



CANADA
4-H British Columbia

4-H BC Electronic Registration User Guide

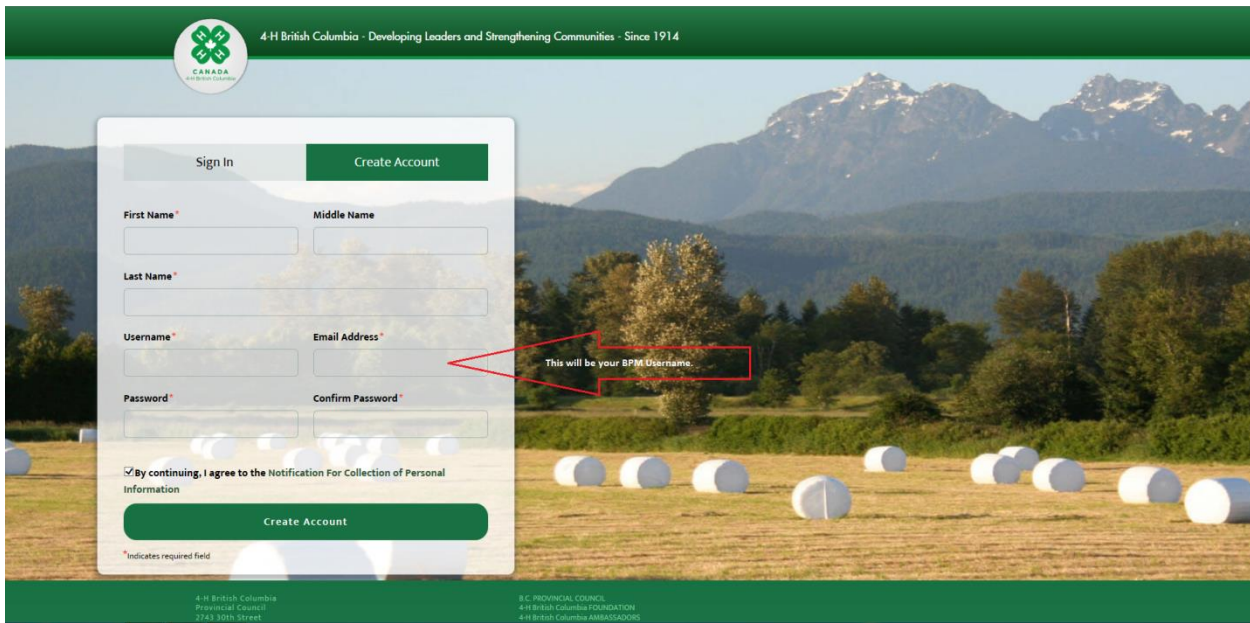
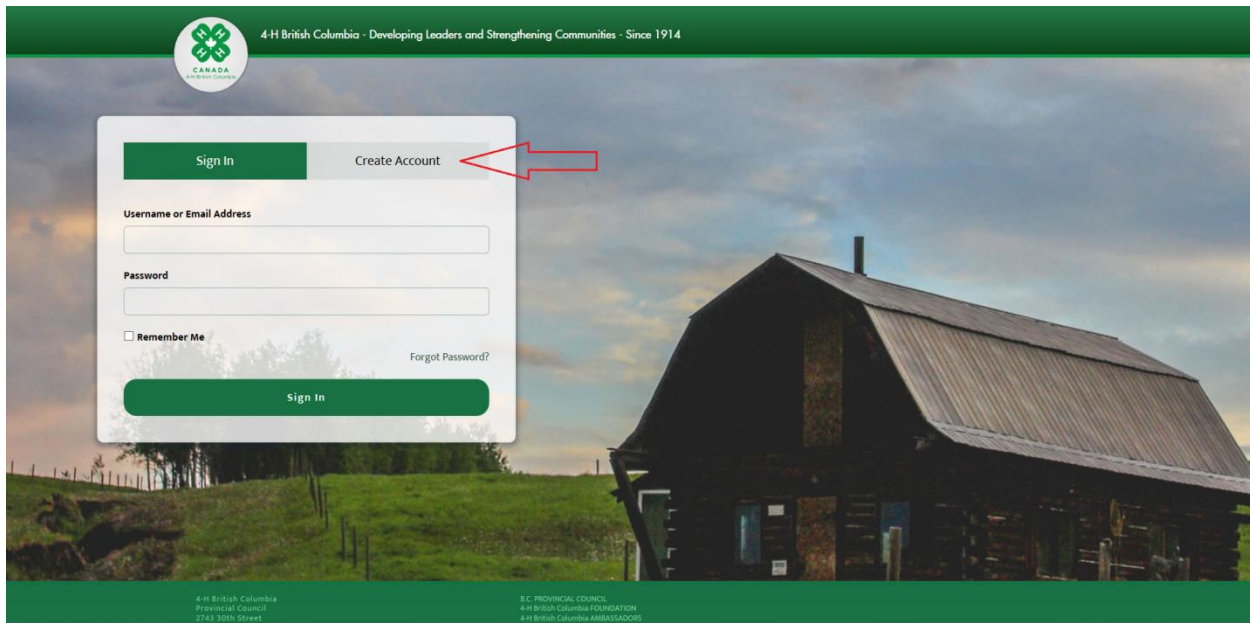
Leader Registration



