

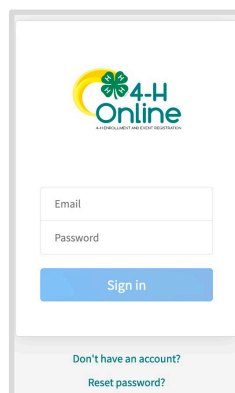


Enrolling in 4-H Online as a Returning Adult Volunteer

Logging in to an Existing 4-H Online Account

1. Go to <http://v2.4honline.com>.
2. Enter your email address and password.
3. Click Sign-In

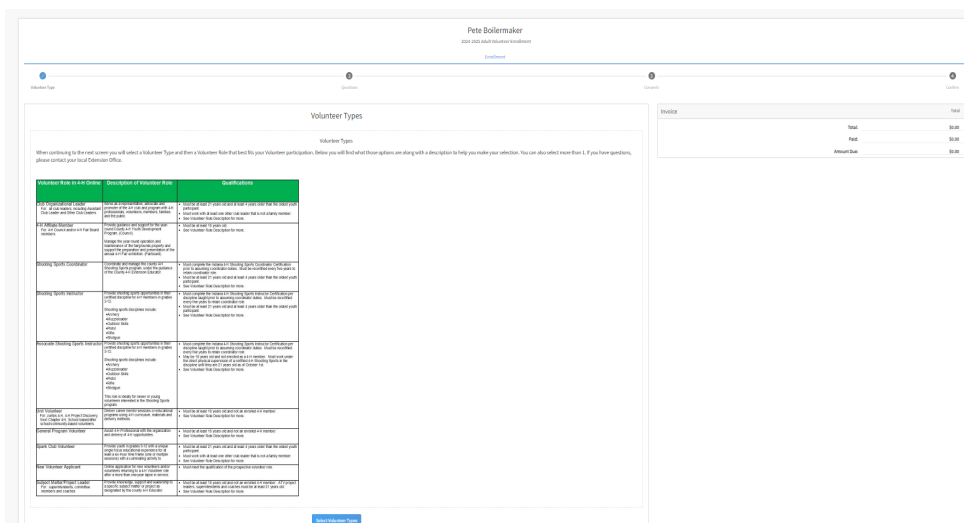
If you have forgotten your password, click “Reset Password?” to receive an email with a link to set a new password.



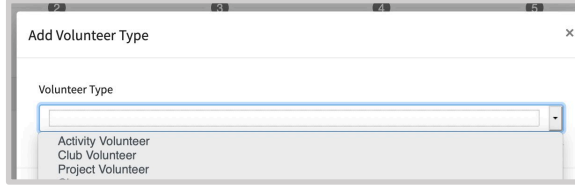
Adult Volunteer Enrollment

If you are returning to 4-H, your volunteer record will be listed on the family Member List. Click “Enroll Now” under “Purdue Extension/Indiana 4-H”.

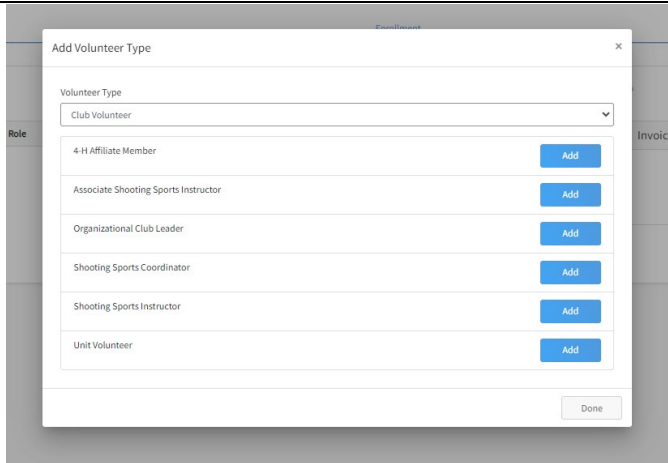
1. Click Select Volunteer Types to indicate how you are planning to participate in the program throughout the year. At least one Volunteer Type is required and a volunteer can select more than 1.



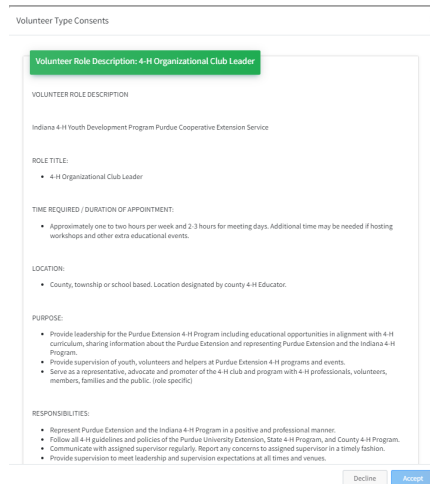
2. Select a Volunteer Type. A chart of these Types and Roles can be found at the end of these directions.



