

Re-Enrolling in 4-HOnline

Returning 4-H Volunteer Enrollment Guide



This guide will help you when re-enrolling in 4-HOnline. This guide is only for VOLUNTEERS who have previously utilized 4-HOnline last year or in recent history.

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

- Use the same email and password used in previous years to log in.
- Don't remember the email address used in previous years? Contact your county Extension office.
- Don't remember your password? Select the "Reset Password?" option. Then check your email for a password reset link.

Do not set up a new profile. You must log into last year's profile.

Step 2: Begin Re-Enrollment

- To re-enroll a member from a previous year, select "Enroll Now" next to the profile of the person.
- Confirm that you want to enroll as an adult volunteer. Select "Enroll."

Step 3: Volunteer Types

- Click "Select Volunteer Types."
- Select the appropriate type of volunteer:
 - If you volunteer with a club, choose Club Volunteer regardless of the role.**
 - If you choose program volunteer you will not be able to access your club information.
 - Inside your club, you can then choose organizational club leader, project leader, or Cloverbud leader.
 - If you volunteer at camp, choose Camp Volunteer
 - If you volunteer for shooting sports, choose Program Volunteer
 - If you volunteer for more than one or these, choose all that apply
- Select "Next."

Step 4: Clubs

- If you volunteer with a 4-H Club
- Click "Select Clubs" and click Add next to your club, then select "Next."
 - ◊ If you do not volunteer with a club (shooting sports, camp, committee) just click Next.

Step 5: Projects

- **Do not select projects.** Just select "next."

Step 6: Questions

- Select "Show Questions."
- Complete information (only ones noted with a red asterisk are required).
- Some responses repopulate from last year. You will be asked to type "yes" to indicate that you reviewed them and they are still correct.
- Select "Next."

See more on next page



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Step 7: Consents

- Select “*Show Consents.*”
- Read photo release, choose one of the options, and type your full legal name
- Read Volunteer Standards of Behavior, select affirmation, and type your full legal name
- Read Volunteer Waiver, Release, Hold Harmless and Indemnification Agreement, select affirmation, and type your full legal name.
- Select “*Next.*”

Step 8: Enrollment Summary

- Review Enrollment data.
- Select “*Submit*” (or go back if needed for corrections)

Step 9: Confirm Submission

- If you are ready to submit click “*Confirm*”
- You may also select “cancel” if you need to go back.

Step 10: Screening - Not everyone sees this screen, only those needed

- Select “*Show Screening.*”
- Select “*Agree*” and type full legal name.
- Select “*Submit.*”

Your enrollment is complete. You may see a list of Trainings and Expiration Dates on your profile but you do not need to do anything with those at this time.

As always feel free to call us at 419-334-6340 with any questions!

Thank you!

