Enrolling in 4-H Online as a NEW Adult Volunteer

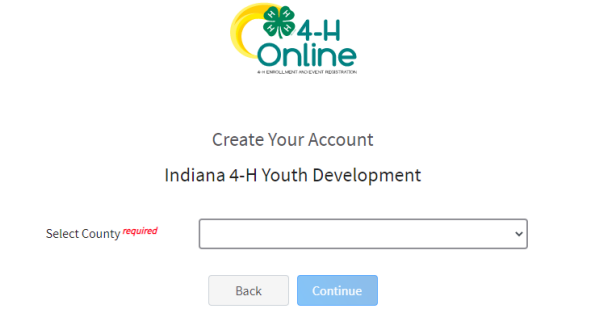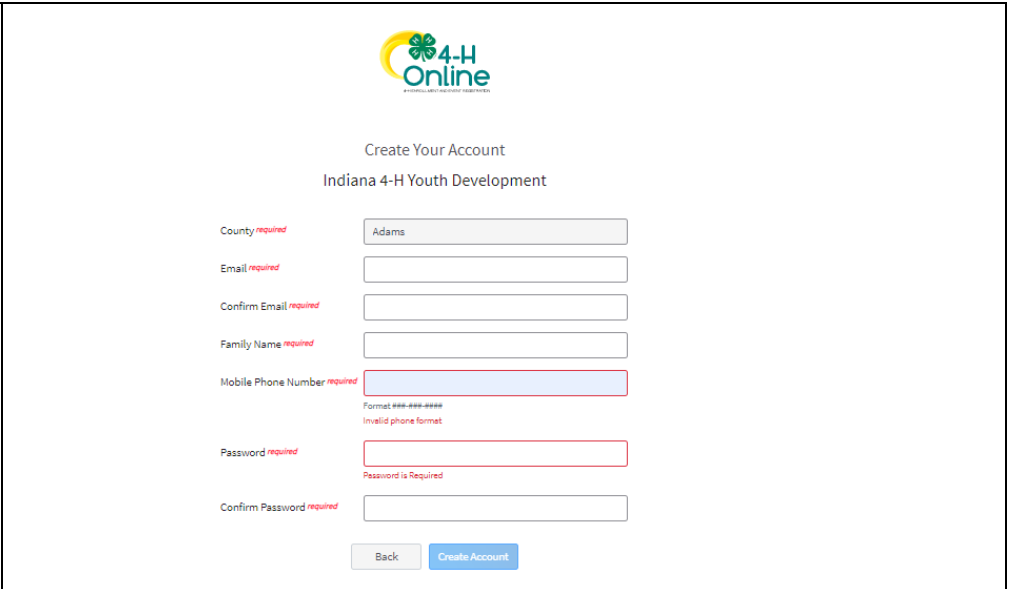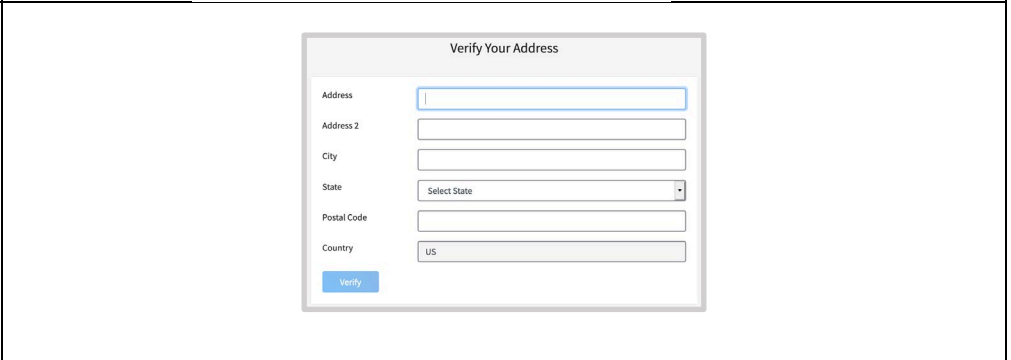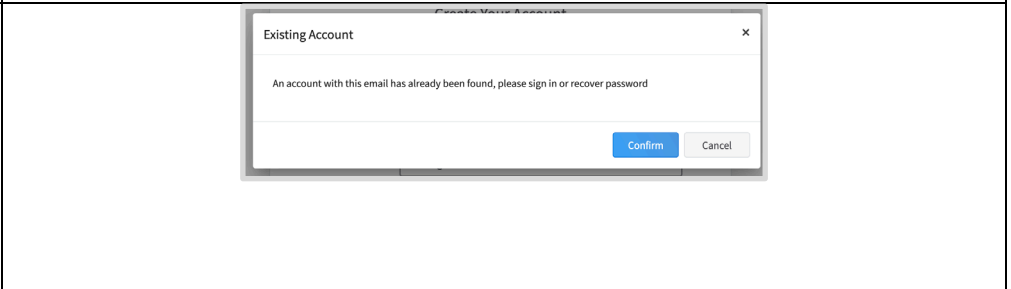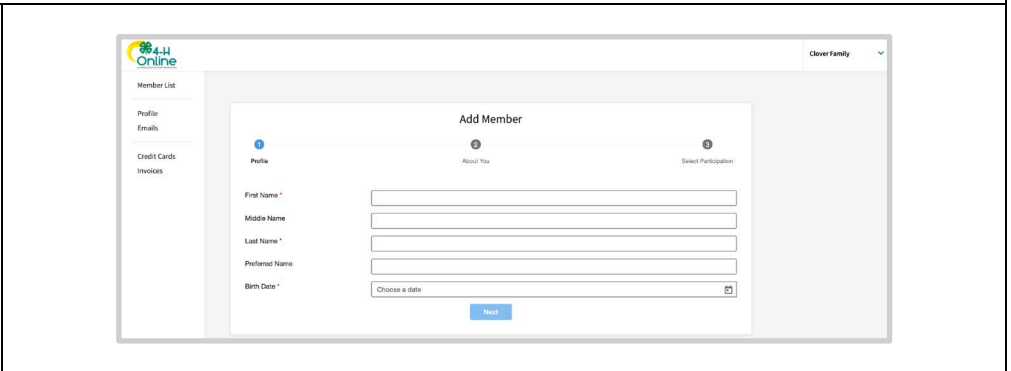| Creating a New 4-H Online Account	
1. Go to http://v2.4honline.com. 2. Click "Don't have an account?" if you have never enrolled in 4-H before using 4-H Online.	
3. Select Indiana from the drop-down menu.	
4. Choose your county from the drop-down menu.	

