



CANADA  
4-H British Columbia

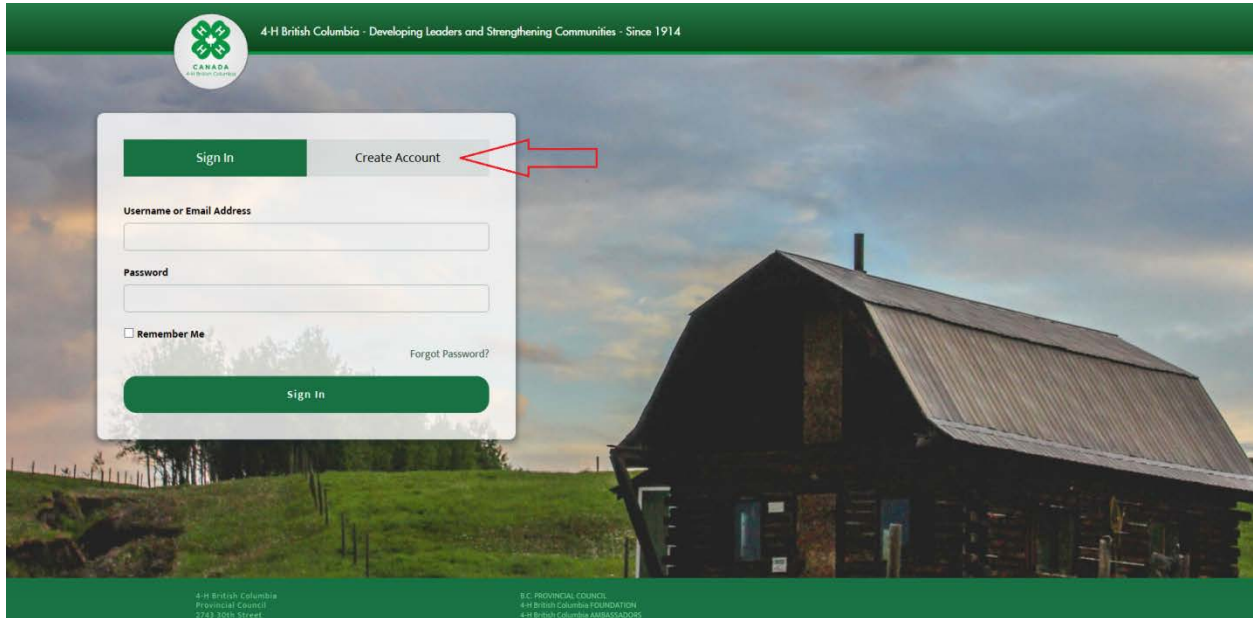
# 4-H BC Electronic Registration User Guide

