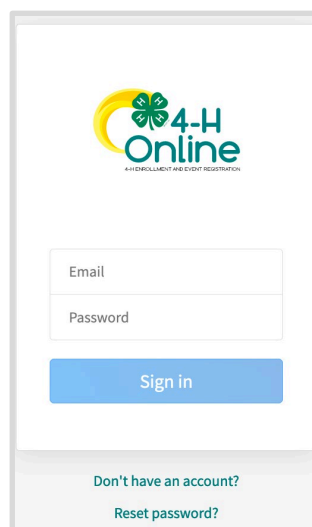# Enrolling in 4-H Online as a Returning Adult Volunteer

Logging in to an Existing 4-H Online Account

1. If you had an account in 4-H Online version 1.0, go to http://v2.4honline.com.
2. Enter your email address and password.
3. Click Sign-In
4. Continue to Youth and Mini 4-H Member Enrollment to re-enroll youth members, to Adult Enrollment to re-enroll Adult members or to Adding New Members to add new Family Members.
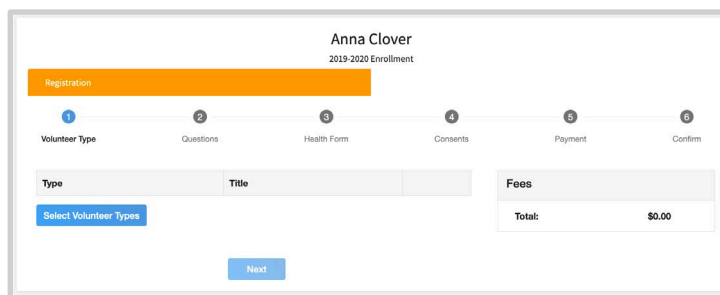
If you have forgotten your password, click "Reset Password?" to receive an email with a link to set a new password.
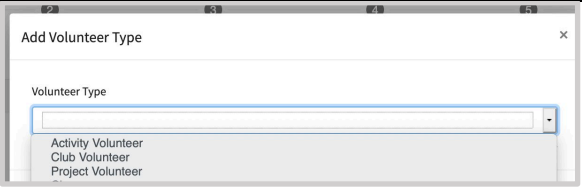

