

## 4-H Adult Volunteer Enrollment Tips

Go to <http://v2.4honline.com>.

2. Enter your email, address and password.

3. Click Sign-In

If you have forgotten your password, click “Reset Password?” to receive an email with a link to set a new 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 “Purdue Extension/Indiana 4-H”.

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 and a volunteer can select more than 1.
2. Review the Volunteer type(s) that you wish to hold on the chart available.

Tip: You must select **every volunteer type** that you plan to participate in this year.

Example:

- If you are on the 4-H BOD or Fair Committee, you must select affiliate.
- If you are involved in a 4-H Club, as the primary leader, select Organizational Club Leader.
- If you are involved in a 4-H Club, with the intention of being an associate club leader, you must also select Organized Club Leader.
- If you prefer not to be affiliated with any club, but wish to be a general volunteer for the program, select general volunteer.
- If you are a shooting sports instructor or livestock specie chair or assistant, select project volunteer.
- If you are on the 4-H BOD or Fair Committee and also work with a club or are a project leader/assistant, you must select both affiliate volunteer and club volunteer.
- If you have questions, please contact liz at [ebeiers@purdue.edu](mailto:ebeiers@purdue.edu)

3. Repeat steps 1-4 for each Volunteer type that you would like to participate as.

4. Click the small trash can icon to remove any Volunteer Types.

5. Click Next.

6. If you have selected to participate as a Project leader, you will be prompted to select a Project. 7. Click “Select Projects”. 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.

8. If you are a Volunteer for the entire County associated with your Family Profile, select County.

9. Click Add next to the Project that you will be working with. Repeat steps 13-15 to add more projects.

### **Volunteer Screening-New this year.**

Please select “Show Screening” to complete the questions and then “Submit”.  
If you are a returning volunteer, your level is 2.

### **Volunteer Trainings**

Don't forget to complete your volunteer trainings. For returning Volunteers there should be one to complete. Select the name of the training to begin. Should take about 20 minutes. Launch the course and allow each training to completely run through all slides before exiting. **\*\*Note\*\*** These trainings are best completed on a computer and using Mozilla Firefox or Google Chrome web browsers. These can be completed on your phone if a computer is not available, but know sometimes there are complications. If you complete your training and it is not marking you “Passed”, take a screenshot of your completion page in the training and contact your county office to have you marked as passed. These trainings also require popup blockers to be enabled.

After completing training this year, trainings will be good for 2 years.

## **New 4-H Volunteer Enrollment**

- If you are new to 4-H Online Go to <http://v2.4honline.com>. Create a family profile and add yourself as a new member [level 3], answering questions and signing consents.
- Screening: You must add 3 reference names and contact information. References cannot be family members or relations. References can be friends, employers, teachers current or past, pastors, etc.
- If you have a family profile, in 4-H Online, but you are not listed under member list, click add member, then enroll as new 4-H Volunteer.
- Volunteer types-you must select at least one volunteer type, and may select more than one volunteer type. Suggestions for secondary volunteer types besides New Volunteer:
  - If you intend to be affiliated with an Organizational Club, select Organizational Club leader, even if you intend to be an associated leader.
  - If you intend to be a project leader [shooting sports instructor or livestock specie chair/assistant] select project leader volunteer type. You will select the project and hit next.
  - If you are a 4-H BOD or Fair Committee member, select affiliate volunteer type.
  - If you wish to be a general volunteer with the 4-H program, select general volunteer and continue with enrollment.
- You must sign consents for every type of volunteer type selected. You may repeat the steps until all types have consents signed.
- If volunteer type, or screening level is not correct, the enrollment will be sent back to you with a description of next steps to complete the enrollment.
- If you have questions, please reach out to Liz ebeiers@purdue.edu.

### **Volunteer Screenings**

As a 4-H volunteer, you will consent to a county and national background check annually. Your screening level as a new volunteer is 3.

### **Volunteer Trainings**

You must complete all new educator trainings before you will be approved in 4-H Online. Launch the course and allow each training to completely run through all slides before exiting.

**\*\*Note\*\*** These trainings are best completed on a computer and using Mozilla Firefox or Google Chrome web browsers. These can be completed on your phone if a computer is not available, but know sometimes there are complications. If you complete your training and it is not marking you "Passed", take a screenshot of your completion page in the training and contact your county office to have you marked as passed. These trainings also require popup blockers to be enabled.

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