



How to Enroll a New Volunteer (Adult) in 4-H Online 2.0

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Creating a Family Profile

The first step to becoming a 4-H volunteer is creating a profile in the 4-H Online data management system. Creating your 4-H Online profile is easy and only takes a few minutes. 4-H Online profiles are family-based, which means every family creates a “master” profile with its own login ID and password. A family profile may contain both youth and adults. A member file is then created within the family profile for each family member involved in Virginia 4-H.

Once a family profile is created, it will exist for as long as members of that profile are involved in the 4-H program. New members may be added to the family profile at any time, and members who are no longer involved in 4-H may be archived.

If someone in your family was involved in Virginia 4-H from 2015 to Sept 2020, you likely already have a family profile in 4-H Online. Use your existing login and password to access your family profile in the new 4-H Online platform. If you need assistance accessing your existing family profile, review the steps in this guide. If necessary, contact your [local 4-H Office](#) for assistance.

Before beginning enrollment, please read the following notes:

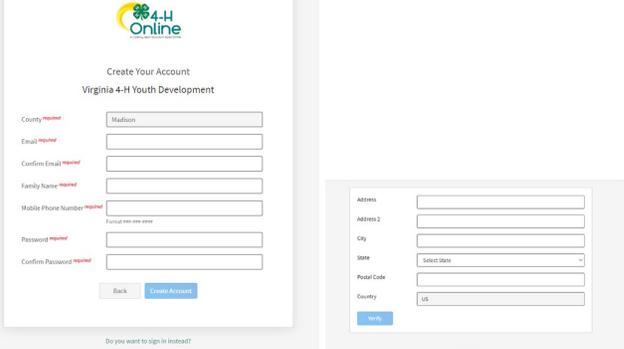
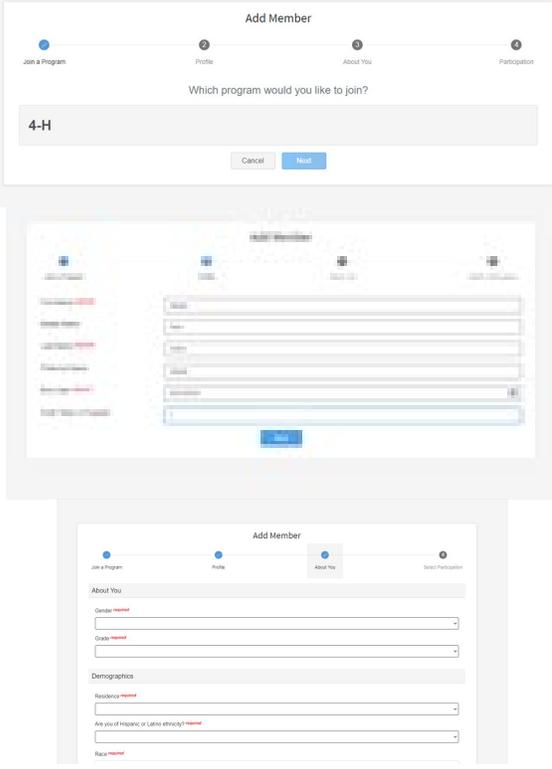
- 1) This 4-H Online Enrollment system is for adult volunteers within the 4-H program. This enrollment program is not for parent contact information.
- 2) Review the [Volunteer Roles and Descriptions](#) before creating your individual adult volunteer profile. You must select the proper volunteer role(s) within the system to be directed to the proper screening sections.
 - a. **All NEW Camp, Club, Project, and Coach Volunteers that have not enrolled within the 4-H Online system prior to 2020 will need to select “Program Volunteer” and then the role of “New Volunteer” to go through the proper screening requirements.**
- 3) You may select more than one volunteer role within the system. Please make sure you have selected all of your volunteer role(s) before proceeding to the next enrollment step.
- 4) Throughout the enrollment process, you will see a “Fees” box located on the right side of your screen. Please disregard this feature as it does not apply to the task of re-enrolling 4-H members.
- 5) As you use the 4-H Online system, you may have a need to navigate “back” to a previous page. Do NOT use your browser’s back button as this will cause you to lose the information you just entered. Instead, please USE THE BACK BUTTON at the BOTTOM of the system page.



