup>st</sup> annually. [New members are eligible to join after the January 31<sup>st</sup> deadline if they can meet the member achievement requirements of the club which they are joining.](#) After submitting forms, the form processing time will vary. Once the request is approved you will receive an email from the 4-H BC Admin Team indicating that your request has been processed.

If you have any questions please email your Club or Key Leader or contact the 4-H BC Office at [mail@bc4h.bc.ca](mailto:mail@bc4h.bc.ca).

**Congratulations! You have completed 4-H BC Member Registration!**