For Individual Member Registration

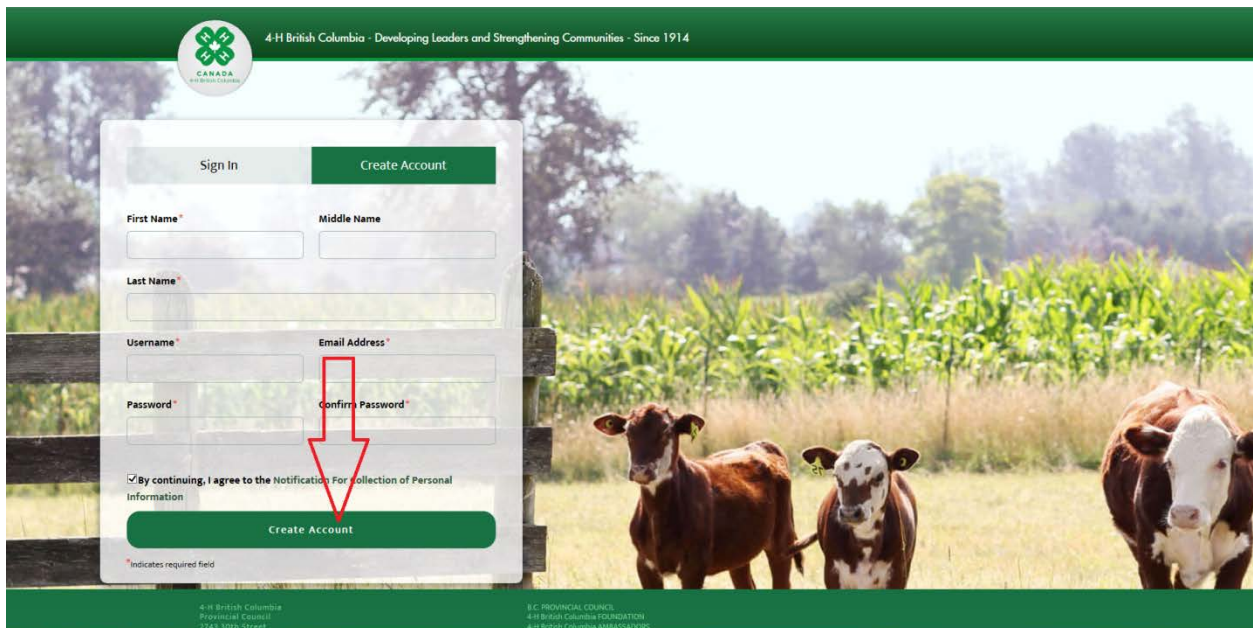


**This user guide will walk you through the process for registering an individual member. Account must be created in Member's name, not parent's name.** Please refer to user guide 4-H BC Family Registration if registering more than one member per family.

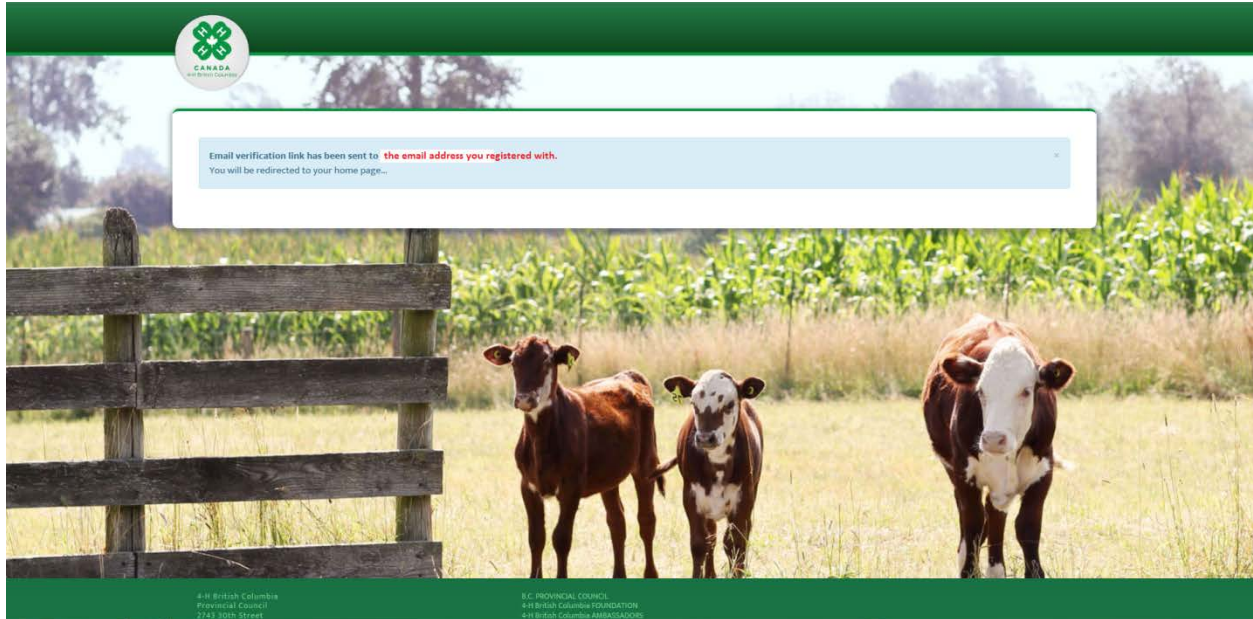
**Step 1.** Go to <http://www.bc4h.bc.ca/home>. On the right hand column, scroll down towards the bottom and click on the JOIN TODAY button. Welcome to the NEW 4-H BC Portal.



