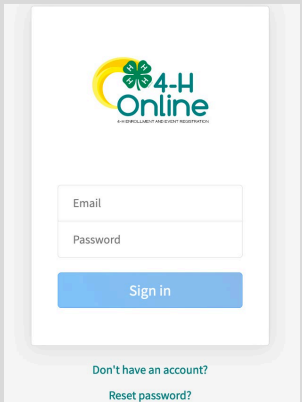
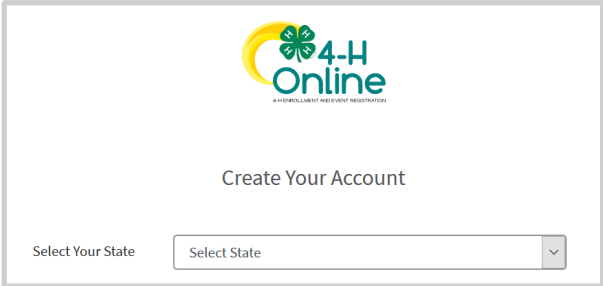
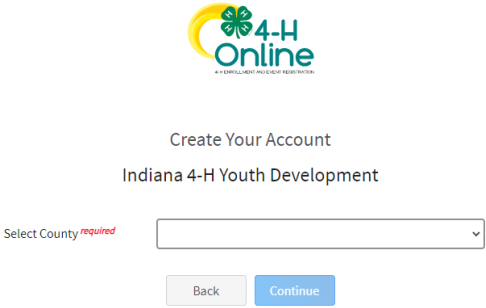
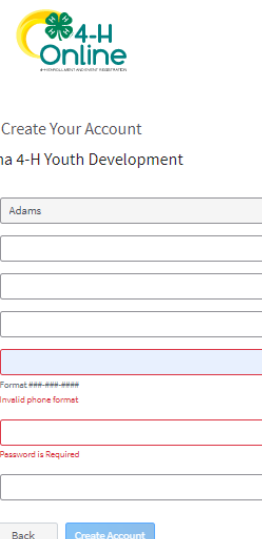
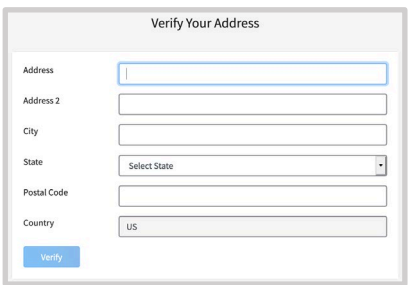
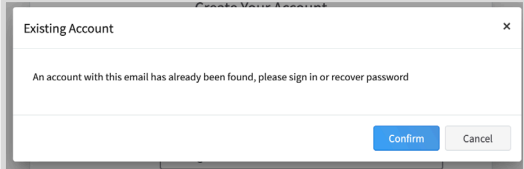
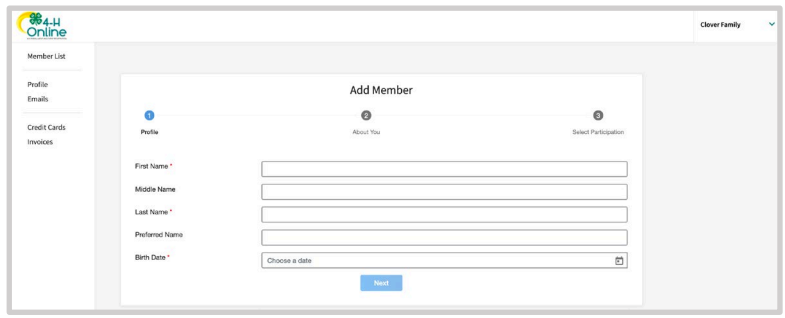




Enrolling in 4-H Online as a NEW Adult Volunteer

| Creating a New 4-H Online Account | |
|---|--|
| <ol style="list-style-type: none"> 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. |  |
| <ol style="list-style-type: none"> 3. Select Indiana from the drop-down menu. |  |
| <ol style="list-style-type: none"> 4. Choose your county from the drop-down menu. |  |

[Type here]

| | |
|---|--|
| <p>5. Complete your family's information.</p> <p>6. Click the Create Account button.</p> |  |
| <p>7. Enter your family's address information.</p> <p>8. Click the Verify button.</p> <p>NOTE: The verification process may require you to select an appropriate USPS format.</p> |  |
| <p>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.</p> |  |
| <h2>Adding a New Member to the Family</h2> | |
| <p>1. Enter the member's information.</p> <p>2. Click the Next button.</p> <p>NOTE: fields marked with a red asterisk (*) are required fields and must be completed.</p> |  |

[Type here]

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.