Part 1. 4-H BC – Online Registration System

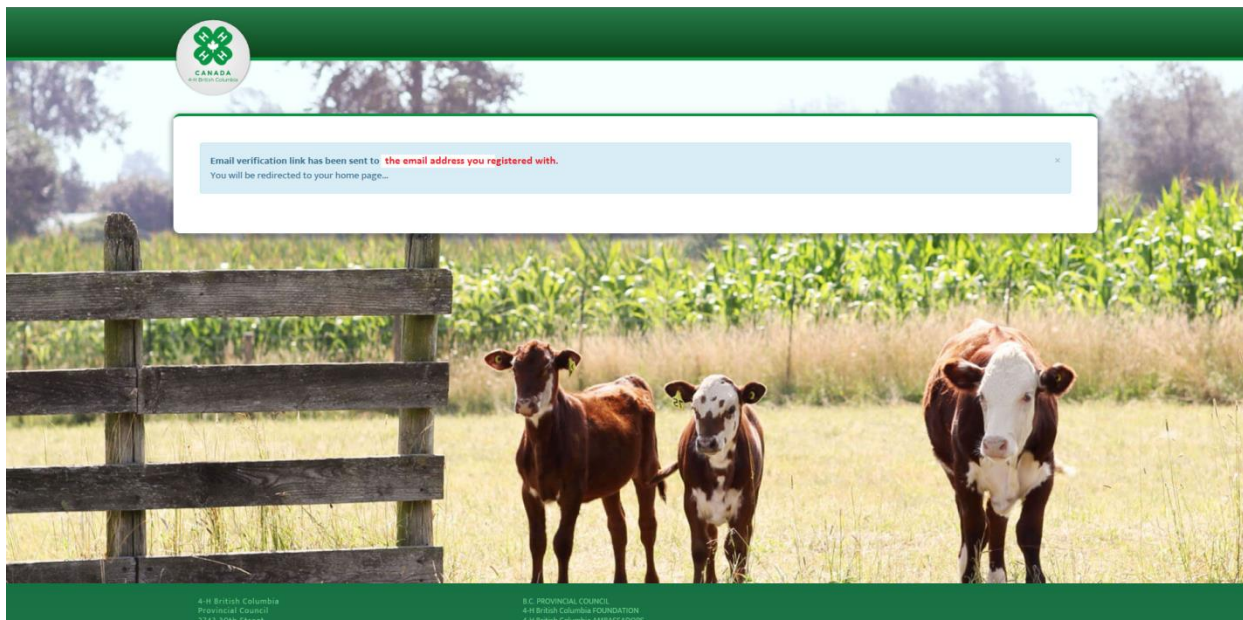
Step 1. Go to <http://www.bc4h.bc.ca/home>. On the right hand column, scroll down towards the bottom and click on the JOIN TODAY button. (The old Electronic Enrollment button will soon be removed). Welcome to the NEW 4-H BC Portal.