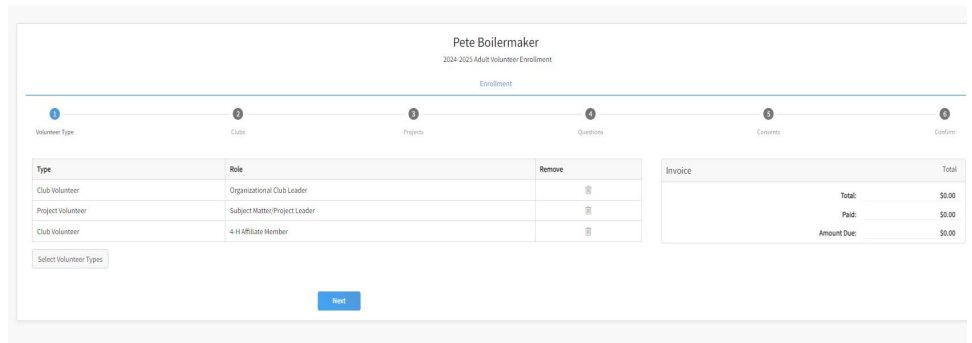
3. Click Add next to your Volunteer Type Role.



4. Sign the consents for your designated Volunteer Role.

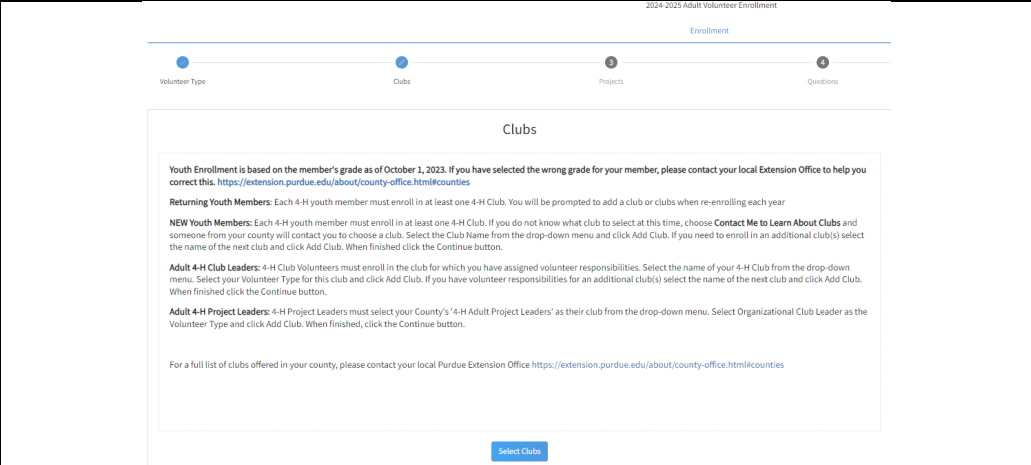


5. Repeat steps 1-4 for each Volunteer type that you would like to participate as.
 6. Click the small trash can icon to remove any Volunteer Types.
 7. Click Next.
 Note if you did not select A Club or Project Volunteer type you can skip to step 16.



8. If you have selected a Club Volunteer Type, click “Select Clubs” to choose the Clubs with which you would like to Volunteer.

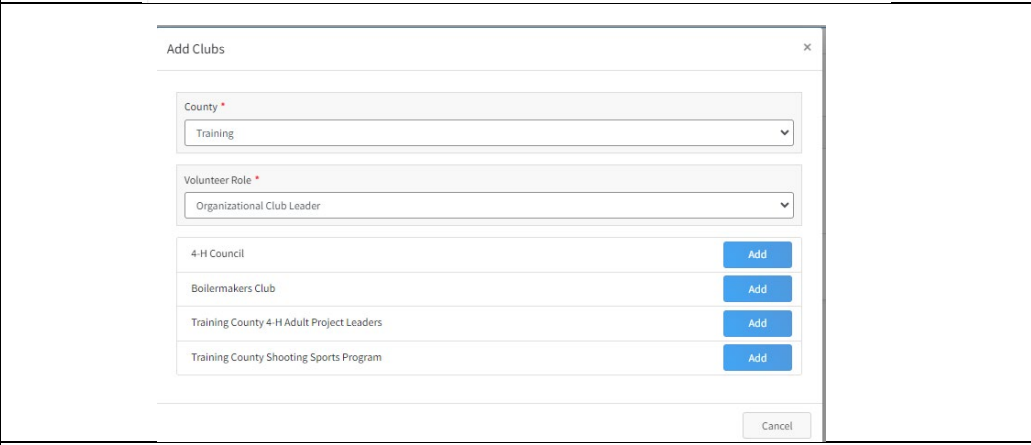
NOTE: If you did not select a Club Volunteer Type, you will not see this screen.



