



4-H Online 2.0 Volunteer Enrollment Guide

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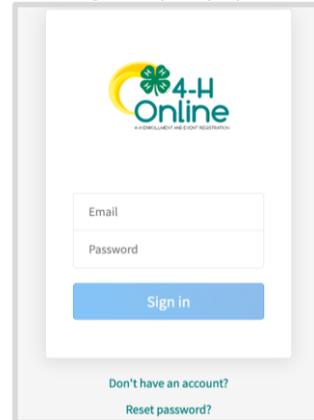
Brand New to 4-H? Follow these steps otherwise, jump to the bottom of Page 3

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 - scroll to bottom of page 3 for more information.

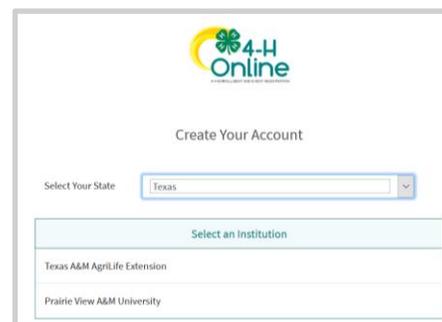
NOTE: images may vary by Institution



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

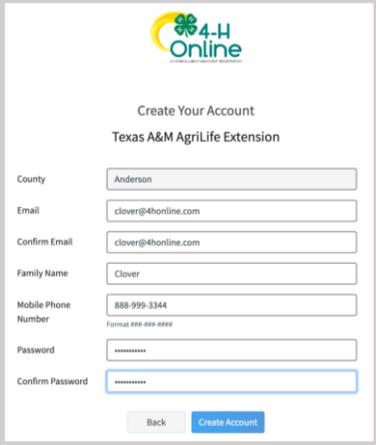


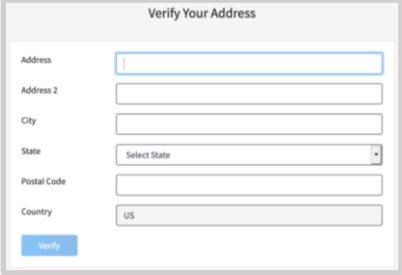
4. If there is more than one Institution in your state, select your Institution.

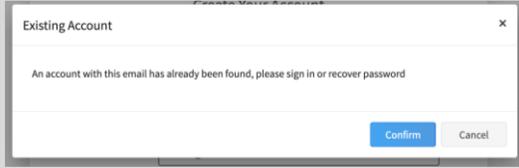


5. Choose your county from the drop-down menu.

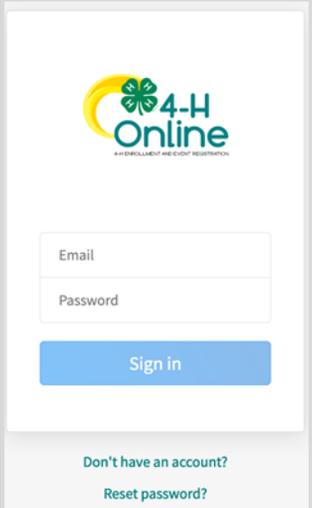


<p>6. Complete your family's information. 7. Click the Create Account button.</p>	
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<p>8. Enter your family's address information. 9. Click the Verify button.</p> <p>NOTE: The verification process may require you to select an appropriate USPS format.</p>	
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<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>	
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Logging in to an Existing 4-H Online Account