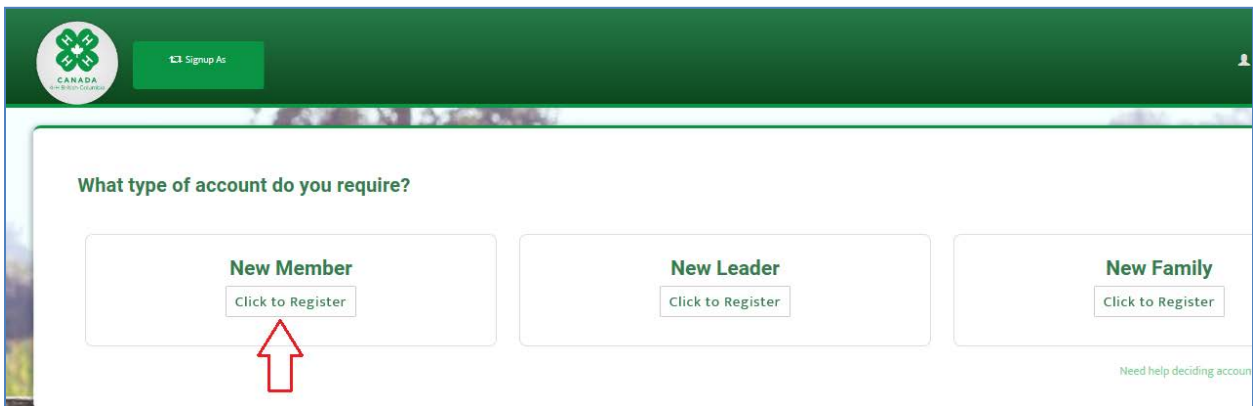
**Step 2.** Fill in the **member's name**, an email address and create a username and password, then click "Create Account" at the bottom of the window. **Please make note of the username and password that you created. You will need them to Sign In.**



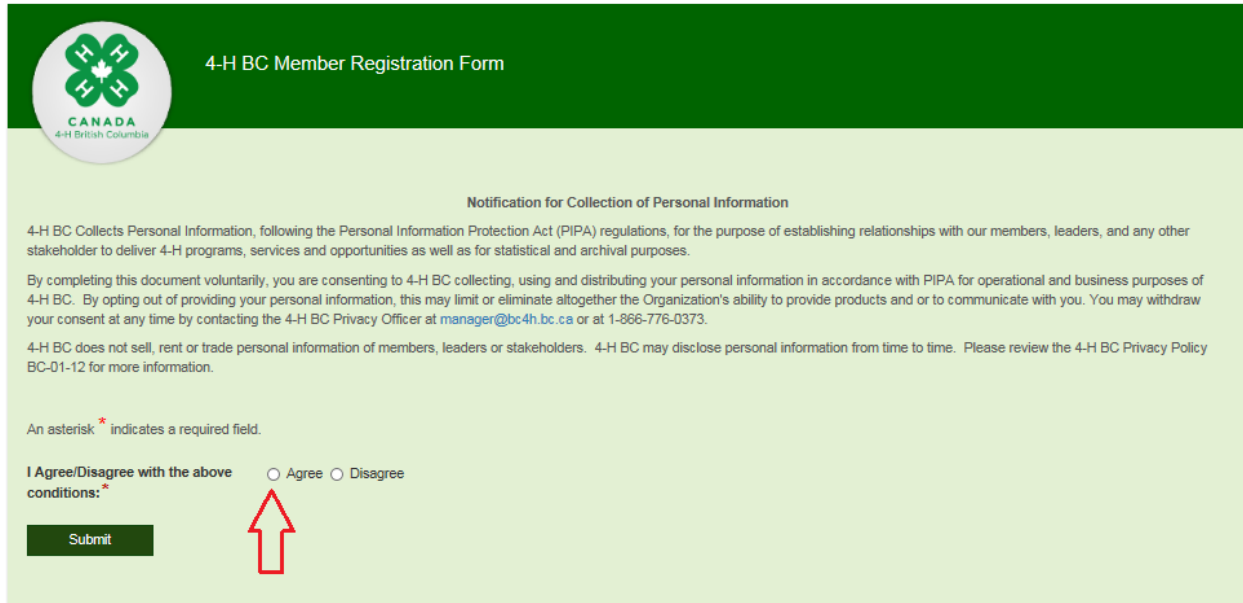
**Step 3.** After you click “Create Account” you will see a message indicating you must confirm your account. An email will appear in your email inbox. Depending on your security settings the email may go into your Spam or Junk mail folder. You must click on the “Confirm Email” link. **Do this after you finish the Registration process.** If you do not receive an email please do not create another account. Contact the [4-H BC office](#) or 1-866-776-0373.



