

# Online 4-H Volunteer Training Instructions

Thank you for your interest in trying the online 4-H Volunteer Training Modules. It is our hope that this option will provide an easy to use, alternate opportunity for volunteers to complete training.

Please plan 90-120 minutes. The time needed will vary by person.

Current 4-H Volunteers in Clermont County who have completed at least 2 years of previous, continuous service (2016 and 2017) are able to do this.

## Instructions:

- Log in to your FAMILY account on 4H Online (4honline.com) using **Firefox**.  
**Firefox is the only browser that will work for online trainings.**
- Choose Ohio as the state.
- **Please re-enroll yourself as a volunteer and update information prior to completing the trainings.** Your status will show as "Pending".
- Select "Continue to Family" (orange button).

The screenshot displays the Ohio 4-H online portal. At the top left is the Ohio 4-H logo. To its right, the text 'Ohio 4-H Youth Development' is visible, along with a 'Logout' link. Below this, a blue bar indicates the user is 'Logged in as Uhlenbrock' with a 'Change Password' link. A large red banner with white text reads 'WELCOME TO OHIO 4-H'. Underneath, there are several sections: 'Attention Club Advisors' with a note about 'Club Leader Login' and 'Club Password'; 'My Meetings'; and 'Announcements & Newsletters'. A large orange button with the text 'Continue to Family' and a play icon is highlighted by a red arrow pointing to it from the right.

- You will see a list of all family members who are members or volunteers.
- Find your name and select “Edit”.

Logged in as Uhlenbrock Home | My Member List

### Member List

Please take a moment to review your family information and make any necessary changes by clicking on *Edit Family*.

The volunteers and 4-H members in your family/household are listed below. To begin enrolling, click on *Edit* and complete the requested informational pages by clicking *Continue* at the bottom of each page.

**Uhlenbrock Family** [Edit Family](#)

1664 Beechshire Dr  
Cincinnati, OH 45255-3168  
513-658-3173  
[brandy\\_uhlenbrock@yahoo.com](mailto:brandy_uhlenbrock@yahoo.com)  
Clark, 2652 Clermont County Manager County [\[contact info\]](#)

Add A New Family Member  
select a member type...  
[Add Member](#)

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Brandy Uhlenbrock	Adult	1673197	Pending	2016-2017	<a href="#">Edit</a>
<div style="display: flex; justify-content: space-between;"> <span>✓ Volunteer Screening Approved (2015-2016): No Restrictions</span> <span>✗ Event Registrations 10/01/2016-09/30/2017</span> </div> <div style="display: flex; justify-content: space-between;"> <span>✗ Event Registrations 10/01/2017-09/30/2018</span> <span>...</span> </div>						
	38011)	10/19/2017: 2017 Older Youth Empowerment In-Service		Approved		<a href="#">View / Print</a>
	38008)	11/02/2017: 2017 Camping In-service		Incomplete		<a href="#">Edit</a>
2)	Luke Uhlenbrock	Youth	1203700	Inactive	2016-2017	<a href="#">Edit</a>
<div style="display: flex; justify-content: space-between;"> <span>Quality Assurance Quality Assurance Expires: 04/04/2018</span> <span>✗ Event Registrations 10/01/2015-09/30/2016</span> </div>						

- Select “Trainings”.
- Click “Sign Up for a Training”.

OHIO 4-H Ohio 4-H Youth Development Logout

Logged in as Uhlenbrock: Brandy Home | My Member List

Enrollment **Member Settings** **Trainings**

Personal Information    Additional Information    Health Form    Participation

### Adult Personal Information

**Profile Information** Required Fields

Email:  joe@4honline.com

Prefc:

• **First Name:**

Middle Name:

• **Last Name:**

Suffic:

Preferred Name:

Job Title:

• **Mailing Address:**

Mailing Address 2:

• **City:**

• **State:**

• **Zip Code:**  12345

• **Birth Date:**  mm/dd/yyyy

• **Gender:**

• **Primary Phone:**  555-555-1234

Correspondence Preference:

OHIO 4-H Ohio 4-H Youth Development Logout

Logged in as Uhlenbrock: Brandy Home | My Member List

Enrollment **Member Settings** **Trainings**

### Your Trainings Completed or In Progress

[Sign Up for a Training](#)

Trainings Completed or In Progress			
Training	Type	Status	Edit / View
2) OSU Policy 1.50 Child Abuse & Neglect QUIZ (Online)	Adult Volunteer	Incomplete	<a href="#">Edit / View</a>

  

Learn Grow Courses				
Organization		Course		
Type	Status	Certificate	Completion	Expiration

- Click “Sign Up” beside the trainings you would like to complete.
- Choose “Edit/View” to begin each module.

The screenshot shows the Ohio 4-H Youth Development website interface. At the top, there is a navigation bar with the Ohio 4-H logo and the text "Ohio 4-H Youth Development". Below this, a user is logged in as "Uhlenbrock: Brandy". The main content area is titled "Sign Up for a Training" and includes a sub-header "Your Trainings Completed or In Progress". A table lists various training modules, each with a "Sign Up" button. A red arrow points to the "Sign Up" button for the first training module, "1) Year 1 OSU Policy 1.50 Child Abuse & Neglect".

Training	Type	Sign Up
1) Year 1 OSU Policy 1.50 Child Abuse & Neglect	Adult Volunteer	<a href="#">Sign Up</a>
TRAINING (Online)		
Volunteer Training Module- 8 Key Elements	Adult Volunteer	<a href="#">Sign Up</a>
Volunteer Training Module- Club Chartering	Adult Volunteer	<a href="#">Sign Up</a>
Volunteer Training Module- Club Financials	Adult Volunteer	<a href="#">Sign Up</a>
Volunteer Training Module- Club Structure	Adult Volunteer	<a href="#">Sign Up</a>
Volunteer Training Module- Fundraising	Adult Volunteer	<a href="#">Sign Up</a>
Volunteer Training Module- Membership	Adult Volunteer	<a href="#">Sign Up</a>
Volunteer Training Module- Mission, Vision, Values	Adult Volunteer	<a href="#">Sign Up</a>
Volunteer Training Module-		

## To meet requirements you must complete three modules by February 22

1. Year 1 OSU Policy 1.50 Child Abuse and Neglect Training
2. OSU Policy 1.50 Child Abuse and Neglect Quiz
3. Any Additional module of your choice:
  - 8 Key Elements
  - Club Financials
  - Club Structure
  - Mission, Vision, Values
  - Membership

You may complete them all in one sitting or do them at three different times, but it doesn't work well to pause in the middle of a module. You must receive a passing score on each quiz to receive credit. Trainings may be repeated if needed.

**Please note:** At least one volunteer for each club must still attend an in person training to obtain a club packet.

**Every** volunteer must complete ONE approved training each year to remain active . This training meets that requirement.