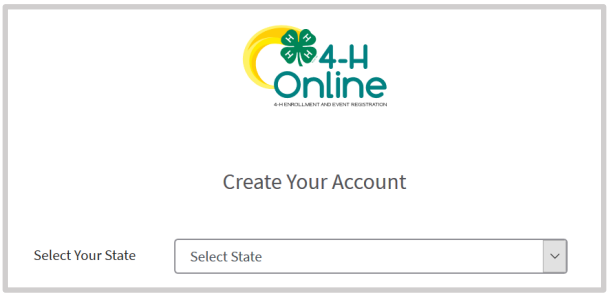
Enrolling in 4-HOnline as a NEW Adult Volunteer

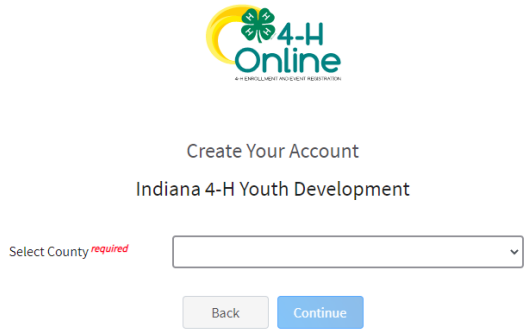
Creating a New 4-H Online Account

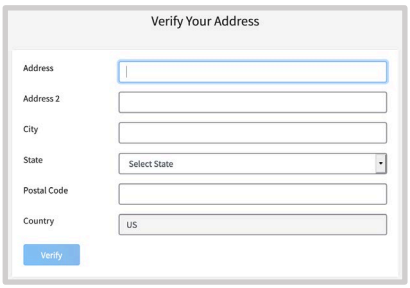
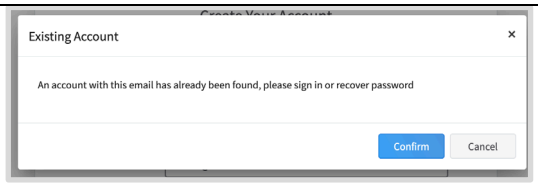
1. Go to http://v2.4honline.com.
2. Click “Don’t have an account?” if you have never enrolled in 4-H before using 4-H Online.

3. Select Indiana from the drop-down menu.

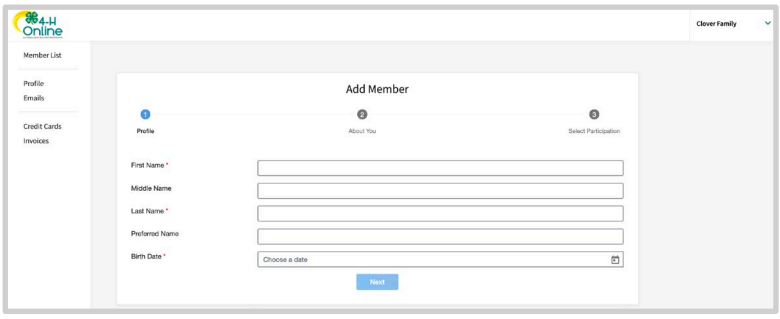


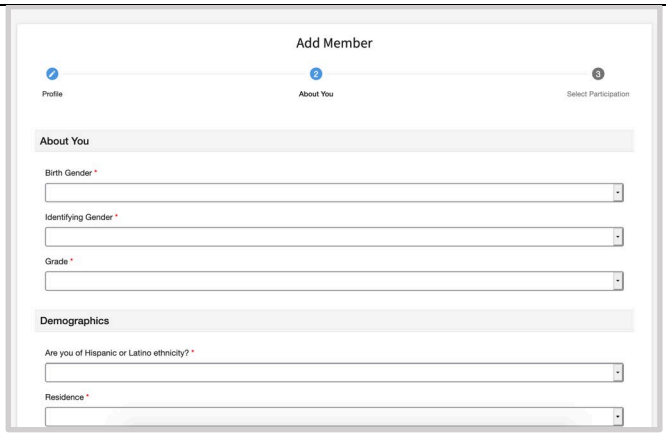
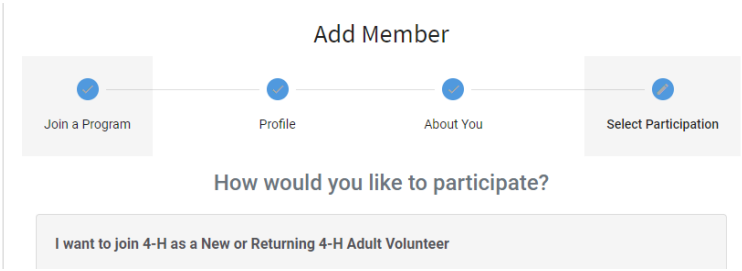
4. Choose your county from the drop-down menu.



5. Complete your family's information. 6. Click the Create Account button.	
7. Enter your family's address information. 8. Click the Verify button. NOTE: The verification process may require you to select an appropriate USPS format.	
9. 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.	

