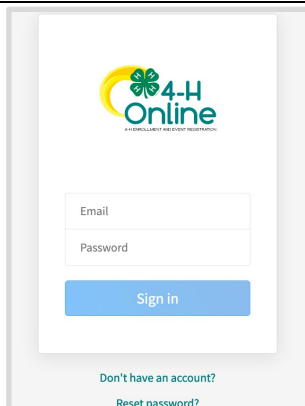




## Enrolling in 4-H Online as a NEW Adult Volunteer

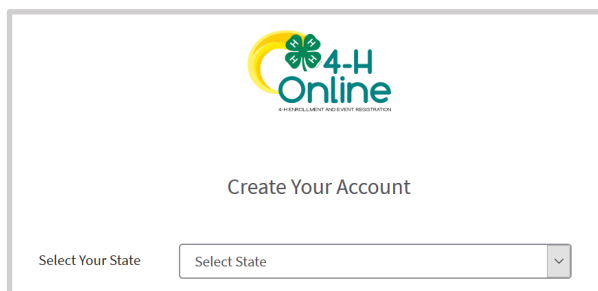
### Creating a New 4-H Online Account

1. Go to <http://v2.4honline.com>.
2. Click “Don’t have an account?” if you have never enrolled in 4-H before using 4-H Online.



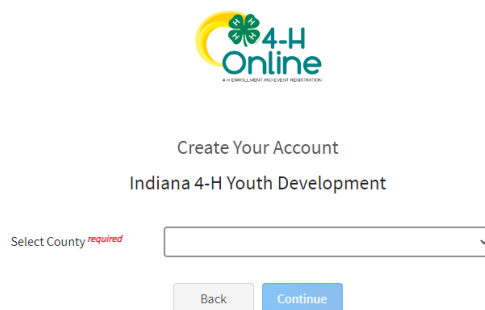
The screenshot shows the 4-H Online login page. At the top is the 4-H Online logo. Below it are two input fields: "Email" and "Password". A blue "Sign in" button is positioned below the password field. At the bottom of the page, there are two links: "Don't have an account?" and "Reset password?".

3. Select Indiana from the drop-down menu.

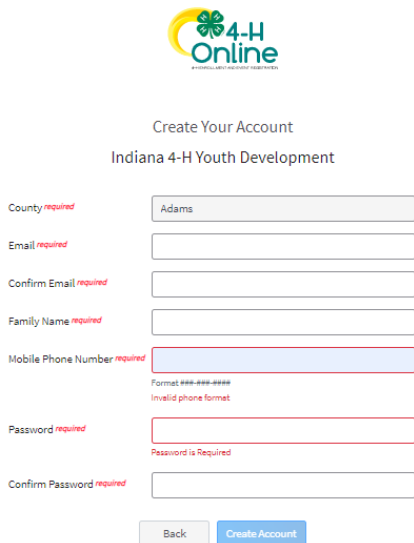
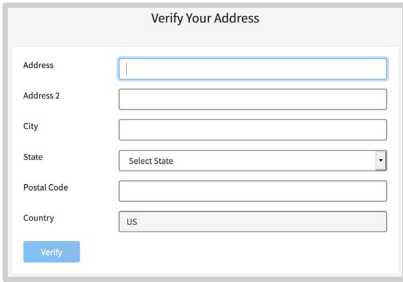
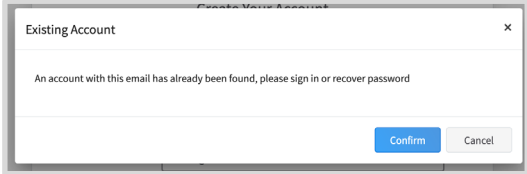
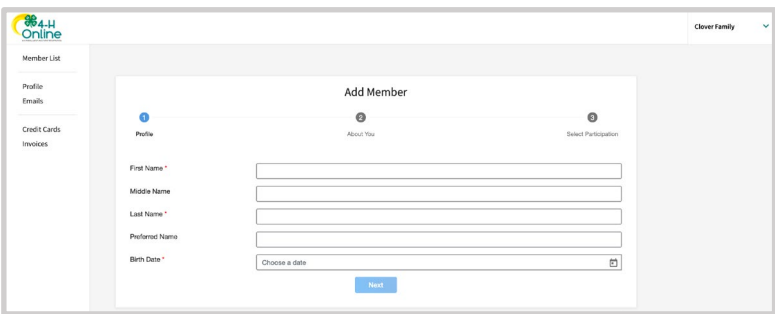


The screenshot shows the "Create Your Account" page on 4-H Online. The 4-H Online logo is at the top. Below the logo, the text "Create Your Account" is centered. At the bottom, there is a label "Select Your State" followed by a drop-down menu that currently displays "Select State".