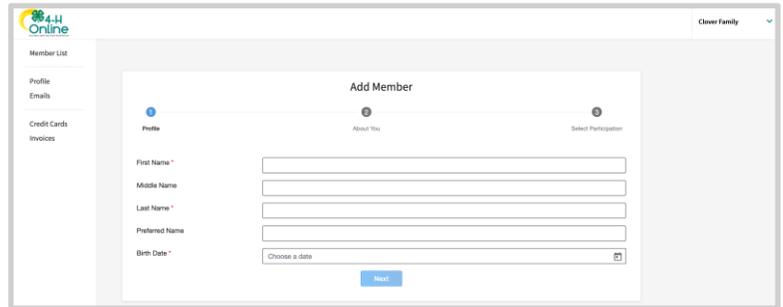
<p>1. If you had an account in 4-H Online version 1.0, go to http://v2.4honline.com. 2. Enter your email address and password. 3. Click Sign-In - Your Volunteer record will be listed on the family Member List. Click "Enroll Now" under the Program in which you would like to enroll.</p> <p>If you have forgotten your password, click "Reset Password?" to receive an email with a link to set a new password.</p>	
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Adding Yourself (New Adult Volunteer = New Member) to the Family

Skip these 2 steps if you are already a volunteer

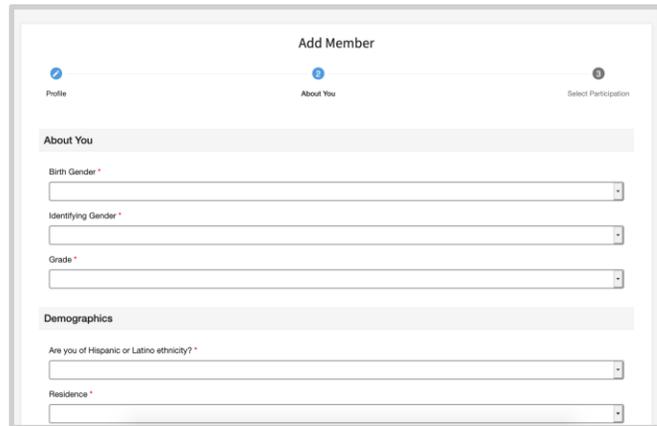
1. Enter your information.
2. Click the Next button.

NOTE: fields marked with a red asterisk (*) are required fields and must be completed.



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.



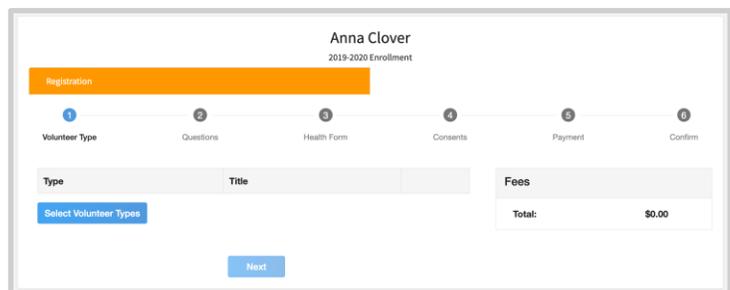
Adult Volunteer Enrollment

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.

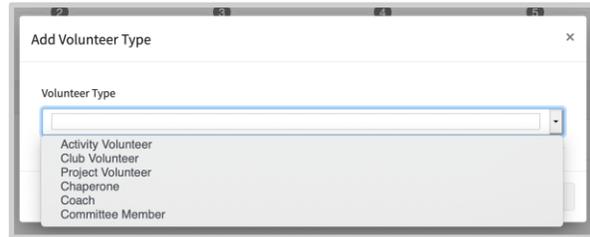
At least one Volunteer Type is required during the enrollment process. You may add additional Volunteer Types later, if needed.



2. Select a Volunteer Type

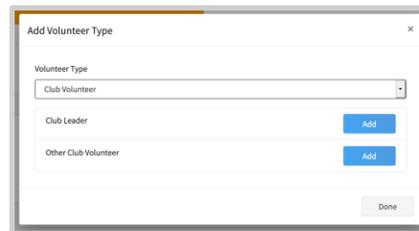
All club volunteers must select Club Volunteer in order to connect to a club. In addition, you can also choose organizational leader if that makes sense for your role.

Anyone wanting project information **must also** select Project Volunteer in order to be able to choose different projects.