9. Select the County, Club and Volunteer type that corresponds with the Club in which you would like to participate.

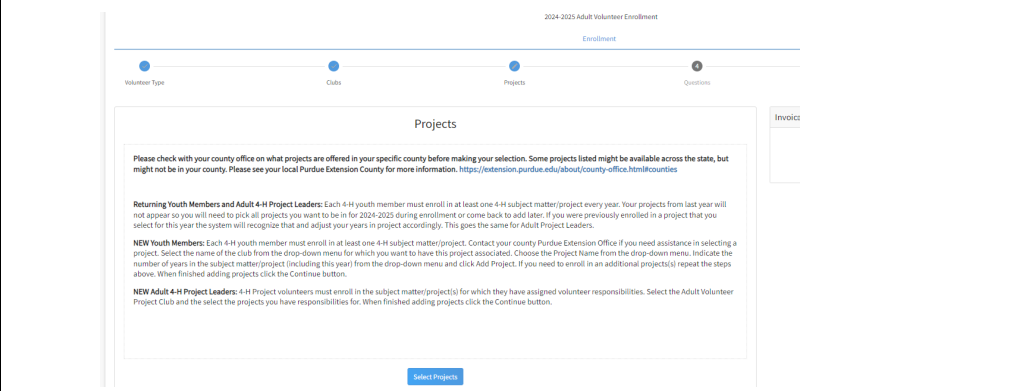
10. Click Add next to the Club.

11. Repeat steps 8-10 for each Club in which you would like to participate.



12. 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.



13. 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.

14. If you are a Project Volunteer for the entire

County associated with your Family Profile, select County.

15. Click Add next to the Project that you will be working with. Repeat steps 13-15 to add more projects.

Add Volunteer Projects

Club project volunteer or County wide project volunteer

Club

County

County *

Training

Type To Search...

Aerospace [Select](#)

Animal Education [Select](#)

Arts and Crafts [Select](#)

ATV Safety and Operator Skills [Select](#)

Beef [Select](#)

Beekeeping [Select](#)

Bicycle [Select](#)

Cake Decorating [Select](#)

Cat [Select](#)

Child Development [Select](#)

Communications [Select](#)

[Add](#) [Cancel](#)

16. Click "Show Questions".
17. Complete the Questions section.
18. When you are finished, click the Next button.

Enrollment

Volunteer Type Clubs Projects Questions

Questions

You must complete each required section in its entirety before advancing to the next page of the enrollment process. Contact your county 4-H Youth Development Extension Educator with any questions you have regarding any of these questions.

Grade Eligibility for 2024-2025:

Grade is to be determined at the beginning of the program year. For 2024-2025, this is October 1, 2024. If you have entered in the incorrect grade and it will not let you correct it, please contact your county office to help you delete the enrollment you started and try again and select the correct grade.

Mini 4-H: Kindergarten- 2nd grade (depending on county rules some might not offer K-1, check with your local county)

Club Member: 3-12 grade

[Show Questions](#)

[Back](#) [Next](#)

19. Click on "Show Consents" to complete the Consents.
20. Click Next at the bottom of the page when finished.

Pete Boilermaker

2024-2025 Adult Volunteer Enrollment

Enrollment

Volunteer Type Clubs Projects Questions

Consents

You must complete each section in its entirety before advancing to the next page of the enrollment process. Contact your county 4-H Youth Development Extension Educator with any questions you have regarding any of these authorizations. Authorizations become locked once your enrollment is submitted.

[Show Consents](#)

[Back](#) [Next](#)

[Invoice](#)

21. Click Submit.

The screenshot shows the 'Enrollment' step of the volunteer registration process for Pete Boilemaker. At the top, a progress bar indicates the steps: Volunteer Type, Clubs, Projects, Questions, Comments, and Confirm. The 'Enrollment' step is currently active. Below the progress bar, the user's name 'Pete Boilemaker' and the title '2024-2025 Adult Volunteer Enrollment' are displayed. The main content area is divided into several sections: 'Pete's Enrollment' with a profile picture and personal information (Birth Date: 7/1/1966, Age: 58, Role: Volunteer); 'Selected Units' with a table listing '4-H Council, Training' and 'Boilemakers Club, Training - Primary'; 'Selected Projects' with a table listing 'Beef' and 'Lawn and Garden Tractor Safety and Operator Skills - Boilemakers Club'; and an 'Invoice' section on the right showing a total of \$0.00, with 'Paid' and 'Amount Due' also at \$0.00. At the bottom, there are 'Back' and 'Submit' buttons.