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Enrolling an Adult Volunteer

Instruction	Images
<p>Log in to 4-H Online 2.0 at https://v2.4honline.com</p> <ol style="list-style-type: none"> 1. Select “Don’t Have an Account” 2. Select Create Your Account 3. Select Virginia, then Virginia 4-H Youth Development 4. Select Your County 	
<p>Create Your Account</p> <ol style="list-style-type: none"> 1. Complete the information on the screen 2. Click Create Account 3. Complete Next Screen (address information) 	
<p>Add a Member</p> <ol style="list-style-type: none"> 1. Select 4-H 2. Click Next 3. Complete all blocks with member information <ol style="list-style-type: none"> a. Name b. Birthdate <ol style="list-style-type: none"> 1. Your birthdate will automatically add you to the adult volunteer role. c. Gender, Demographics d. Emergency Contact 	



Participation

1. Click "I want to join as a New or Returning 4-H Adult"
2. Click Finish

The screenshot shows the 'Add Member' form with a progress bar at the top containing four steps: 'Join a Program', 'Profile', 'About You', and 'Select Participation'. The 'Select Participation' step is currently active. Below the progress bar, the question 'How would you like to participate?' is displayed. Two radio button options are provided: 'I want to join 4-H as a New or Returning 4-H Adult' (which is selected) and 'I want to participate in 4-H but NOT as a 4-H Adult at this time.' At the bottom of the form, there are 'Back' and 'Finish' buttons.

Volunteer Types

The member name will be at the top of the screen along with the enrollment year.

Please make sure you review the [Volunteer Roles and Descriptions](#) before selecting the volunteer role(s) in which you will be participating as.

1. Click Select Volunteer Types
2. A drop-down box with the Volunteer Types will appear.
3. Once you choose your Volunteer Type, the Volunteer Roles will prepopulate for you to select the appropriate role associated with that type.
4. If you need to add other volunteer types and roles, click on Select Volunteer Types to add additional volunteer roles.
5. When all volunteer role(s) have been added, click Next.

*****All New Volunteers within the 4-H Online 2.0 system MUST select Program Volunteer and New Volunteer as the role to be properly screened and entered into the system for the first time.***

The first screenshot shows the 'Mom Volunteer Enrollment' page for the 2020-2021 enrollment year. It has a progress bar with steps: 'Registration', 'Questions', 'Health Form', 'Consents', and 'Confirm'. The 'Registration' step is active. Under 'Volunteer Types', there is a text box with instructions and a 'Select Volunteer Types' button. A 'Fees' section shows a total of \$0.00.

The second screenshot shows a modal window titled 'Add Volunteer Type' overlaid on the previous screen. It contains a dropdown menu for 'Volunteer Type' with options: 'Activity Volunteer', 'Program Volunteer', 'Camp Volunteer', 'Program Volunteer', 'Club Volunteer', and 'Coach'. The 'Activity Volunteer' option is selected.

The third screenshot shows the 'Add Volunteer Type' modal window with 'Camp Volunteer' selected in the dropdown. Below the dropdown, there are two rows of roles with 'Add' buttons: '4-H Camp Volunteer' and 'Coach with Overnight Travel Responsibilities'. A third row for 'Overnight Travel Volunteer (Shapemen)' is partially visible.

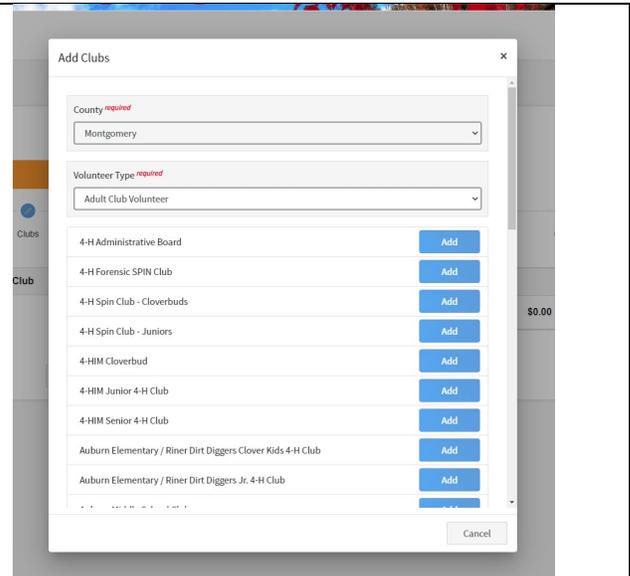
The fourth screenshot shows the 'Mom Volunteer Enrollment' page after roles have been added. The 'Volunteer Type' dropdown now shows 'Camp Volunteer'. Below it, a table lists the added roles: 'Camp Volunteer' with the title '4-H Camp Volunteer'. The 'Fees' section still shows a total of \$0.00. A 'Next' button is visible at the bottom.