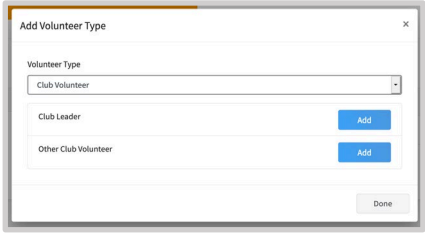
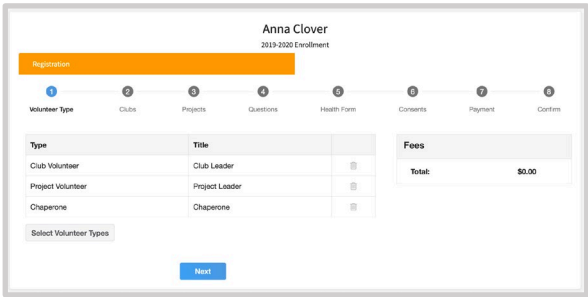
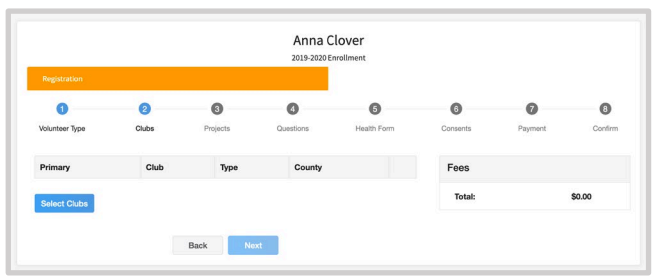
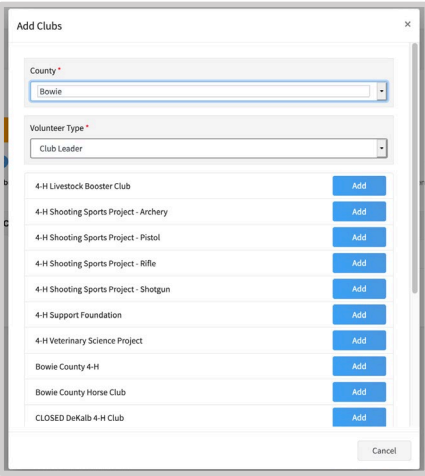
Adult Volunteer Enrollment

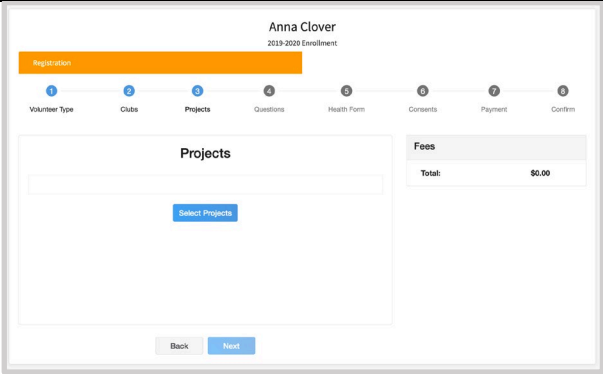
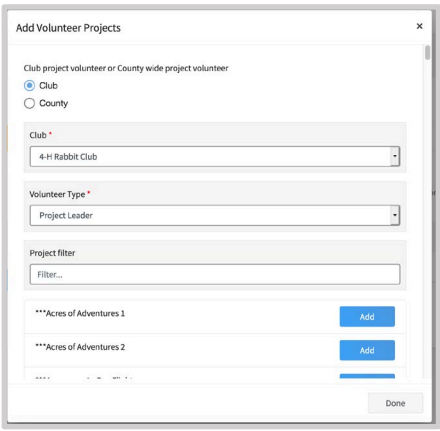
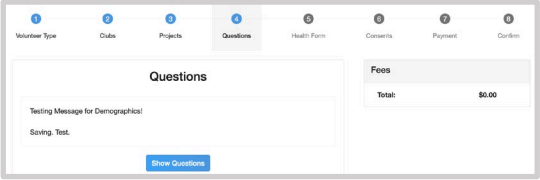
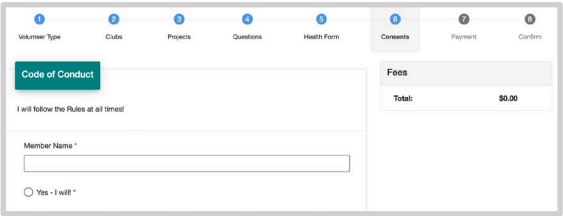
If you are a new volunteer and your name is not yet listed, click “Add Member” and follow the steps for [“Adding a New Member to the Family,”](#) then continue to Step 1 below.

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.