Adult Volunteer Enrollment

If you are returning to 4-H, your Volunteer record will be listed on the family Member List. Click "Enroll Now" under the Program in which you would like to enroll. If you receive a message that you are unable to do so, click View next to your name and enter your birthdate. You will then be able to enroll yourself.
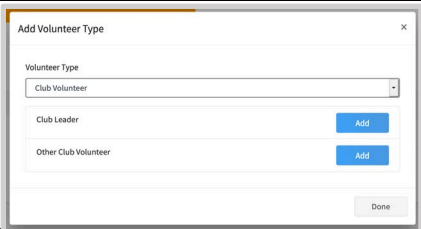
1. Click Select Volunteer Types to indicate how you are planning to participate in the program throughout the year. At least one Volunteer Type is required and a volunteer can select more than 1.
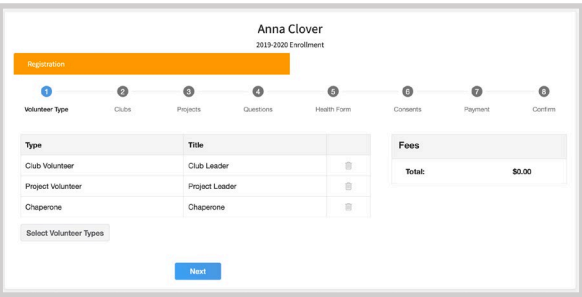
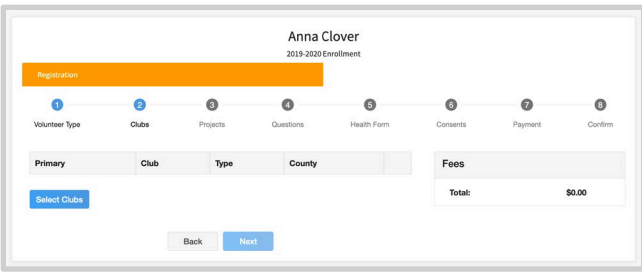|	
2. Select a Volunteer Type	
3. Click Add next to your Volunteer Type Role.	
4. Repeat steps 1-4 for each Volunteer type that you would like to participate as. 5. Click the small trash can icon to remove any Volunteer Types. 6. Click Next. *Note if you did not select A Club or Project Volunteer type you can skip to step 15.*	
7. If you have selected a Club Volunteer Type, click "Select Clubs" to choose the Clubs with which you would like to Volunteer. NOTE: If you did not select a Club Volunteer Type, you will not see this screen.	
8. Select the County, Club and Volunteer type that corresponds with the Club in which you would like to participate. 9. Click Add next to the Club. 10. Repeat steps 8-10 for each Club in which you would like to participate.	
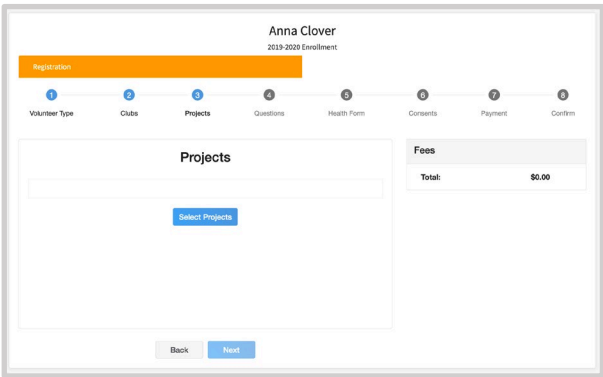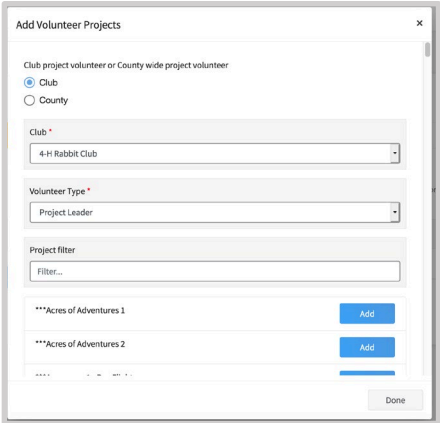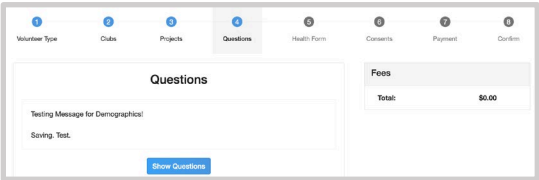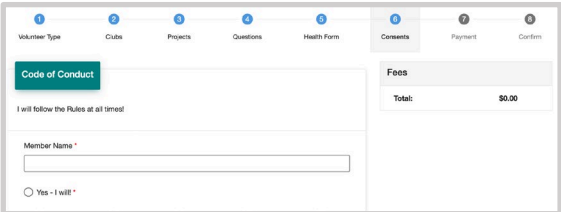
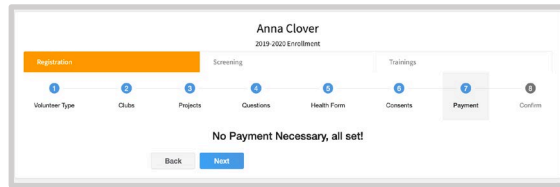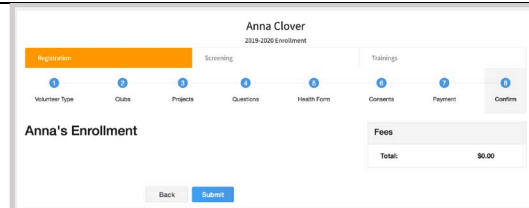|	
11. If you have selected to participate as a Project leader, you will be prompted to select a Project. Click Select Projects. NOTE: If you did not select a Project Volunteer Type, you will not see this screen.	Anna Clover 2019-2020 Enrollment Registration ① Volunteer Type ② Clubs ③ Projects ④ Questions ⑤ Health Form ⑥ Consents ⑦ Payment ⑧ Confirm **Projects** Select Projects Fees Total: $0.00 Back Next
12. Select Club if you are a project leader for a specific Club, and select the Club. Then select the Project Volunteer Type that best describes your involvement. 13. If you are a Project Volunteer for the entire County associated with your Family Profile, select County. 14. Click Add next to the Project that you will be working with.	Add Volunteer Projects ✕ Club project volunteer or County wide project volunteer ● Club ○ County Club * 4-H Rabbit Club Volunteer Type * Project Leader Project filter Filter... ***Acres of Adventures 1 [Add] ***Acres of Adventures 2 [Add] Done
15. Click Show Questions. 16. Complete the Questions section. 17. When you are finished, click the Next button.	① Volunteer Type ② Clubs ③ Projects ④ Questions ⑤ Health Form ⑥ Consents ⑦ Payment ⑧ Confirm **Questions** Testing Message for Demographics! Saving. Test. Show Questions Fees Total: $0.00
18. Complete the Consents. 19. Click Next at the bottom of the page.	① Volunteer Type ② Clubs ③ Projects ④ Questions ⑤ Health Form ⑥ Consents ⑦ Payment ⑧ Confirm **Code of Conduct** I will follow the Rules at all times! Member Name * ○ Yes – I will! * Fees Total: $0.00