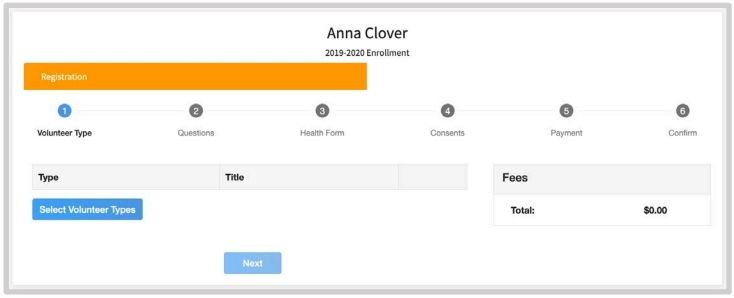
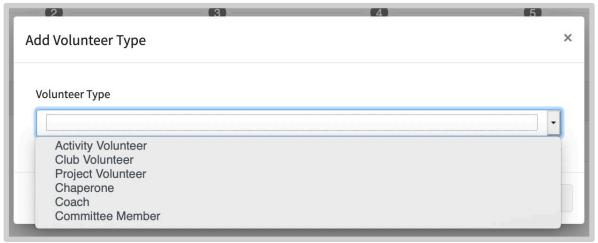
Adding a New Member to the Family

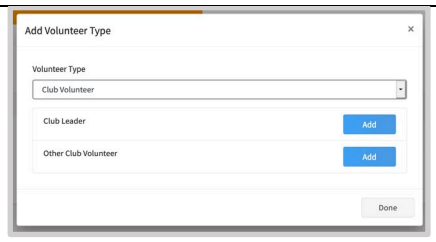
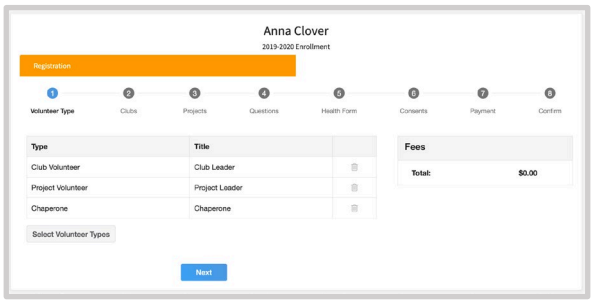
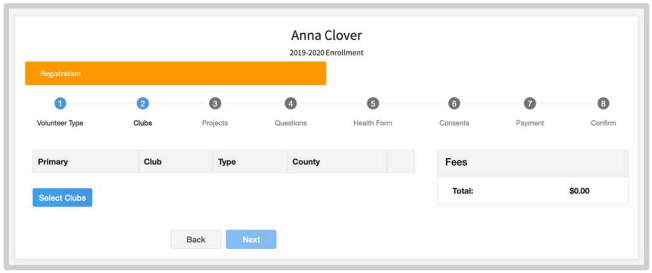
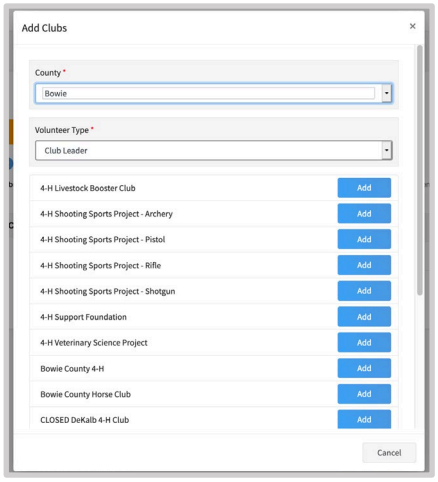
1. Enter the member's information. 2. Click the Next button. NOTE: fields marked with a red asterisk (*) are required fields and must be completed.	