4. Choose your county from the drop-down menu.



The screenshot shows the "Create Your Account" page for Indiana 4-H Youth Development. The 4-H Online logo is at the top. Below the logo, the text "Create Your Account" is centered, followed by "Indiana 4-H Youth Development". Below this, there is a label "Select County" followed by a red asterisk and the word "required", and a drop-down menu. At the bottom, there are two buttons: "Back" and "Continue".

|                                                                                                                                                                                                                               |                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>Complete your family's information.</li> <li>Click the Create Account button.</li> </ol>                                                                                               |    |
| <ol style="list-style-type: none"> <li>Enter your family's address information.</li> <li>Click the Verify button.</li> </ol> <p>NOTE: The verification process may require you to select an appropriate USPS format.</p>      |   |
| <ol style="list-style-type: none"> <li>If you create a new account and an existing account is found, click the Confirm button and continue to Logging in with an Existing 4-H Online Account.</li> </ol>                      |  |
| <h2 style="text-align: center;">Adding a New Member to the Family</h2>                                                                                                                                                        |                                                                                      |
| <ol style="list-style-type: none"> <li>Enter the member's (volunteer) information.</li> <li>Click the Next button.</li> </ol> <p>NOTE: fields marked with a red asterisk ( * ) are required fields and must be completed.</p> |  |

3. Complete the “About You” form with the requested information.
4. Click the Next button.

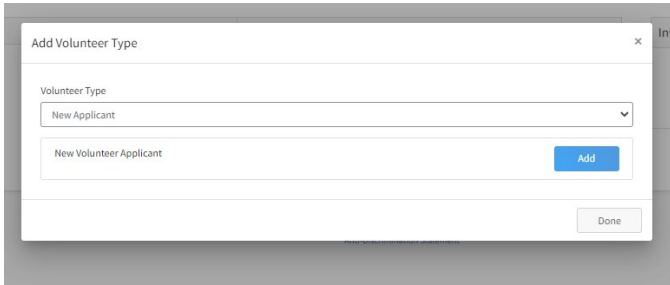
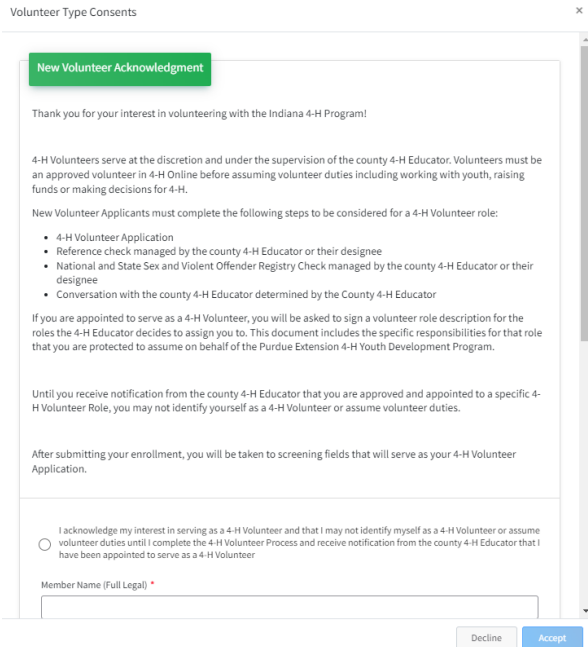
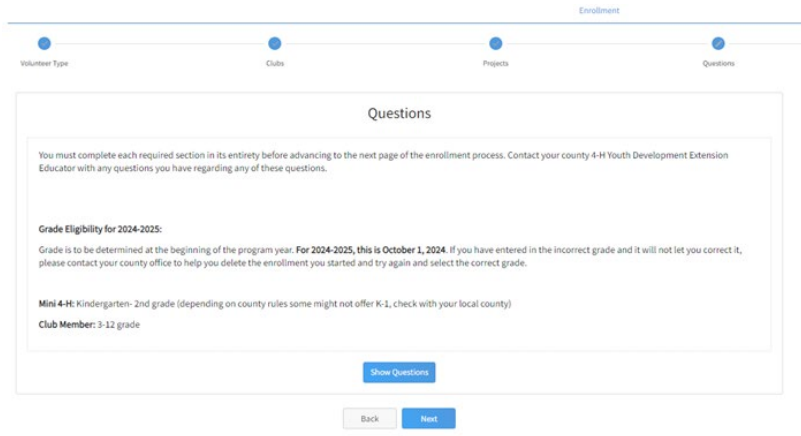
5. Select your method of participation.
6. Click the Finish button.