Clubs

If you selected Club Volunteer, you will be directed to the Clubs Screen. If you did not select Club Volunteer, please move on to the next step.

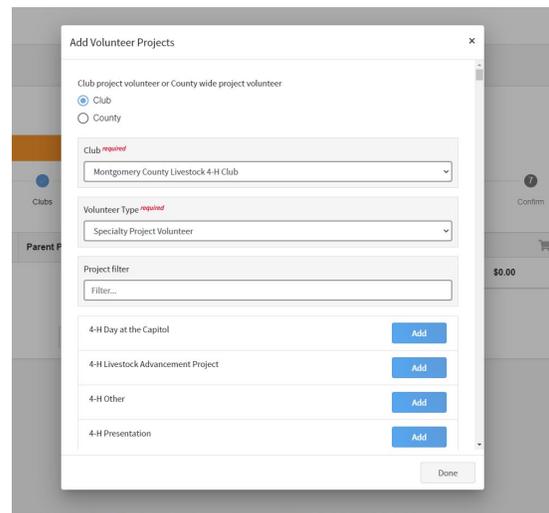
1. Click Select Clubs
2. Click Select Units
3. Your Volunteer Type will show above the unit list.
4. A list of units within that Locality will appear.
5. Select Unit/Club you wish to enroll in.
6. In you need to enroll in another club, click select units again.



Projects

If you selected Project Volunteer, you will be directed to the Projects Screen. If you did not select Project Volunteer, please move on to the next step.

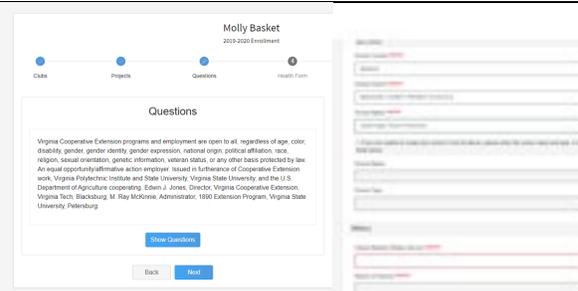
1. Click Select Projects
2. Select if you are a Club Project Volunteer or a County-level project volunteer.
3. The Club and Volunteer Type will prepopulate above the project list.
4. The list of projects will appear.
5. Select the project you wish to volunteer with.
6. If you are volunteering under more than 1 project within a club, you will need to enroll in another project, click select projects again.
7. If you are enrolled in more than one club/unit you will need to select projects for each club/unit.



Questions

This is where job information, additional emergency contacts, military status, and additional questions are asked.

