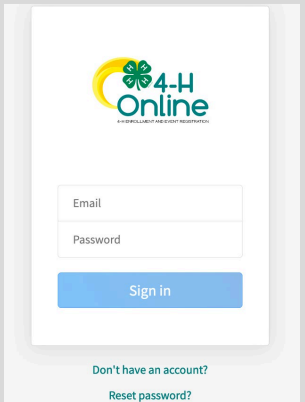
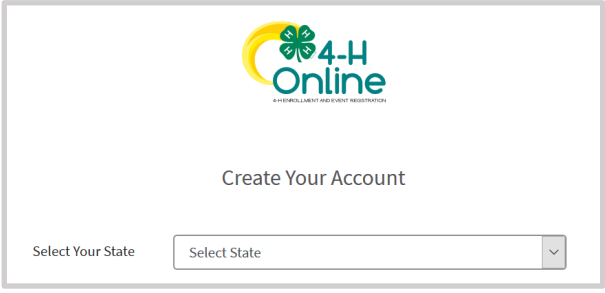
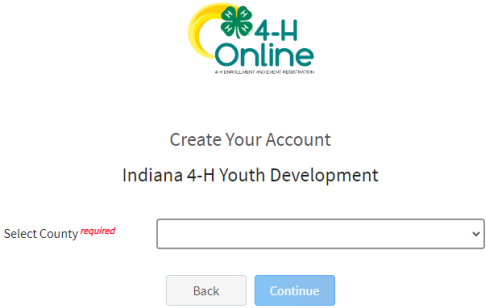
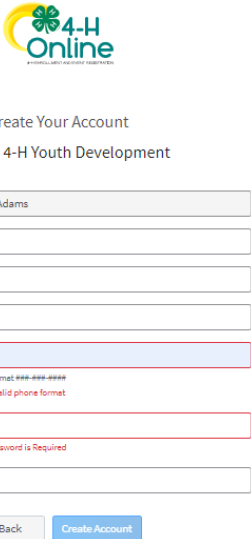
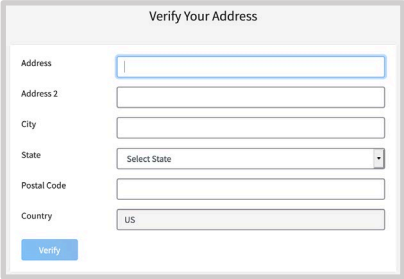
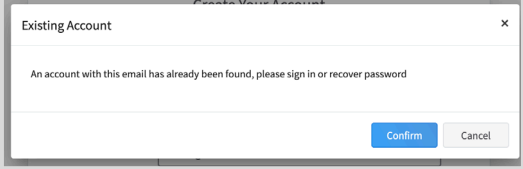
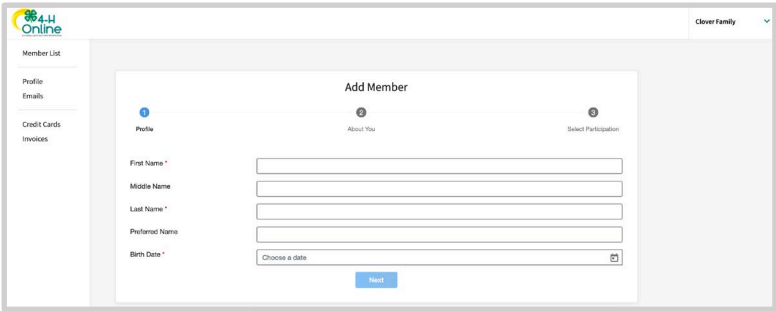




## Enrolling in 4-H Online as a NEW Adult Volunteer

Creating a New 4-H Online Account	
<ol style="list-style-type: none"> <li>1. Go to <a href="http://v2.4honline.com">http://v2.4honline.com</a>.</li> <li>2. Click “Don’t have an account?” if you have never enrolled in 4-H before using 4-H Online.</li> </ol>	
<ol style="list-style-type: none"> <li>3. Select Indiana from the drop-down menu.</li> </ol>	
<ol style="list-style-type: none"> <li>4. Choose your county from the drop-down menu.</li> </ol>	

[Type here]

<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>Adding a New Member to the Family</h2>	
<ol style="list-style-type: none"><li>Enter the member's 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>	

[Type here]

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

The screenshot shows the 'Add Member' form at the 'About You' step. It features a progress bar at the top with three steps: Profile (1), About You (2), and Select Participation (3). The 'About You' section contains several dropdown menus: 'Birth Gender \*', 'Identifying Gender \*', 'Grade \*', 'Are you of Hispanic or Latino ethnicity? \*', and 'Residence \*'. A 'Next' button is visible at the bottom of the form.