**Step 4.** After confirming your account in the email you received, sign into the [4-hbconline.ca](http://4-hbconline.ca) portal. Below “**New Member**” select on “Click to Register”.



**Step 5a.** The “Notification for Collection of Personal Information will appear. Indicate your acceptance by clicking on “Yes”. If you select No the registration process will end.



**4-H BC Member Registration Form**

**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](mailto:manager@bc4h.bc.ca) or at 1-866-776-0373.

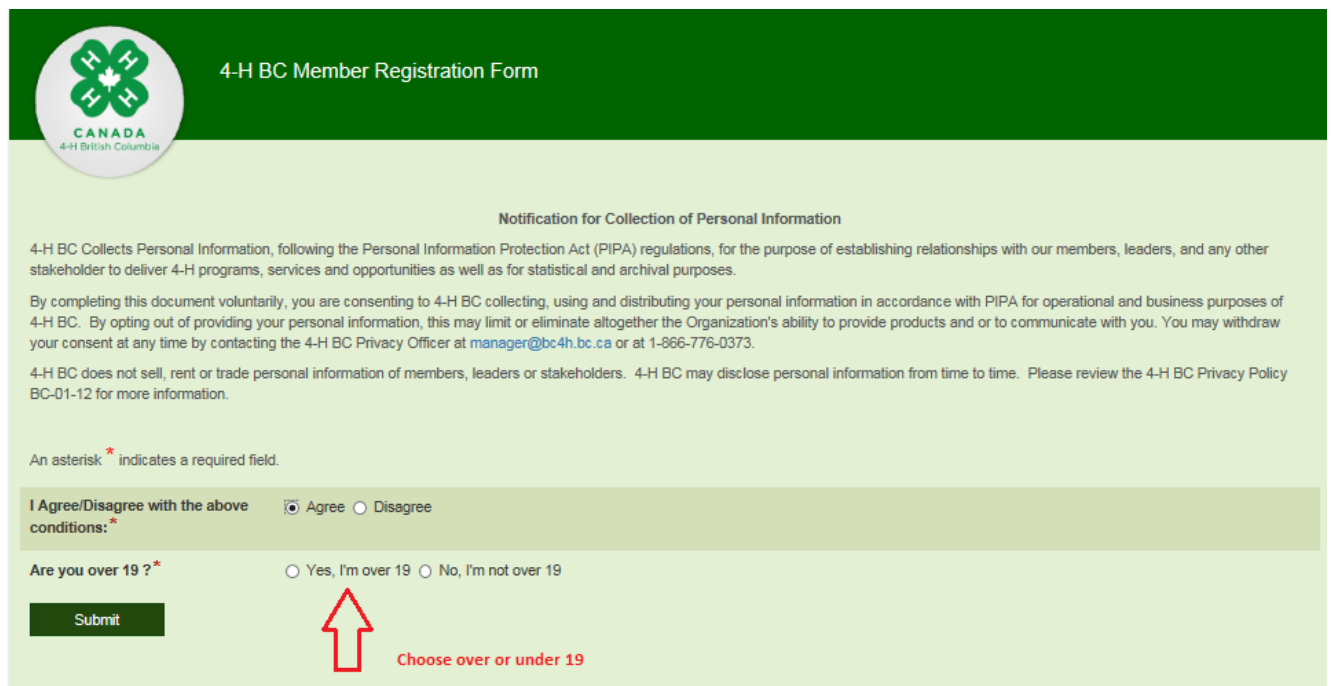
4-H BC does not sell, rent or trade personal information of members, leaders or stakeholders. 4-H BC may disclose personal information from time to time. Please review the 4-H BC Privacy Policy BC-01-12 for more information.

An asterisk \* indicates a required field.

I Agree/Disagree with the above conditions:\*

Agree  Disagree

**Step 5b.** Select “Over 19” or “Under 19” for 4-H member. If member is under 19 years of age, their parent/guardian must help you complete the registration.



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An asterisk \* indicates a required field.