5. Complete your family's information. 6. Click the Create Account button.	**4-H Online** Create Your Account Indiana 4-H Youth Development County *required* — Adams Email *required* Confirm Email *required* Family Name *required* Mobile Phone Number *required* Format ###-###-#### Invalid phone format Password *required* Password is Required Confirm Password *required* Back Create Account
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.	Verify Your Address Address Address 2 City State — Select State Postal Code Country — US Verify
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.	Existing Account × An account with this email has already been found, please sign in or recover password Confirm Cancel

Adding a New Member to the Family

1. Enter the member's (volunteer) information. 2. Click the Next button. NOTE: fields marked with a red asterisk (*) are required fields and must be completed.	**4-H Online** Clover Family Member List Profile Emails Credit Cards Invoices Add Member ① Profile ② About You ③ Select Participation First Name * Middle Name Last Name * Preferred Name Birth Date * — Choose a date Next

4-H Online
4-H ENROLLMENT AND EVENT REGISTRATION

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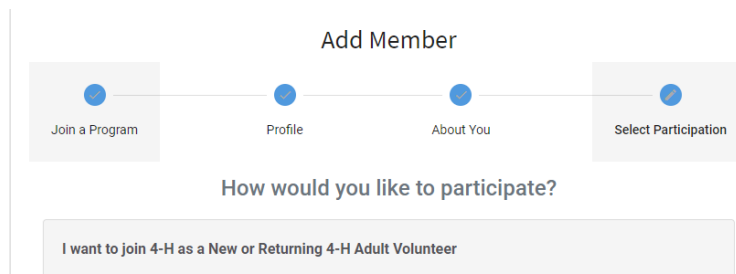
Adult Volunteer Enrollment
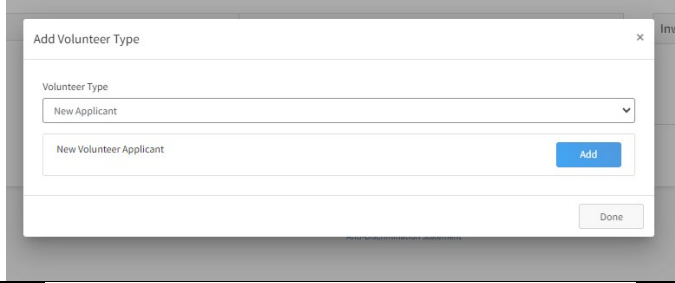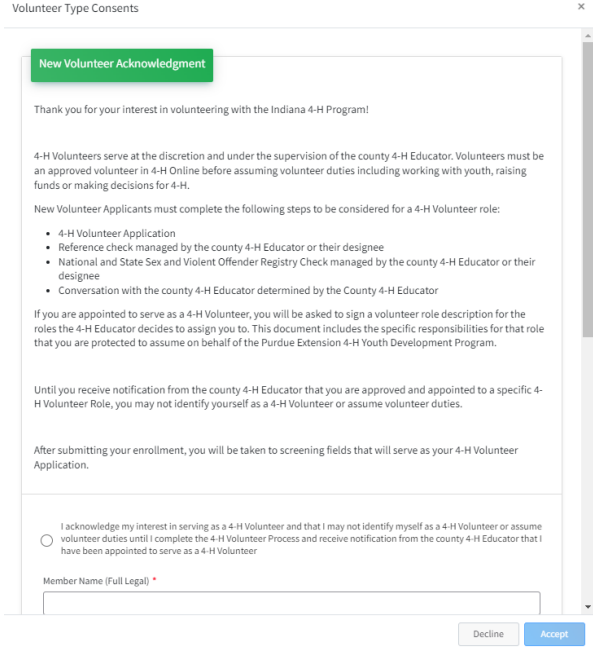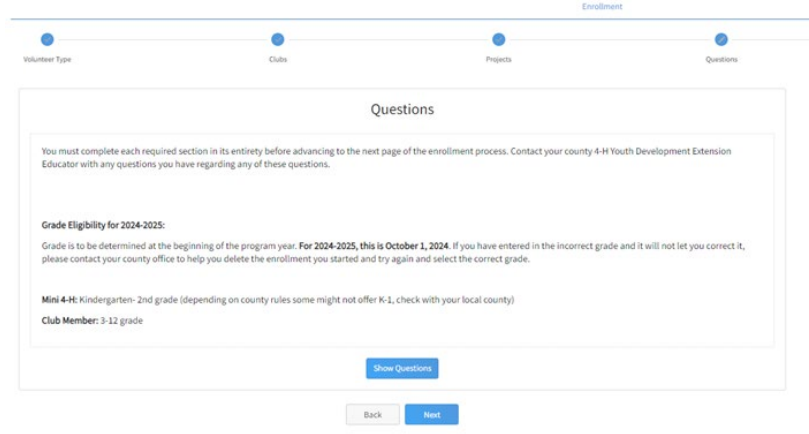
If you are a new volunteer and your name is not yet listed, click "Add Member" and follow the steps above for "Adding a New Member to the Family," then continue to Step 1 below.

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 on the next page.	