Step 2. Click on the “Create Account” button.



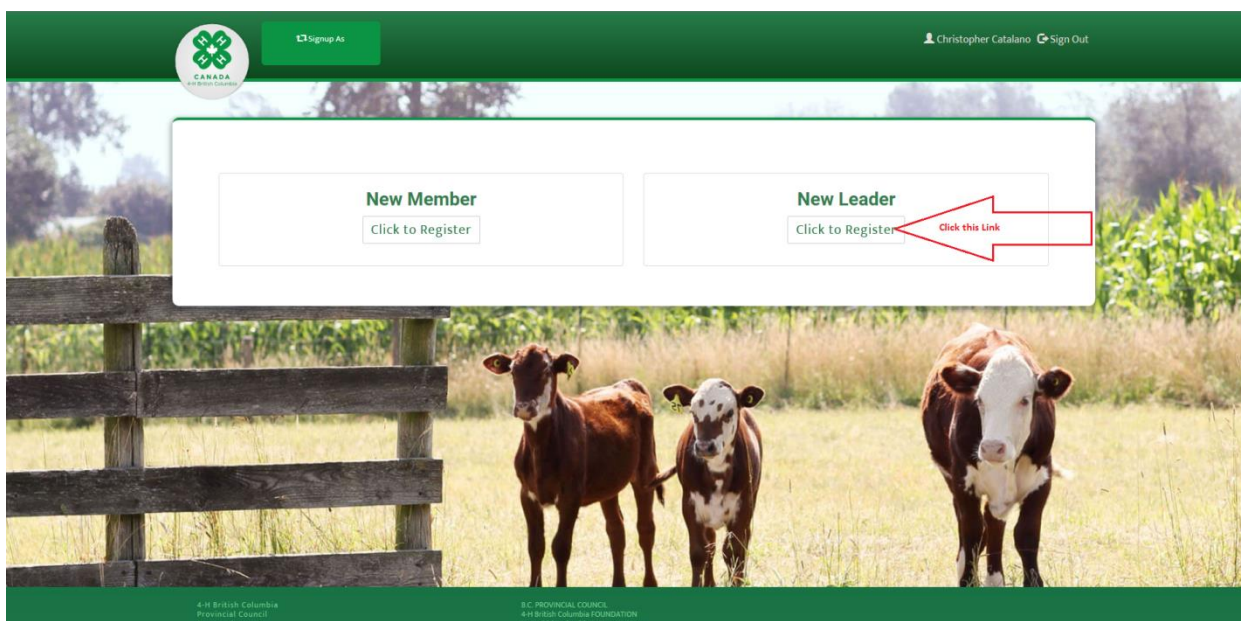
Remember to make note of your user name and password; you will need them again later!

Step 3. Type your account details in the appropriate fields. Use the email address that 4-H has on file for you. 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. You must click on the “Activate Account” link. Do this after you create your 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”. NOTE: because this is Year 1 of the new system, everyone is a “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” and also be sure that you indicate that you are not a returning Leader by clicking “No” beside “Are you a returning Leader. (This is because it’s your first time registering through the new Registration System. Next year when you renew, you will be able to indicate you are a returning leader, and fewer details are required in the registration form).

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@bc4h.bc.ca or at 1-866-776-0373.

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

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.