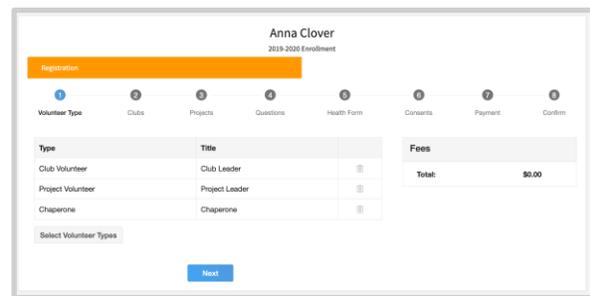


3. Click Add next to your Volunteer Type Role.

NOTE: If you are a Project Leader for a specific Club, you will need to select a Club Volunteer Type and a Project Volunteer Type.

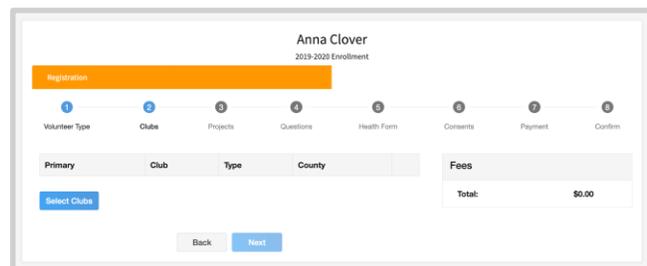


- 4. Repeat steps 1-4 for each Volunteer type that you would like to participate as.
- 5. Click the small trash can icon to remove any Volunteer Types.
- 6. Click Next.



7. If you have selected a Club Volunteer Type, click "Select 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.



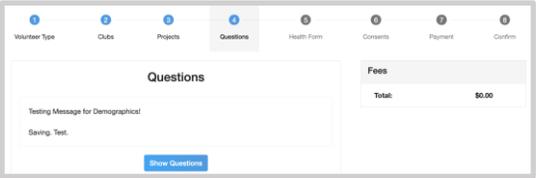
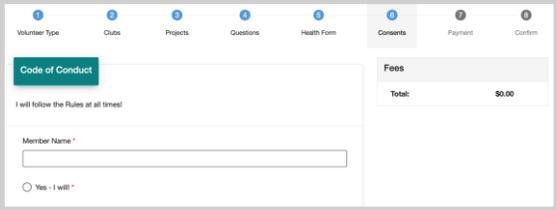
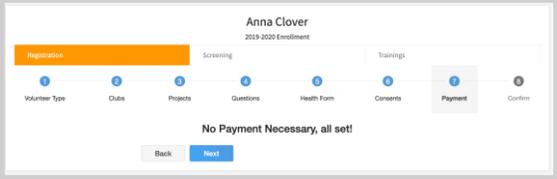
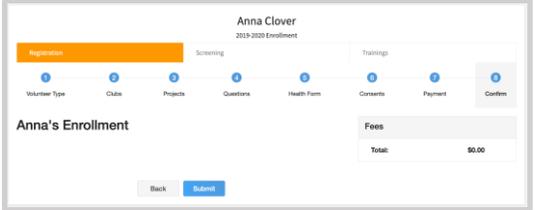
- 8. Select the County, Club and Volunteer type that corresponds with the Club in which you would like to participate.
- 9. Click Add next to the Club.
- 10. Repeat steps 8-10 for each Club in which you would like to participate.

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.

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.

<p>15. Click Show Questions. 16. Complete the Questions section. 17. When you are finished, click the Next button.</p> <p>NOTE: Any questions with a red asterisk (*) are required. Questions may vary by Institution.</p>	
<p>18. Complete the Consents required for your Institution. Remember, the term member refers to you, the volunteer. 19. Click Next at the bottom of the page.</p>	
<p>20. Payment for 4-H is not necessary, click the Next button.</p>	
<p>21. Click Submit.</p>	
<p>22. In some states, additional information (Screening and Training) is required for Adult Volunteers. Click Confirm to continue to any additional steps.</p> <p>The additional steps may be completed at any time and in any order.</p>	