I Agree/Disagree with the above conditions:\*

Agree  Disagree

Are you over 19?\*

Yes, I'm over 19  No, I'm not over 19

Choose over or under 19

**Step 6.** The Registration form then appears. Your name will be pre-populated. Begin filling in the rest of the form. All fields marked with a red asterisk (\*) are required fields. You cannot submit the form unless the required fields are completed .

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An asterisk \* indicates a required field.

I Agree/Disagree with the above conditions:  Agree  Disagree

Are you over 19 ?  Yes, I'm over 19  No, I'm not over 19

**Basic Information**

Date\*

First Name

Middle Name

Last Name

Year

Gender\*

Date of Birth\*

Email

Residence\*

Consent to receive email correspondence ?  Yes  No

**Step 7.** Accept the 4-H Member Family Code of Conduct. If you select Disagree, the registration process will end.

Member: I Agree/Disagree with the Code of Conduct\*  Agree  Disagree

Parent/Guardian: I Agree Disagree with the Code of Conduct\*  Agree  Disagree

**Step 8.** Using the drop down menus, select a club and project. You may join more clubs or add more projects by using the “Add me to more clubs” form once this application has been processed. The Club “A” Leader for this club will process your Registration.

Please select your 1st club details. (You can add more after registering)

Region*	District*	Club*	Project*	Unit	Position
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please select an option.

Your club "A" Leader:

Club "A" Leader Name*	Club Leader Email*	Key Leader Email*
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Step 9.** For persons under 19, please have a parent/guardian fill in Section 2 “Member-Parent Release” and “Medical History”. This gets filed with 4-H BC with the Members Application and will be available to your Club Leader for emergency situations.

**Member Parent Release**

Parent or Guardian Name\*  
 I,

am the (parent/guardian) of (4-H member)

Member Name:\*

and certify that he/she has my permission to participate in the 4-H program/opportunity as member of (club name)

Club Name:\*

is entirely at his/her own risk. This program/opportunity is of a strenuous nature both physically and mentally and it is of the member's well being that the following information is being requested.

The staff and volunteers of the 4-H program provide the best educational program possible. However, the success of the program is equally dependent on the 4-H member assuming mature, responsible and safe behaviour while in attendance. The standards of behaviour include the following rules:

1. Possession or use of alcoholic and/or illegal drugs is absolutely prohibited.
2. No 4-H member may leave the grounds without permission of a 4-H program staff member/leader/chaperone.
3. Co-ed visiting during non-designated times is not permitted.
4. Members are expected to behave at all times in a manner consistent with the educational purposes of the program.
5. The program is not without risk and members, in dealing with livestock or otherwise, are expected at all times to follow instructions, and to carry on in a safe manner.
6. Pre-arranged travel plans to and from the 4-H program/opportunity must be adhered to unless alternate arrangements have been authorized.

THOSE 4-H MEMBERS WHO DO NOT MAINTAIN THESE STANDARDS SHALL FORFEIT THE PRIVILEGE OF ATTENDING THIS 4-H OPPORTUNITY/PROGRAM AND RETURN HOME AT THEIR OWN COST, AND BE CHARGED IN FULL FOR THEIR PORTION OF ROOM AND BOARD.

**Family Doctor**

First Name*	Last Name*	Members Care Card #*	Other Hospital Insurance #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Family Doctors Address**

Address*	City*	Prov*	P Code*	Phone* (?)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



**Step 10.** Fill in the Medical Treatment Release. Type First and Last name in the agreement. These are submitted as an electronic signature.

Medical Treatment Release

Parent or Guardian Name\*

I,

as the parent or guardian under circumstances as stated below, hereby authorise the staff person/chaperone/leader in charge of the program to secure such medical advice and treatment as may be deemed necessary for the health and safety of my child or ward,

Child or Ward Name\*

and I agree to accept complete financial responsibility in excess of the benefits allowed by the Provincial Health Plan:

1. Where the health and well being of my child/ward is involved.
2. Where medical advice has been such that further services are required – services which require the consent of the parent or guardian.
3. Where all attempts to contact the parent or guardian have failed or where due to the nature of the emergency there is insufficient time to contact such parent or guardian, it will be at the discretion of the staff member/chaperone/leader in charge of the program as to what steps must be taken for the welfare and safety of my child/ward.