New Leader Registration

A. Basic information

First Name: Jane
 Last Name: Doe
 Gender:
 Email: janedoe@email.add
 Driver's License:
 Date of Birth:
 Mailing Address:
 City:
 Address:
 Prov. Postal Code: BC V3V3V3
 Residence:

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

NOTE: As this is our first year populating the system with data, for returning leaders please fill in the EXPERIENCE section with very brief data as this is a required field.

Select your region and district

Region: 03 - Kamloops-Okanaga
 District: Armstrong-Vernon-Lumby Boundary, Kamloops, Kelowna, Salmon Arm, Similkamagan
 District Leader:
 Key Leader Email:

B. Experience

Previous Volunteer/Employment Experience (List current or most recent experience first)

Organization/Employer*	Position or Major Responsibilities*	From*	To*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Click here to add more experience](#)

Skills, Training, and Education:

4-H Experience

Club you are planning to be a leader with:

Alumni Experience

Are you a 4-H Alumni?*

Yes No

Where?

Step 8. "Screening Details". You may 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.

NOTE: As this is our first year populating the system with data, for returning leaders please fill in the REFERENCE section with the name of another leader in your club. You are not expected to obtain references.

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 following this link <https://justice.gov.bc.ca/eCRC/> and using Access Code: TKQBPNP6PM. 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: 1-866-776-0373, 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  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 9. Code of Ethics. You must type your name and accept the "Code of Ethics". By typing your name you are representing your electronic signature on the page.

G. 4-H Leader/Volunteer Code of Ethics

This Code of Ethics applies to all 4-H BC Leaders /Volunteers serving on 4-H BC Clubs, District, Regional and/or Provincial Council. It articulates those general rules of conduct necessary to provide a high standard of service. Failure to comply may result in the dismissal of the Leader or Volunteer in the 4-H BC program.


Please type your name*

I,  Type your name here

as a 4-H BC Leader / Volunteer will conduct myself in the following manner:

- Will speak and act with respect and dignity to all participants of any activity within the 4-H BC community and its supporters.
- Will, to the best of my ability, promote the motto, "Learn To Do By Doing" and the philosophies of the 4-H BC program I represent.
- Will respect the confidential nature of information regarding specific council or 4-H BC program affairs that I may have access to (until such time as they may become public within the established processes in the 4-H organization).
- Will not use my position of trust for personal advantage or profit/gain.
- Will regard it my duty to know my responsibilities thoroughly and expect to be evaluated based upon my performance. It is my duty to avail myself of any learning opportunities that may arise.
- Will direct any criticism of the performance and related duties of any 4-H BC Leader/Volunteer to that individual. If unresolved and after informing that individual of the intent to do so, may direct in confidence, the criticism to the appropriate individual's supervisor / next in line / committee chair / council president.
- When constructive feedback / criticism of my performance is directed to me, I will listen attentively and respond respectfully and will do all I can to rectify the problem.
- Will refrain from making unauthorised representation to outside bodies in the name of the 4-H organisation or 4-H BC Program.
- Will ensure that outside interests do not jeopardise my judgement or competence.
- Will work for the creation and maintenance of the respective 4-H BC council(s) and 4-H BC Provincial Policies that will continue to enhance the role of the 4-H BC program and council (s) in the 4-H BC community.
- Will provide to the 4-H BC office a Criminal Record Check every five years.
- I will actively participate in the required 4-H BC Leader/Volunteer training, specifically the Introduction to 4-H and Put the Child First workshops, to meet the basic provincial requirements to be a 4-H BC Leader (training completed within 24 months of my enrolment date), plus District or Regional Council enrollment requirements, if applicable.

Please type your name*

I,  Type your name here

Step 10. After accepting the “Code of Ethics” 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"

Submit Save as Draft

Step 11. Your new “Leader Registration” is now submitted through the electronic approval process. Until a Key Leader or 4-H BC Administrator approves your account, you will not be able to sign on to the 4-H BC system.

Step 12. Once your registration is approved, you will be able to sign in and will have access to menus and access privileges for Leaders.

Congratulations! You have completed registration and all your tasks!