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.

The screenshot shows the 'Add Member' form at the 'Select Participation' step. It features a progress bar at the top with four steps: Join a Program (1), Profile (2), About You (3), and Select Participation (4). Below the progress bar, the question 'How would you like to participate?' is displayed. A selection box contains the option 'I want to join 4-H as a New or Returning 4-H Adult Volunteer'.

## 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.

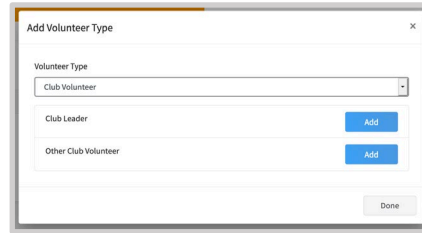
At least one Volunteer Type is required during the enrollment process. You may add additional Volunteer Types later, if needed.

The screenshot shows the 'Registration' form for Anna Clover, 2019-2020 Enrollment. It features a progress bar at the top with six steps: Volunteer Type (1), Questions (2), Health Form (3), Consents (4), Payment (5), and Confirm (6). The 'Volunteer Type' step is active, showing a 'Select Volunteer Types' button and a 'Fees' section with a total of \$0.00. A 'Next' button is visible at the bottom of the form.

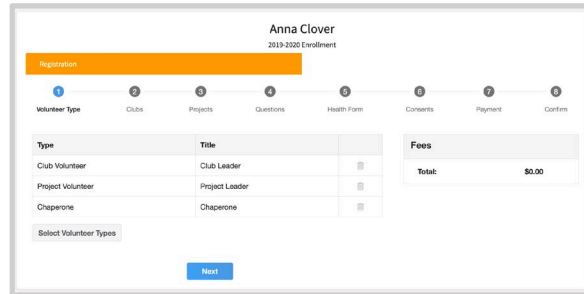
2. Select a Volunteer Type

The screenshot shows the 'Add Volunteer Type' form. It features a dropdown menu for 'Volunteer Type' with the following options: Activity Volunteer, Club Volunteer, Project Volunteer, Chaperone, Coach, and Committee Member.

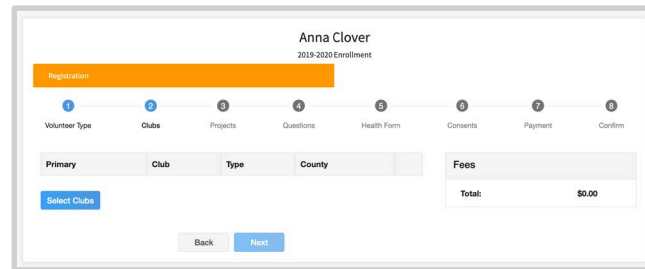
3. Click Add next to your Volunteer Type Role.  
**\*Note\*** There are 3 volunteer types;  
**club volunteer**- club leaders  
**project volunteer** – project leaders  
**program volunteer** – other volunteer



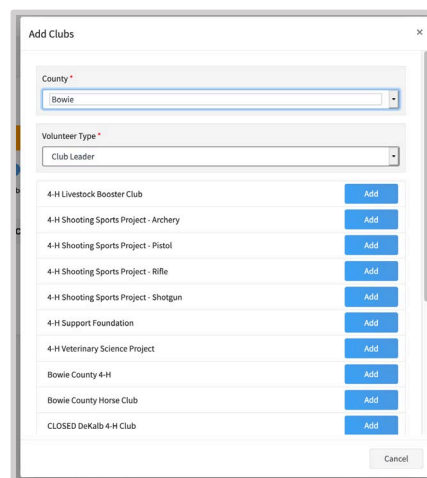
4. Repeat steps 1-4 for each Volunteer type that you would like to participate as.  
5. Click the small trash can icon to remove any Volunteer Types.  
6. Click Next.  
**\*Note\*** if you did not select A Club or Project Volunteer type you can skip to step 15.\*



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.