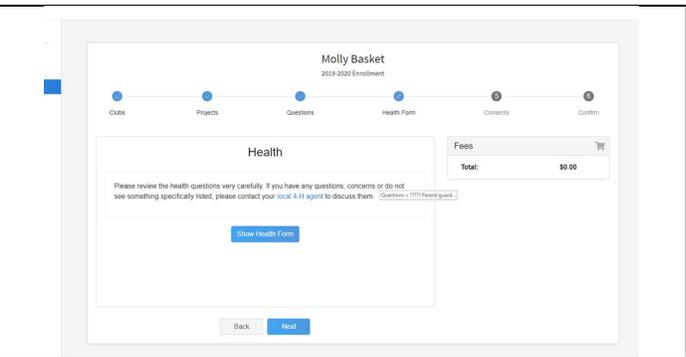
1. Complete all sections





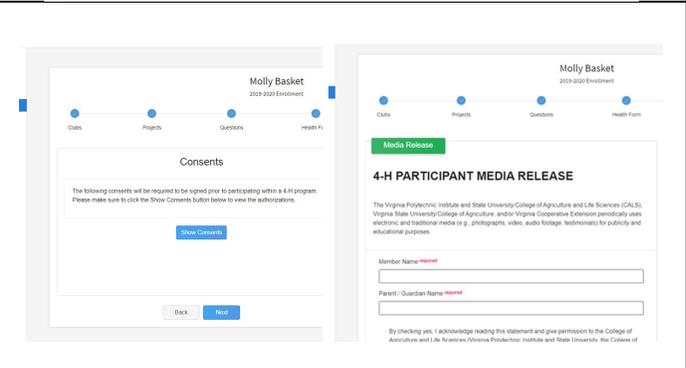
Health

This is where all the health form information is collected. Adults will be asked to sign Emergency Authorization.



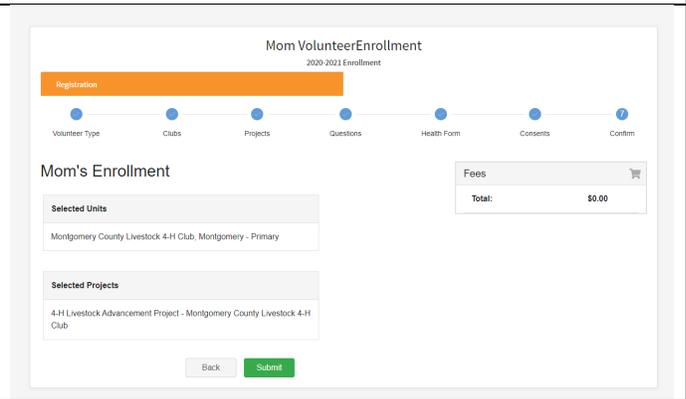
Consents

All Consents must be digitally signed by the adult enrolling within the 4-H program.



Enrollment Review Page

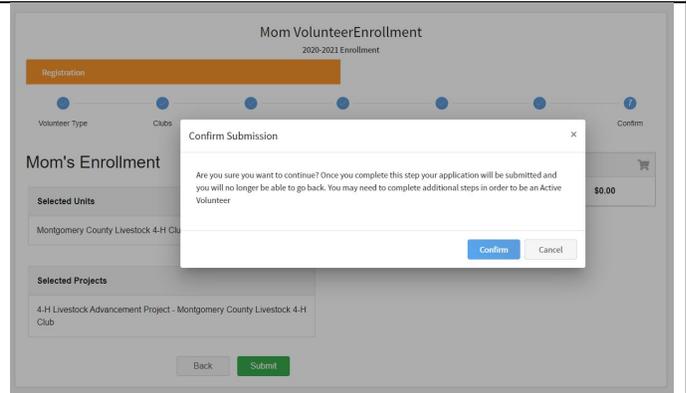
1. Click Submit



Confirm Submission

This confirmation screen appears to verify that you would like to continue with your volunteer enrollment. Depending on the volunteer role(s) selected, you will be directed to our volunteer screening questions associated with each respective role.

Click Confirm to Continue





Volunteer Screening

This section serves as our Volunteer Application. Depending on the volunteer role selected, the respective application will be presented. Please complete all sections within the Volunteer Screening process to be considered for a volunteer role.

Click Show Screening to proceed.

Screening

The screening will walk through the questions that are required for each respective volunteer type and will follow our 4-H Volunteer Application/Enrollment – Long Form VA-114 or our 4-H One Time/Occasional Volunteer Form.

1. Complete all sections.
2. Digitally sign the authorization at the end of the screening.
3. Click Submit

Please make sure you have selected the appropriate [volunteer type and role](#) to be directed to the correct questions. If multiple volunteer roles are selected, you will be screened at the highest level.

Your enrollment has been submitted to the Extension Office for Review.

Next to the volunteer's name you will see "Awaiting Review"; "Volunteer Application Submitted" & "Screening Submitted"

The Extension Office will review your screening and enrollment. If a background screening is required, the screening will be conducted through the Extension Office prior to enrollment approval.

1. If enrollment is correct/complete Extension Office will accept the member and status will change to "Approved" & Enrolled for 2020-2021 program year.
2. If enrollment is incorrect or incomplete Extension Office will send your enrollment back with a note for changes/corrections.