If you are participating as an Adult Volunteer, continue to the [Adult Volunteer Enrollment](#) instructions.

## Adult Volunteer Enrollment

If you are a new volunteer and your name is not yet listed, click “Add Member” and follow the steps above for “Adding a New Member to the Family,” then continue to Step 1 below.

1. Click Select Volunteer Types to indicate you are a “New Applicant”. You **MUST** select that role when first enrolling in 4-H Online. Exceptions: unless directed differently by your 4-H Educator as you completed the New Volunteer Application on paper or additional roles can be selected if allowed by the educator. Other Types can be found on the chart at the end of these directions.

|                                                                                                                                                                                     |                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|                                                                                                                                                                                     |                                                                                      |
| 2. Select the New Volunteer Applicant Type                                                                                                                                          |    |
| 3. Sign the Consents for the designated New Volunteer Applicant role.                                                                                                               |   |
| 4. Click Show Questions.<br>5. Complete the Questions section.<br>6. When you are finished, click the Next button.<br><br>NOTE: Any questions with a red asterisk (*) are required. |  |
|                                                                                                                                                                                     |                                                                                      |

7. Complete the Consents.
8. Click Next at the bottom of the page.

9. Click Submit.

## Volunteer Screening

1. Please select “Show Screening” to complete the questions and then “Submit”.

## Volunteer Training

1. You will now complete your trainings. For new Volunteers there should be three to complete. Select the name of the training to begin.

2. Launch the course and allow each training to completely run through all slides before exiting.

**\*\*Note\*\*** These trainings are best completed on a computer and using Mozilla Firefox or Google Chrome web browsers. These can be completed on your phone if a computer is not available, but know sometimes there are complications. If you complete your training and it is not marking you "Passed", take a screenshot of your completion page in the training and contact your county office to have you marked as passed. These trainings also require pop-up blockers to be enabled.

[Click here to launch the course.](#)

[Return to 4-H Online](#)

