



Spanish-English Enrollment Packet

The Spanish-English Enrollment Packet has been posted on main login screen for 4-H Online at <https://idaho.4honline.com> and a copy of the packet has been posted on the Staff helpsheets page. The packet includes translated documents (and a copy in English) of the enrollment form, health form, consent/assent for Common Measures, 4-H program waiver and the Code of Conduct. *This packet is to be used for adult and/or youth enrollment.*

Enrollment Procedures

- Print off and have parents and youth complete the packet – signatures are required.
- Once packet is returned you can create a profile in 4-H Online.
- Login to 4-H Online (manager view)
 - Add Family, enter in family information
 - Add member, select youth or adult
 - You will be filling out the yellow fields (additional information section)
 - Check the Document Received
 - Document Received Date is the date packet was returned
 - Indicate if consent (agree) or consent not given (does not agree)
 - The publicity and photo release is located on page 2 of the waiver
 - Once all information, is entered scan and save the returned enrollment packet as a .pdf
 - In the manager fields section (on page 2 in the additional information section in the profile), there is a file upload area called Spanish Enrollment. Upload the document to the enrollment profile by clicking Select, browse for the file and click upload. This puts the enrollment document into 4-H Online, serving as the file cabinet.
 - Once the file is saved in 4-H Online, the paper copy of the enrollment packet needs to be shredded.
- If you need to find the form for future reference, simply search and login to the individual profile. The uploaded enrollment packet will stay with that record. This process will need to be redone every year.
- If you have questions or need further information do not hesitate to contact Erika Thiel at ethiel@uidaho.edu or 208-263-8511