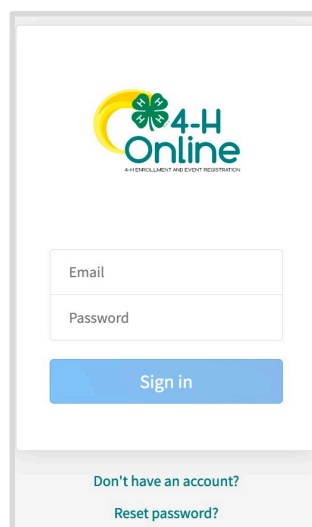# Enrolling in 4-H Online as a Returning Adult Volunteer

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 Mini 4-H 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.
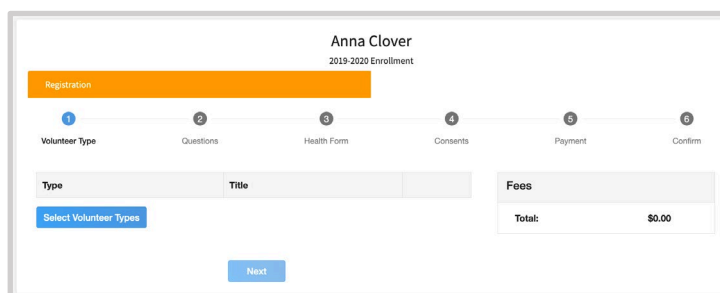
Adult Volunteer Enrollment

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.
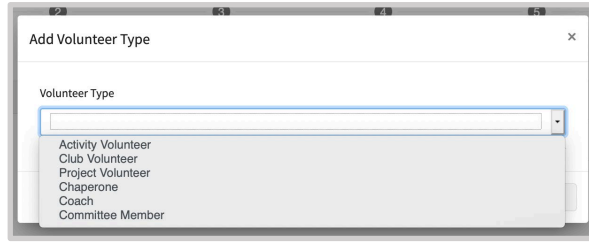
1. Click Select Volunteer Types to indicate how you are planning to participate in the program throughout the year.

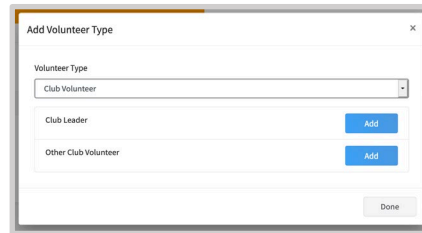At least one Volunteer Type is required during the enrollment

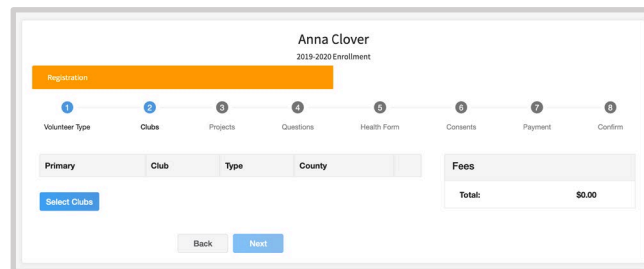|	
process. You may add additional Volunteer Types later, if needed.	
2. Select a Volunteer Type	**Add Volunteer Type** ✕ Volunteer Type [_____ ▾] Activity Volunteer Club Volunteer Project Volunteer Chaperone Coach Committee Member
3. Click Add next to your Volunteer Type Role.	**Add Volunteer Type** ✕ Volunteer Type [Club Volunteer ▾] Club Leader [Add] Other Club Volunteer [Add] [Done]
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. *Note if you did not select A Club or Project Volunteer type you can skip to step 15.*	**Anna Clover** 2019-2020 Enrollment Registration ① Volunteer Type ② Clubs ③ Projects ④ Questions ⑤ Health Form ⑥ Consents ⑦ Payment ⑧ Confirm 	Type	Title		Fees	
Club Volunteer	Club Leader	🗑	Total:	$0.00
Project Volunteer	Project Leader	🗑		
Chaperone	Chaperone	🗑			 [Select Volunteer Types] [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.	**Anna Clover** 2019-2020 Enrollment Registration ① Volunteer Type ② Clubs ③ Projects ④ Questions ⑤ Health Form ⑥ Consents ⑦ Payment ⑧ Confirm | Primary	Club	Type	County		Fees	
					Total:	$0.00	 [Select Clubs] [Back] [Next]
8. Select the County, Club and Volunteer type that corresponds with the Club in	
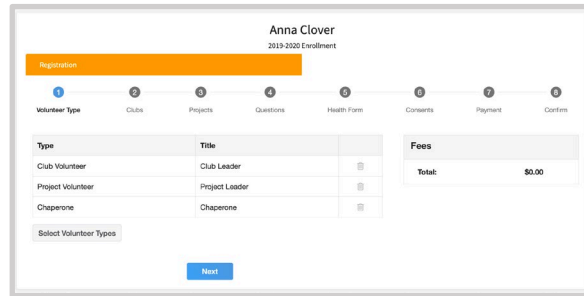
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which you would like to participate. 9. Click Add next to the Club. 10. Repeat steps 8-10 for each Club in which you would like to participate.	
11. If you have selected to participate as a Project leader, you will be prompted to select a Project. 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.	
15. Click Show Questions. 16. Complete the Questions section. 17. When you are finished, click the Next button.	

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18. If your Institution requires a Health Form, complete the Health Information and Consent. 19. Click the Next button at the bottom of the page.	
20. Complete the Consents. 21. Click Next at the bottom of the page.	
22. Payment is not necessary for Adult Volunteers. Select Next at the bottom of the page.	
23. Click Submit.	

Volunteer Training

You will see a Training tab upon submitting enrollment. Click the title of the training to select a lesson. Launch the course. *Note if you do not have Flash on your computer it will prompt you to allow it. This will then take you back to the previous screen where you will need to launch the course again to take it.**	

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