



4-H Online 2.0 Volunteer Enrollment Guide

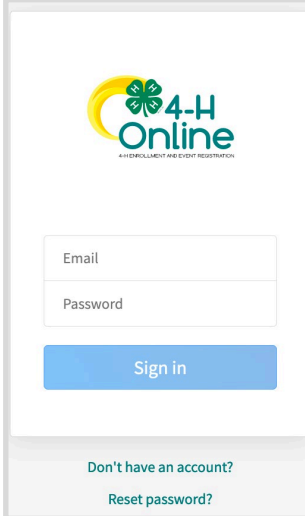
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Logging in to an Existing 4-H Online Account

1. If you had an account in 4-H Online version 1.0, go to <http://v2.4honline.com>.
2. Enter your email address and password.
3. Click Sign-In
4. Continue to [Youth and Cloverbud Member Enrollment](#) to re-enroll youth members, to Adult Enrollment to re-enroll Adult members or to [Adding New Members](#) to add new Family Members.

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

A screenshot of the 4-H Online login interface. At the top is the 4-H Online logo with the tagline "4-H ENROLLMENT AND EVENT REGISTRATION". Below the logo are two input fields: "Email" and "Password". A blue "Sign in" button is positioned below the password field. At the bottom of the form, there are two links: "Don't have an account?" and "Reset password?".

4-H Online 4-H ENROLLMENT AND EVENT REGISTRATION
Email
Password
Sign in
Don't have an account?
Reset 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 the Program in which you would like to enroll.

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
- Select "Club Volunteer"

3. Click Add next to your Volunteer Type Role.

NOTE: After selecting "Club Volunteer" then you will select the type of Club Volunteer (there are 4 to choose from):

- **Cloverbud Leader** - if you lead the Cloverbuds
- **Organizational Club Leader** - Head Club Advisor
- **Project Leader** - lead specific projects (if you choose Project Leader, it will force you to choose the projects you are leading)
- **Resource Leader** - assisting the head advisor in whatever is needed

Some Volunteer Types require additional Consent forms. If additional Consent is required, you will be prompted to sign the Consent before the Volunteer Type will be added to your Record.

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.

7. If you have selected a Club Volunteer Type, click "Select Units" to choose the Clubs with which you would like to Volunteer. (*Units are Clubs*)

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. Click Add next to the Project that you will be working with.

14. Some projects require additional Consents in order to participate. If an additional Consent is needed, you will be prompted to enter your signature and acceptance before the Project will be added to your record.

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. Questions may vary by Institution.

Mahoning County does not require you to upload any documents or pictures.

18. If your Institution requires a Health Form, complete the Health Information and Consent.

(Mahoning County does not require you to complete a Health Form)

19. Click the Next button at the bottom of the page.

20. Complete the Consents required for your Institution.

21. Click Next at the bottom of the page.

22. If payment is necessary, enter the Credit Card number or select an existing card.

23. Complete the Terms of Payment.

24. Click Next.

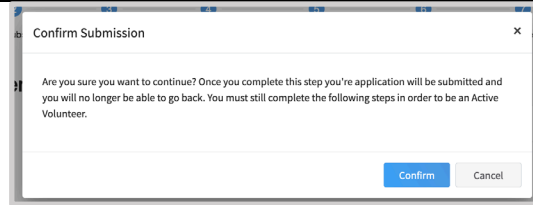
Mahoning County does not require any fees. Skip to step 25

25. If payment is not necessary, click the Next button.

26. Click Submit.

27. In some states, additional information (Screening and Training) is required for Adult Volunteers. Click Confirm to continue to any additional steps.

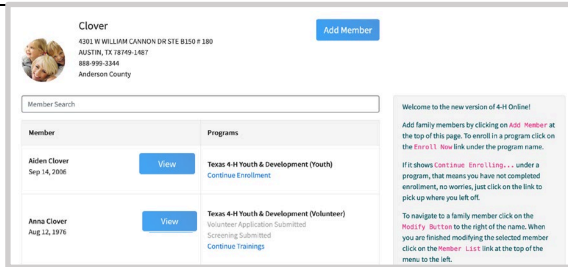
The additional steps may be completed at any time and in any order.



Continuing an Enrollment

To continue an enrollment that has been started or to complete additional Volunteer enrollment steps, click on the Member list.

Then click the link to Continue the Enrollment or to continue a step in the Volunteer Enrollment process.