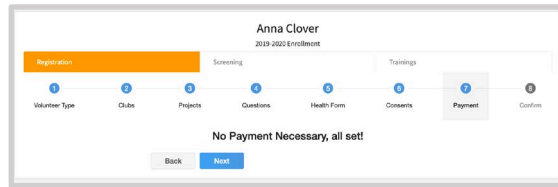
2. Select a Volunteer Type

| | |
|---|--|
| <p>3. Click Add next to your Volunteer Type Role.</p> <p>*Note* There are 3 volunteer types; club volunteer- club leaders project volunteer – project leaders program volunteer – other volunteer</p> |  |
| <p>4. Repeat steps 1-4 for each Volunteer type that you would like to participate as.</p> <p>5. Click the small trash can icon to remove any Volunteer Types.</p> <p>6. Click Next.</p> <p>*Note* if you did not select A Club or Project Volunteer type you can skip to step 15.*</p> |  |
| <p>7. If you have selected a Club Volunteer Type, click “Select Clubs” to choose the Clubs with which you would like to Volunteer.</p> <p>NOTE: If you did not select a Club Volunteer Type, you will not see this screen.</p> |  |
| <p>8. Select the County, Club and Volunteer type that corresponds with the Club in which you would like to participate.</p> <p>9. Click Add next to the Club.</p> <p>10. Repeat steps 8-10 for each Club in which you would like to participate.</p> |  |

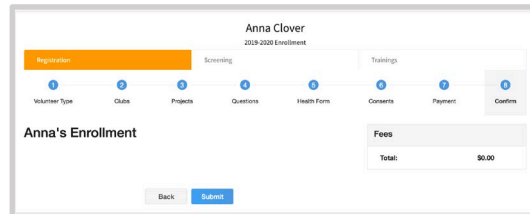
| | |
|---|--|
| <p>11. If you have selected to participate as a Project leader, you will be prompted to select a Project. Click Select Projects.</p> <p>NOTE: If you did not select a Project Volunteer Type, you will not see this screen.</p> |  <p>The screenshot shows the 'Projects' step in a registration process for Anna Clover's 2019-2020 Enrollment. A progress bar at the top indicates steps: 1. Volunteer Type, 2. Clubs, 3. Projects (highlighted), 4. Questions, 5. Health Form, 6. Consents, 7. Payment, 8. Confirm. The main content area is titled 'Projects' and contains a search bar and a 'Select Projects' button. On the right, there is a 'Fees' section with a 'Total' of '\$0.00'. At the bottom, there are 'Back' and 'Next' buttons.</p> |
| <p>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.</p> <p>13. If you are a Project Volunteer for the entire County associated with your Family Profile, select County.</p> <p>14. Click Add next to the Project that you will be working with.</p> |  <p>The screenshot shows a dialog box titled 'Add Volunteer Projects'. It has two radio buttons: 'Club project volunteer or County wide project volunteer'. The 'Club' option is selected. Below, there is a 'Club' dropdown menu showing '4-H Rabbit Club'. There is also a 'Volunteer Type' dropdown menu showing 'Project Leader'. A 'Project filter' input field is present. Below the filter, there are two project entries: '**Acres of Adventures 1' and '**Acres of Adventures 2', each with an 'Add' button. A 'Done' button is at the bottom right.</p> |
| <p>15. Click Show Questions.</p> <p>16. Complete the Questions section.</p> <p>17. When you are finished, click the Next button.</p> <p>NOTE: Any questions with a red asterisk (*) are required.</p> |  <p>The screenshot shows the 'Questions' step in the registration process. The progress bar at the top highlights step 4, 'Questions'. The main content area is titled 'Questions' and contains a text box with the text 'Testing Message for Demographic!' and 'Saving Test...'. Below the text box is a 'Show Questions' button. On the right, there is a 'Fees' section with a 'Total' of '\$0.00'. At the bottom, there are 'Back' and 'Next' buttons.</p> |
| <p>18. Complete the Consents.</p> <p>19. Click Next at the bottom of the page.</p> |  <p>The screenshot shows the 'Consents' step in the registration process. The progress bar at the top highlights step 6, 'Consents'. The main content area is titled 'Consents' and contains a 'Code of Conduct' section with a text box and a checkbox labeled 'I will follow the Rules at all times!'. Below this is a 'Member Name' text box and a radio button labeled 'Yes - I will *'. On the right, there is a 'Fees' section with a 'Total' of '\$0.00'. At the bottom, there are 'Back' and 'Next' buttons.</p> |

[Type here]

20. Payment is not necessary for Adult Volunteers. Select Next at the bottom of the page.

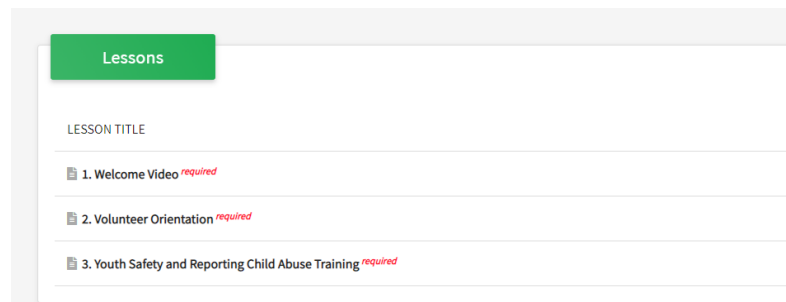


21. Click Submit.



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 a total of less than an hour. You can exit at any time and come back to complete, but know you will not be approved until all lessons are finished.



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](#)