4-H Online
4-H ENROLLMENT AND EVENT REGISTRATION

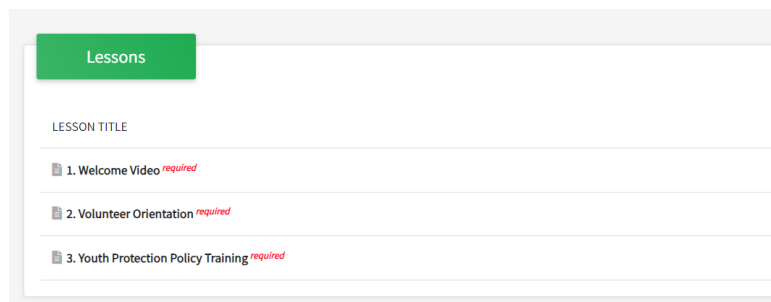|	
20. Payment is not necessary for Adult Volunteers. Select Next at the bottom of the page.	Anna Clover 2019-2020 Enrollment Registration — Screening — Trainings ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ Volunteer Type Clubs Projects Questions Health Form Consents Payment Confirm **No Payment Necessary, all set!** Back Next
21. Click Submit.	Anna Clover 2019-2020 Enrollment Registration — Screening — Trainings ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ Volunteer Type Clubs Projects Questions Health Form Consents Payment Confirm **Anna's Enrollment** ┊ Fees Total: $0.00 Back Submit

Volunteer Training

You will see a Training tab upon submitting enrollment. Click the title of a lesson to begin. You must complete all 4 lessons to pass and be approved as a volunteer. Completion of all 4 lessons will take just less than under an hour. You can exit at any time and come back to complete, but know you will not be approved until all lessons are finshed.	**Lessons** LESSON TITLE 📄 1. Welcome Video *required* 📄 2. Volunteer Orientation *required* 📄 3. Youth Protection Policy Training *required*
Launch the course and allow each training to completely run through all slides before exiting. **Note** on lessons 2-3 you cannot skip through the slides, you must go through each one as it follows to get credit at the end. Also if prompted to click NEXT or CONTINUE at the end of each one do so until it takes you back to 4-H Online. On lesson 2, in the quiz, you will select your answer and click the "check mark" in the bottom right corner to submit the answer.	Click here to launch the course. Return to 4-H Online

4-H Online
4-H ENROLLMENT AND EVENT REGISTRATION