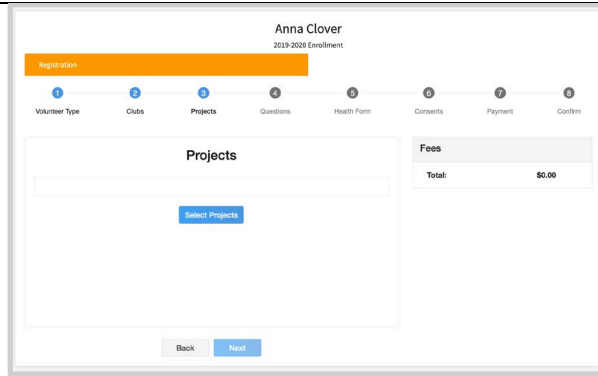


8. Select the County, Club and Volunteer type that corresponds with the Club in which you would like to participate.  
9. Click Add next to the Club.  
10. Repeat steps 8-10 for each Club in which you would like to participate.

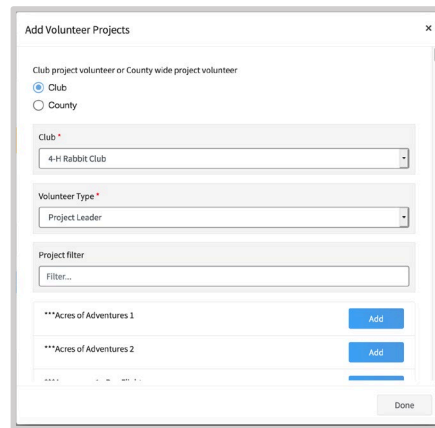


11. If you have selected to participate as a Project leader, you will be prompted to select a Project. Click Select Projects.

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

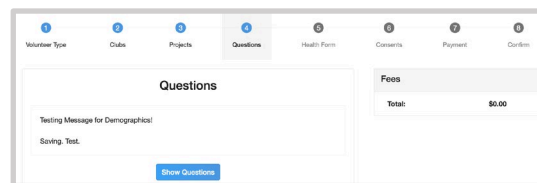


- 12. Select Club if you are a project leader for a specific Club, and select the Club. Then select the Project Volunteer Type that best describes your involvement.
- 13. If you are a Project Volunteer for the entire County associated with your Family Profile, select County.
- 14. Click Add next to the Project that you will be working with.

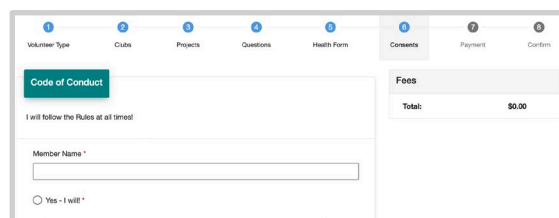


- 15. Click Show Questions.
- 16. Complete the Questions section.
- 17. When you are finished, click the Next button.

NOTE: Any questions with a red asterisk (\*) are required.

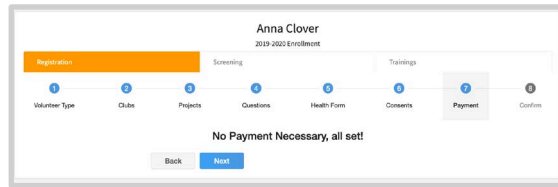


- 18. Complete the Consents.
- 19. Click Next at the bottom of the page.

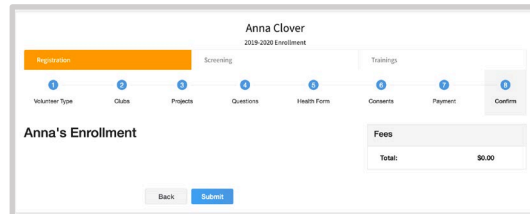


[Type here]

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

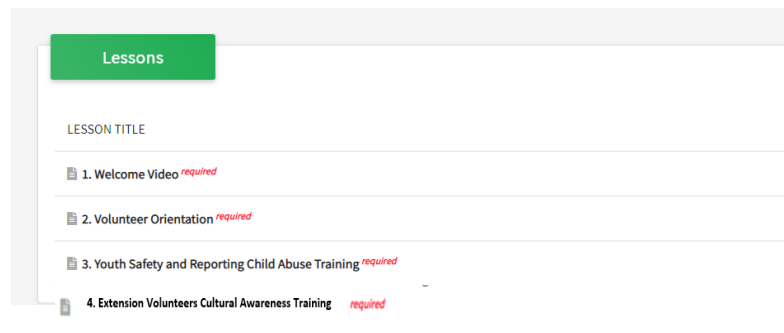


21. Click Submit.



## 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 2-4 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.

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

[Return to 4-H Online](#)