| Volunteer Type in 4-H Online | Volunteer Role in 4-H Online                                                                                                     | Description of Volunteer Role                                                                                                                                                                                                                              | Qualifications                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Club Volunteer               | Club Organizational Leader<br>For: all club leaders, including Assistant Club Leader and Other Club Leaders.                     | Serve as a representative, advocate and promoter of the 4-H club and program with 4-H professionals, volunteers, members, families and the public.                                                                                                         | <ul style="list-style-type: none"> <li>Must be at least 21 years old and at least 4 years older than the oldest youth participant.</li> <li>Must work with at least one other club leader that is not a family member.</li> <li>See Volunteer Role Description for more.</li> </ul>                                                                                                                                                                      |
| Club Volunteer               | 4-H Affiliate Member<br>For: 4-H Council and/or 4-H Fair Board members                                                           | Provide guidance and support for the year-round County 4-H Youth Development Program. (Council)                                                                                                                                                            | <ul style="list-style-type: none"> <li>Must be at least 18 years old.</li> <li>See Volunteer Role Description for more.</li> </ul>                                                                                                                                                                                                                                                                                                                       |
| Club Volunteer               | Shooting Sports Coordinator                                                                                                      | Coordinate and manage the county 4-H Shooting Sports program, under the guidance of the County 4-H Extension Educator.                                                                                                                                     | <ul style="list-style-type: none"> <li>Must complete the Indiana 4-H Shooting Sports Coordinator Certification prior to assuming coordinator duties. Must be recertified every five years to retain coordinator role.</li> <li>Must be at least 21 years old and at least 4 years older than the oldest youth participant.</li> <li>See Volunteer Role Description for more.</li> </ul>                                                                  |
| Club Volunteer               | Shooting Sports Instructor                                                                                                       | Provide shooting sports opportunities in their certified discipline for 4-H members in grades 3-12.<br><br>Shooting sports disciplines include: <ul style="list-style-type: none"> <li>•Archery</li> <li>•Muzzleloader</li> </ul>                          | <ul style="list-style-type: none"> <li>Must complete the Indiana 4-H Shooting Sports Instructor Certification per discipline taught prior to assuming instructor duties.</li> <li>Must be at least 21 years old and at least 4 years older than the oldest youth participant.</li> <li>See Volunteer Role Description for more.</li> </ul>                                                                                                               |
| Club Volunteer               | Associate Shooting Sports Instructor                                                                                             | Provide shooting sports opportunities in their certified discipline for 4-H members in grades 3-12.<br><br>Shooting sports disciplines include: <ul style="list-style-type: none"> <li>•Archery</li> <li>•Muzzleloader</li> <li>•Outdoor Skills</li> </ul> | <ul style="list-style-type: none"> <li>Must complete the Indiana 4-H Shooting Sports Instructor Certification per discipline taught prior to assuming instructor duties.</li> <li>May be 18 years old and not enrolled as a 4-H member. Must work under the direct physical supervision of a certified 4-H Shooting Sports in the discipline until they are 21 years old as of October 1st.</li> <li>See Volunteer Role Description for more.</li> </ul> |
| Club Volunteer               | Unit Volunteer<br>For: Juntos 4-H, 4-H Project Discovery, Next Chapter 4-H, School based/after school/community-based volunteers | Deliver career mentor sessions or educational programs using 4-H curriculum, materials and delivery methods.                                                                                                                                               | <ul style="list-style-type: none"> <li>Must be at least 18 years old and not an enrolled 4-H member.</li> <li>See Volunteer Role Description for more.</li> </ul>                                                                                                                                                                                                                                                                                        |
| Program Volunteer            | General Program Volunteer                                                                                                        | Assist 4-H Professional with the organization and delivery of 4-H opportunities.                                                                                                                                                                           | <ul style="list-style-type: none"> <li>Must be at least 18 years old and not an enrolled 4-H member.</li> <li>See Volunteer Role Description for more.</li> </ul>                                                                                                                                                                                                                                                                                        |
| Program Volunteer            | Spark Club Volunteer                                                                                                             | Provide youth in grades 3-12 with a unique single focus educational experience for at least a six-hour time frame (one or multiple sessions) with a culminating activity to showcase what was learned.                                                     | <ul style="list-style-type: none"> <li>Must be at least 21 years old and at least 4 years older than the oldest youth participant.</li> <li>Must work with at least one other club leader that is not a family member.</li> <li>See Volunteer Role Description for more.</li> </ul>                                                                                                                                                                      |
| Project Volunteer            | Subject Matter/Project Leader<br>For: superintendents, committee members and coaches                                             | Provide knowledge, support and leadership to a specific subject matter or project as designated by the county 4-H Educator.                                                                                                                                | <ul style="list-style-type: none"> <li>Must be at least 18 years old and not an enrolled 4-H member. ATV project leaders, superintendents and coaches must be at least 21 years old.</li> <li>See Volunteer Role Description for more.</li> </ul>                                                                                                                                                                                                        |
| New Volunteer                | New Volunteer Applicant                                                                                                          | Online application for new volunteers and/or volunteers returning to a 4-H Volunteer role after a more than one-year lapse in service.                                                                                                                     | <ul style="list-style-type: none"> <li>Must meet the qualification of the prospective volunteer role.</li> </ul>                                                                                                                                                                                                                                                                                                                                         |