Volunteer Screening

1. This is a new step for 2024**. Please select "Show Screening" to complete the questions and then "Submit".

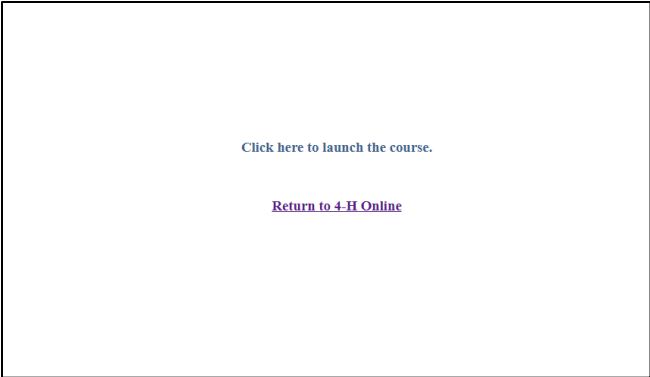
The screenshot shows the 'Screening' step of the volunteer registration process. The progress bar at the top shows 'Enrollment' as completed and 'Screening' as the current step. The main content area contains a message: 'Thank you for submitting your volunteer enrollment and welcome to the screening step!'. Below this, it states: 'This is step two of your enrollment process which will be followed by the required annual trainings. If you do not complete this step, your enrollment cannot move forward, and it cannot be reviewed/approved. If you log out now, you will be able to log back in and complete any remaining steps from the Member List, look for the link next to your name.' It also includes instructions for new volunteer applicants and a note about liability protection for approved volunteers. At the bottom, there are 'Show Screening', 'Save', and 'Submit' buttons.

Volunteer Training

1. You will now complete your trainings. For returning Volunteers there should be two 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 is 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.



Volunteer Type in 4-H Online	Volunteer Role in 4-H Online	Description of Volunteer Role	Qualifications
Club Volunteer	Club Organizational Leader 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"> • Must be at least 21 years old and at least 4 years older than the oldest youth participant. • Must work with at least one other club leader that is not a family member. • See Volunteer Role Description for more.
Club Volunteer	4-H Affiliate Member 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"> • Must be at least 18 years old. • See Volunteer Role Description for more.
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"> • 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. • Must be at least 21 years old and at least 4 years older than the oldest youth participant. • See Volunteer Role Description for more.
Club Volunteer	Shooting Sports Instructor	Provide shooting sports opportunities in their certified discipline for 4-H members in grades 3-12. Shooting sports disciplines include: <ul style="list-style-type: none"> • Archery • Muzzleloader 	<ul style="list-style-type: none"> • Must complete the Indiana 4-H Shooting Sports Instructor Certification per discipline taught prior to assuming instructor duties. • Must be at least 21 years old and at least 4 years older than the oldest youth participant. • See Volunteer Role Description for more.
Club Volunteer	Associate Shooting Sports Instructor	Provide shooting sports opportunities in their certified discipline for 4-H members in grades 3-12. Shooting sports disciplines include: <ul style="list-style-type: none"> • Archery • Muzzleloader • Outdoor Skills 	<ul style="list-style-type: none"> • Must complete the Indiana 4-H Shooting Sports Instructor Certification per discipline taught prior to assuming instructor duties. • 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. • See Volunteer Role Description for more.
Club Volunteer	Unit Volunteer 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"> • Must be at least 18 years old and not an enrolled 4-H member. • See Volunteer Role Description for more.
Program Volunteer	General Program Volunteer	Assist 4-H Professional with the organization and delivery of 4-H opportunities.	<ul style="list-style-type: none"> • Must be at least 18 years old and not an enrolled 4-H member. • See Volunteer Role Description for more.
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"> • Must be at least 21 years old and at least 4 years older than the oldest youth participant. • Must work with at least one other club leader that is not a family member. • See Volunteer Role Description for more.
Project Volunteer	Subject Matter/Project Leader 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"> • 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. • See Volunteer Role Description for more.
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"> • Must meet the qualification of the prospective volunteer role.