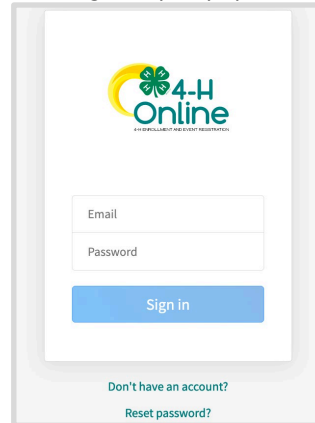


Creating a New 4-H Online Account

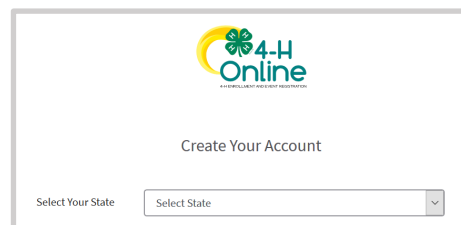
1. Go to <http://v2.4honline.com>.
2. Click "Don't have an account?" if you have never enrolled in 4-H before using 4-H Online.

NOTE: If you had an account in 4-H Online 1.0, enter the login information for your existing account and skip to [Member Enrollment](#).

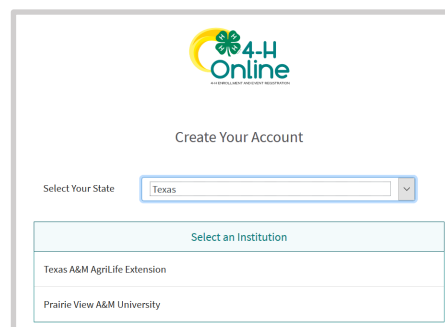
NOTE: images may vary by Institution



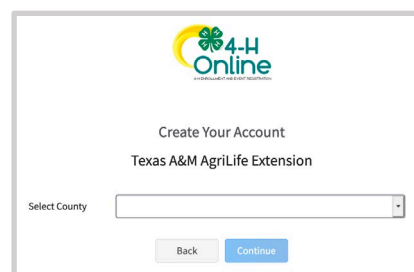
3. Select your state from the drop-down menu.

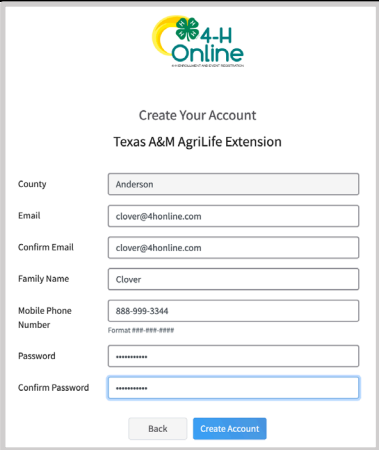
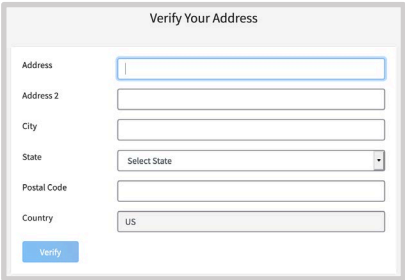
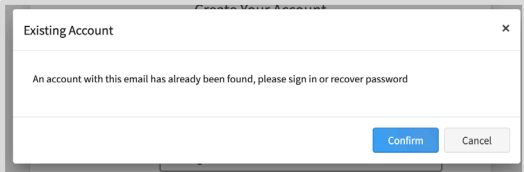


4. If there is more than one Institution in your state, select your Institution.



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



<p>6. Complete your family's information.</p> <p>7. Click the Create Account button.</p>	
<p>8. Enter your family's address information.</p> <p>9. Click the Verify button.</p> <p>NOTE: The verification process may require you to select an appropriate USPS format.</p>	
<p>10. 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>	

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.

NOTE: If your Institution offers enrollment for more than one program, you will have see an additional step to select your program.

The screenshot shows the 'Add Member' form in the 4-H Online system. It is titled 'Add Member' and has three steps: 1. Profile, 2. About You, and 3. Select Participation. Step 1 is active. The form includes fields for First Name, Middle Name, Last Name, Preferred Name, and Birth Date. A 'Next' button is at the bottom.

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

NOTE: Questions listed on this page may vary by Institution.

The screenshot shows the 'Add Member' form in the 4-H Online system. It is titled 'Add Member' and has three steps: 1. Profile, 2. About You, and 3. Select Participation. Step 2 is active. The form includes sections for 'About You' (Birth Gender, Identifying Gender, Grade) and 'Demographics' (Are you of Hispanic or Latino ethnicity?, Residence).

5. Select your method of participation.
6. Click the Finish button.

If you have selected that you will be participating as New or Returning Club Member, continue to [Youth and Cloverbud Member Enrollment](#).

If you are participating as an Adult Volunteer, continue to the [Adult Volunteer Enrollment](#) instructions.

The screenshot shows the 'Add Member' form in the 4-H Online system. It is titled 'Add Member' and has three steps: 1. Profile, 2. About You, and 3. Select Participation. Step 3 is active. The form asks 'How would you like to participate?' with two options: 'I am applying to be a New or Club Member' and 'I will be participating but not as a Club Member'. A 'Finish' button is at the bottom.