**Step 11.** Below “Signatures” type your City/Town name in the “Signed at” box. These are submitted as an electronic signature. Click the “Agree” radio buttons to sign. The application is electronically submitted to the Club “A” leader of the club you selected earlier in the application. You will receive an email notifying you when your Registration has been processed.

Signatures

Signed at\* (?)  Date\*

Member: I agree with all conditions, please process my application\*  Agree  Disagree

Parent/Guardian - I agree with all conditions, please process my application\*  Agree  Disagree

Payment Method\*  Cash  Cheque

Please make payment to your Club Leader at your first meeting.

4-H BC Member Assessment Fee = \$90.00

**Step 12.** Please bring your payment to your first Club meeting, and deliver it to your Club Leader.

You will receive an email letting you know “Your 4-H BC Registration has been approved.”

Please note: the approval process may take up to 2 weeks to complete.

Congratulations! You have completed phase 1 of the

new 4-H BC Enrolment process. Now you can move on to phase 2 to add

up to 3 additional projects if applicable.



## PHASE 2: Choose Additional Clubs and/or Project (s)

For each additional Club or project you which to join you will need to complete one of these forms.

**Step 1.** Once you have received an email saying “Your 4-H BC Registration has been approved”, you are able to sign into the online registration system again. (Fill in your Username and Password, then click “Sign In” at the bottom of the window. **Please do not complete if you are registering in 1 project for the year.**)

4-H British Columbia - Developing Leaders and Strengthening Communities - Since 1914

4-H CANADA  
4-H British Columbia

Sign In Create Account

Username or Email Address  
Jane

Password  
Doe

Remember Me [Forgot Password?](#)

Sign In

4-H British Columbia  
Provincial Council  
2743 30th Street

B.C. PROVINCIAL COUNCIL  
4-H British Columbia FOUNDATION  
4-H British Columbia AMBASSADORS

**Step 2.** When the Member Landing Page loads, click “Clubs and Projects” (chevron A) and then click “Add me to another club or add more projects” (chevron B)

4-H CANADA  
4-H British Columbia

Yearly Registration Clubs and Projects

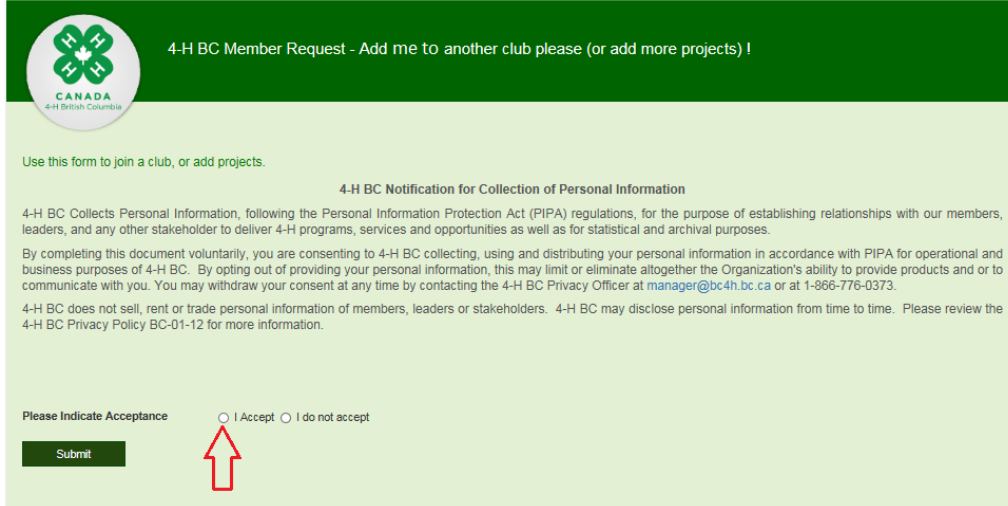
Add me to another club or add more projects