4-H
Online
4-H ENROLLMENT AND EVENT REGISTRATION

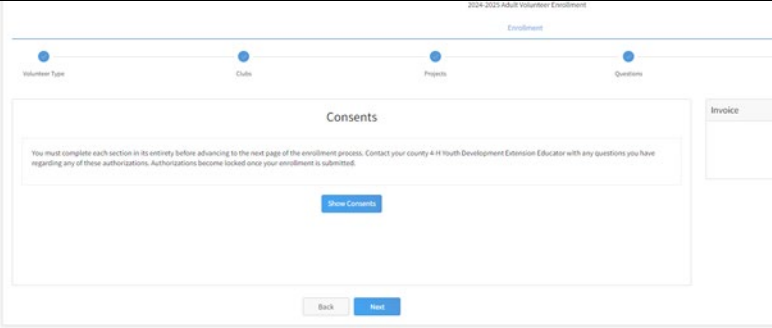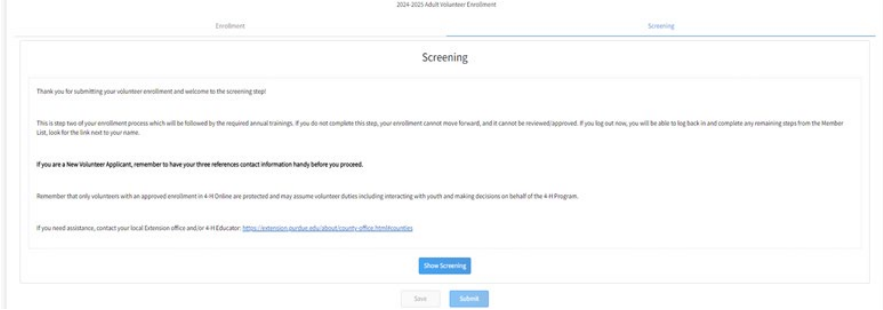| Volunteer Types in 4-H Online	Volunteer Roles in 4-H Online	Description of Volunteer Role	Qualifications
Club Volunteer	4-H Affiliate Member For: 4-H Council and /or 4-H Fair Board members	Provide guidance and support for the year-round County 4-H Youth Development Program. (Council)	• Must be at least 18 years old. • 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: •Archery •Muzzleloader •Outdoor Skills	• 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	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.	• 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	Shooting Sports Coordinator	Coordinate and manage the county 4-H Shooting Sports program, under the guidance of the County 4-H Extension Educator.	• 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: •Archery •Muzzleloader	• 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	Unit Volunteer For: Juntos 4-H, 4-H Project Discovery, Next Chapter 4-H, School based/after school/comm unity-based volunteers	Deliver career mentor sessions or educational programs using 4-H curriculum, materials and delivery methods.	• 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.	• 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.	• 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.
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.	• Must meet the qualification of the prospective volunteer role.
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.	• 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.

2. Select the New Volunteer Applicant Type	**Add Volunteer Type** ✕ Volunteer Type New Applicant ⌄ New Volunteer Applicant **Add** Done
3. Sign the Consents for the designated New Volunteer Applicant role.	**Volunteer Type Consents** ✕ **New Volunteer Acknowledgment** Thank you for your interest in volunteering with the Indiana 4-H Program! 4-H Volunteers serve at the discretion and under the supervision of the county 4-H Educator. Volunteers must be an approved volunteer in 4-H Online before assuming volunteer duties including working with youth, raising funds or making decisions for 4-H. New Volunteer Applicants must complete the following steps to be considered for a 4-H Volunteer role: • 4-H Volunteer Application • Reference check managed by the county 4-H Educator or their designee • National and State Sex and Violent Offender Registry Check managed by the county 4-H Educator or their designee • Conversation with the county 4-H Educator determined by the County 4-H Educator If you are appointed to serve as a 4-H Volunteer, you will be asked to sign a volunteer role description for the roles the 4-H Educator decides to assign you to. This document includes the specific responsibilities for that role that you are protected to assume on behalf of the Purdue Extension 4-H Youth Development Program. Until you receive notification from the county 4-H Educator that you are approved and appointed to a specific 4-H Volunteer Role, you may not identify yourself as a 4-H Volunteer or assume volunteer duties. After submitting your enrollment, you will be taken to screening fields that will serve as your 4-H Volunteer Application. ◯ I acknowledge my interest in serving as a 4-H Volunteer and that I may not identify myself as a 4-H Volunteer or assume volunteer duties until I complete the 4-H Volunteer Process and receive notification from the county 4-H Educator that I have been appointed to serve as a 4-H Volunteer Member Name (Full Legal) * Decline **Accept**
4. Click Show Questions. 5. Complete the Questions section. 6. When you are finished, click the Next button. NOTE: Any questions with a red asterisk (*) are required.	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**

4-H Online
4-H ENROLLMENT AND EVENT REGISTRATION

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 four 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 avaialble, 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 trainning 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

4-H Online
4-H ENROLLMENT AND EVENT REGISTRATION