

Volunteer Re-Enrolling in 4-HOnline

Returning 4-H Club Volunteer Enrollment Guide



This guide will help you when re-enrolling in 4-HOnline as an adult volunteer.

Step 1: Visit <https://oh.4honline.com/>

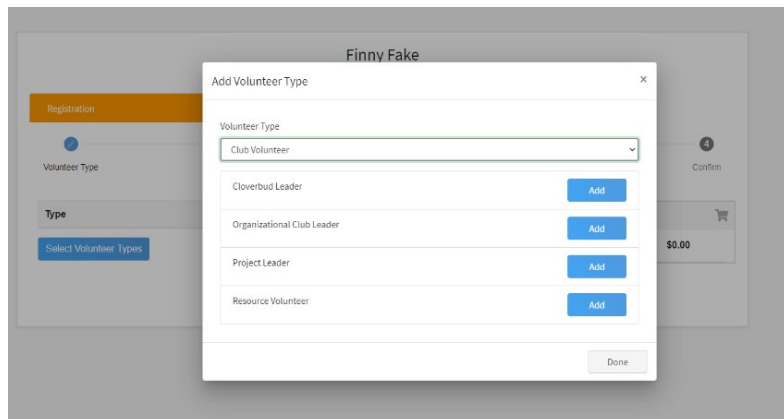
- Use the confirmed email address you received from the OSU Extension office.
- Select the “Reset Password?” option. Then check your email for a password reset link.
 - Do not set up a new profile.

Step 2: Begin Re-Enrollment

- To re-enroll a member from a previous year, click “Enroll Now” next to the profile of the appropriate volunteer. Confirm that you want to enroll in 4-H by selecting the “Enroll” button.

Step 3: Select Your Volunteer Type

- Choose the “Select Volunteer Type” button.
- Select “Club Volunteer” from the drop-down menu.
- Verify that Club Volunteer is selected at the top of the pop-up window and select your Volunteer role by clicking “Add” next to the role. Volunteer roles will vary.
 - Are you in charge of the younger members? = Cloverbud Leader
 - Are you in charge of project activities? = Project Leader
 - Are you in charge of resources for members? = Resource Volunteer
 - Are you in charge of the entire club? = Organizational Leader
- Click “Next” to continue.



Step 4: Select Your Club

- Choose the “Select Units” button.
- Verify that your county is correct at the top of the pop-up window and select your club(s) by clicking “Add” next to the club name. Click “Next” to continue.



Step 5: Continue Enrollment Questions

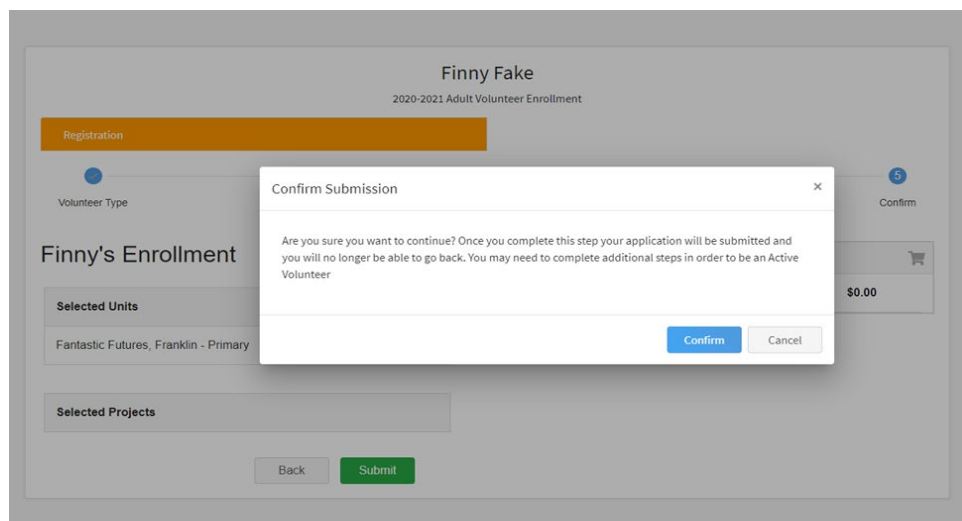
- Select the “*Show Questions*” button and complete the additional member information questions. Complete the required fields as indicated and click “*Next*”.

Step 6: Review and Sign Consent Forms

- Affirm that you agree to the Code of Conduct, the General Permission statement, and the Photo Release. The volunteer name should be typed into the boxes and click on the agreement buttons. Complete the required fields as indicated and click “*Next*”.

Step 7: Review Enrollment

- Review your enrollment and select “*Submit*”.
 - A confirmation box will appear. Click “*Confirm*” to continue with the enrollment process.



******If you are a returning volunteer who requires an updated background check you will be prompted to continue to Step 8.******



Step 8: Complete Volunteer Screenings

Select the “*Show Screenings*” button and complete the additional volunteer information questions. Complete the **required** fields as indicated and click “*Submit*”. Clicking submit allows 4-H professionals to begin processing your enrollment.

The screenshot shows the 'Finny Fake' 2020-2021 Adult Volunteer Enrollment page. At the top, there are two tabs: 'Registration' and 'Screening', with 'Screening' being the active tab. Below the tabs, the heading 'Screening' is centered. A text box contains the instruction: 'Please answer the following questions to continue becoming an Adult Volunteer.' Below this text box is a blue button labeled 'Show Screening'. At the bottom of the page, there are two buttons: 'Save' and 'Submit'.

You have now successfully submitted your enrollment.

The screenshot shows the 4-H member profile page for 'Fake'. At the top left, there is a profile icon and the name 'Fake'. Below the name is contact information: 'Fake123@123.com', '2548 Carmack Road', 'Columbus, Ohio 43210', and '614-866-6900'. To the right of the contact information is a blue button labeled 'Add Member'. Below the profile information is a table with two columns: 'Member' and 'Programs'. The 'Member' column contains the name 'Carrie Stoneburner #', the date 'Apr 16, 1995', and a blue 'View' button. The 'Programs' column contains the text '4-H Volunteer - Awaiting Review', 'Volunteer Application Submitted', and 'Screening Submitted'. To the right of the table is a welcome message: 'Welcome to the new version of 4-H Online! Add family members by clicking on Add Member at the top of this page. To enroll in a program click on the Enroll Now link under the program name. If it shows Continue Enrolling... under a program, that means you have not completed enrollment, no worries, just click on the link to pick up where you left off. To navigate to a family member click on the View button to the right of the name. When you are finished viewing the selected member click on the Member List link at the top of the menu to the left.' Below the welcome message is the text 'Inactive Members:'.

Need to make changes?

- If you need to make changes before your enrollment is reviewed and accepted by 4-H professionals, you will need to contact your county Extension Office to request a change.