A

B



**Step 3.** The “Notification for Collection of Personal Information” agreement appears. Click “I accept”.



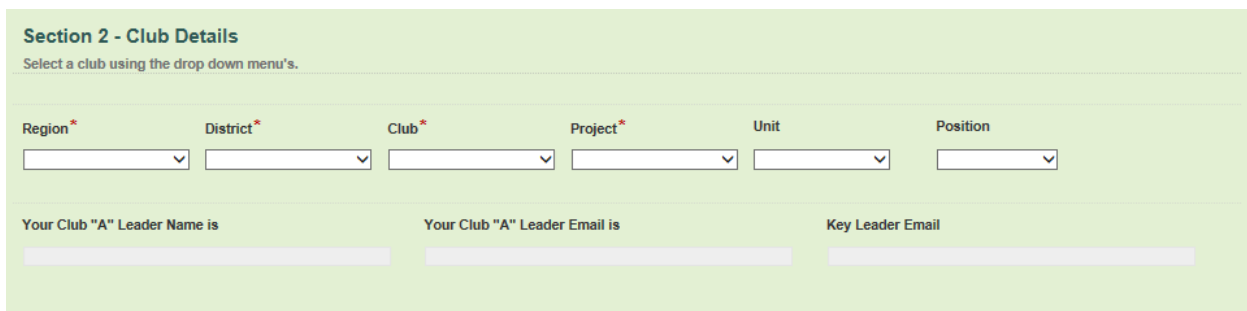
The screenshot shows the top portion of a green-themed web form. At the top left is the 4-H Canada logo. The header text reads "4-H BC Member Request - Add me to another club please (or add more projects) !". Below the header, there is a sub-header "4-H BC Notification for Collection of Personal Information" followed by several paragraphs of text explaining the privacy policy. At the bottom of this section, there is a "Please Indicate Acceptance" label and two radio buttons: "I Accept" and "I do not accept". A red arrow points to the "I Accept" radio button. Below the radio buttons is a dark green "Submit" button.

**Step 4.** Section 1 of the “Add me to another club please!” form appears. “Member Details” will auto populate your name for you.



The screenshot shows a form titled "Section 1 Member Details". It contains several input fields: "Date" with a calendar icon and the value "1/23/2017"; "First Name" with the placeholder "First Name"; "Middle Name" with the placeholder "Middle Name"; "Last Name" with the placeholder "Last Name"; "Email Address" with an empty field; and "Enrollment Year" with the value "2017".

**Step 5.** In Section 2 – Select the appropriate Region, District, Club, and Project using the dropdown menu’s.



The screenshot shows a form titled "Section 2 - Club Details". It starts with the instruction "Select a club using the drop down menu's.". Below this are six dropdown menus labeled "Region\*", "District\*", "Club\*", "Project\*", "Unit", and "Position". At the bottom of the form, there are three text input fields: "Your Club 'A' Leader Name is", "Your Club 'A' Leader Email is", and "Key Leader Email".

**Step 6.** After choosing a Club, the appropriate Club “A” Leader, and Key Leaders email addresses will be automatically Populated in the form. Select either I Agree to I Disagree to the “Promotional Consent Release” agreement.

<b>Your Club Leader Name is:</b>	<b>Your Club Leader Email Is:</b>	<b>The Key Leader Email Is?</b>
4-H Club Leader	4hclubleader@email.email	4hkeyleader@email.email

### Promotional Consent Release

As custodial parent and/or guardian of the above 4-H member, I hereby permit the 4-H BC Provincial Council to use any photo, audio, digital, electronic or video recording with or without the name of this member in any 4-H print, electronic or audiovisual information in their entirety or portion thereof for the purpose of 4-H Program awareness and/or promotion within the 4-H organization or to the general public.

If for any reason the above member and/or his/her custodial parent and/or guardian wishes to revoke the above agreement now or in the future, a request in writing must be expediently forwarded to: Manager, 4-H BC Provincial Council, 2743 – 30<sup>th</sup> Street, Vernon, BC V1T 5C6. The 4-H BC Provincial Council will make every effort to ensure, to the extent of the 4-H BC Provincial Council’s jurisdiction, that this request will be honoured. The 4-H BC Provincial Council cannot be held responsible for the actions of any other agency or individual with respect to the above agreement.

By submitting this application you are requesting membership to the Club and Projects you have selected. You may join additional club's by selecting this form again from your portal menu. You may join as many clubs as you like.

I agree  
 I do not agree

**Submit**

**Step 7.** Click “Submit”. The club enrollment form will now be submitted directly to the Club A Leader for review and acceptance. You will receive an email informing you of your acceptance after the form has been processed.

Congratulations, you have now completed registration!