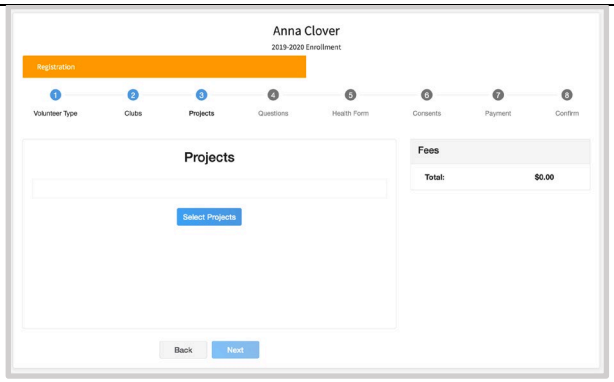
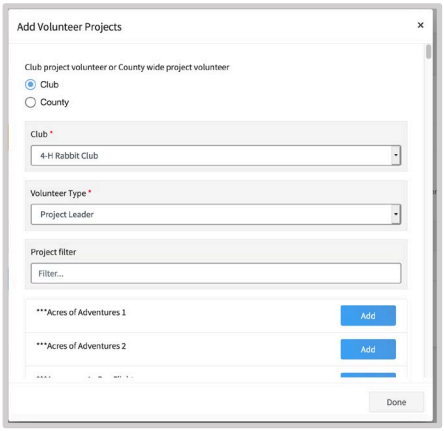
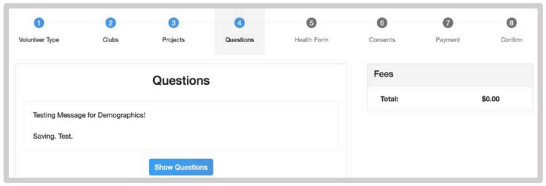
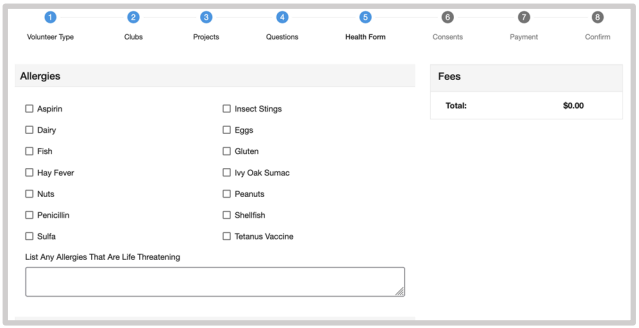
3. Complete the "About You" form with the requested information. 4. Click the Next button.	
5. Select your method of participation. 6. Click the Finish button. If you are participating as an Adult Volunteer, continue to the Adult Volunteer Enrollment instructions.	

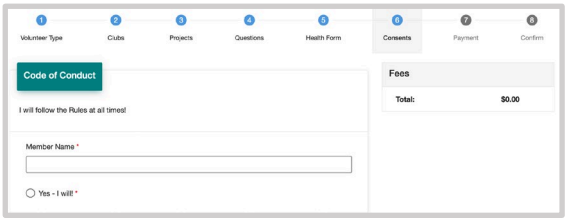
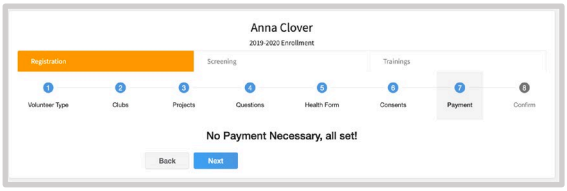
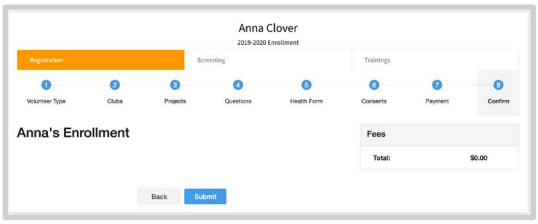
Adult Volunteer Enrollment

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

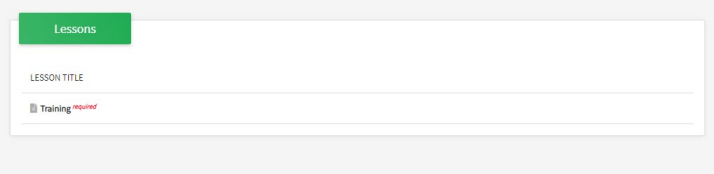
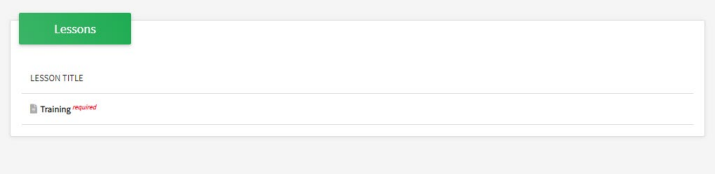
1. Click Select Volunteer Types to indicate how you are planning to participate in the program throughout the year. At least one Volunteer Type is required during the enrollment process. You may add additional Volunteer Types later, if needed.	
2. Select a Volunteer Type	

3. Click Add next to your Volunteer Type Role. *Note* There are 3 volunteer types; **club volunter**- club leaders **project volunteer** – project leaders **program volunteer** – other volunteer	
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.	
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.	
15. Click Show Questions. 16. Complete the Questions section. 17. When you are finished, click the Next button. NOTE: Any questions with a red asterisk (*) are required.	
18. Complete the Health Information and Consent. 19. Click the Next button at the bottom of the page.	

20. Complete the Consents. 21. Click Next at the bottom of the page.	
22. Payment is not necessary for Adult Volunteers. Select Next at the bottom of the page.	
23. Click Submit.	

Volunteer Training

You will see a Training tab upon submitting enrollment. Click the title of the training to select a lesson.	
Launch the course. *Note if you do not have Flash on your computer it will prompt you to allow it. This will then take you back to the previous screen where you will need to launch the course again to take it.**