

Volunteer Re-Enrolling in 4-HOnline

Returning 4-H Volunteer Enrollment Guide



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

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

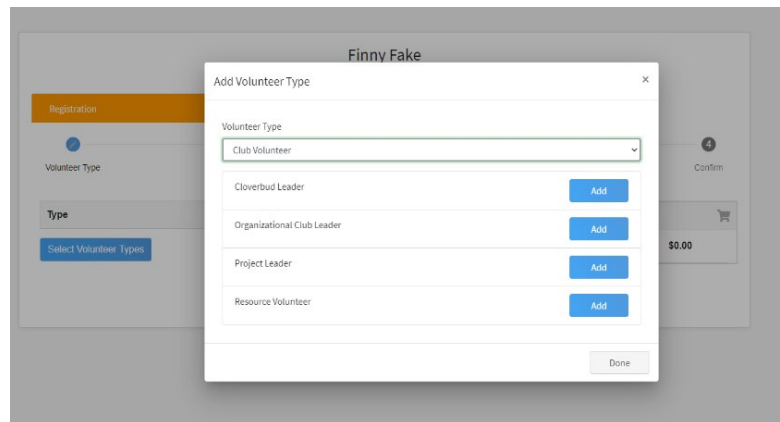
- Use the same email and password used in previous years to log in.
- Don't remember the email address used in previous years? Contact your county Extension office.
- Don't remember your password? Select the "Reset Password?" option. Then check your email for a password reset link.
 - Do not set up a new profile. You must log into last year's profile.

Step 2: Begin Re-Enrollment

- To re-enroll a member from a previous year, click "Enroll Now" next to the profile of the appropriate volunteer. Confirm that you want to enroll in 4-H. Select "Enroll".

Step 3: Select Your Volunteer Type

- Choose the "Select Volunteer Type" button.
- Select Club Volunteer from the drop-down menu.
- Verify that "Club Volunteer" is selected at the top of the pop-up window and select your Volunteer role by clicking "Add" next to the role. Click "Next" to continue.



Step 4: Select Your Club

- Choose the "Select Units" button.
- Verify that your county is correct at the top of the pop-up window and select your club(s) by clicking "Add" next to the club name. Click "Next" to continue.



Step 5: Continue Enrollment Questions

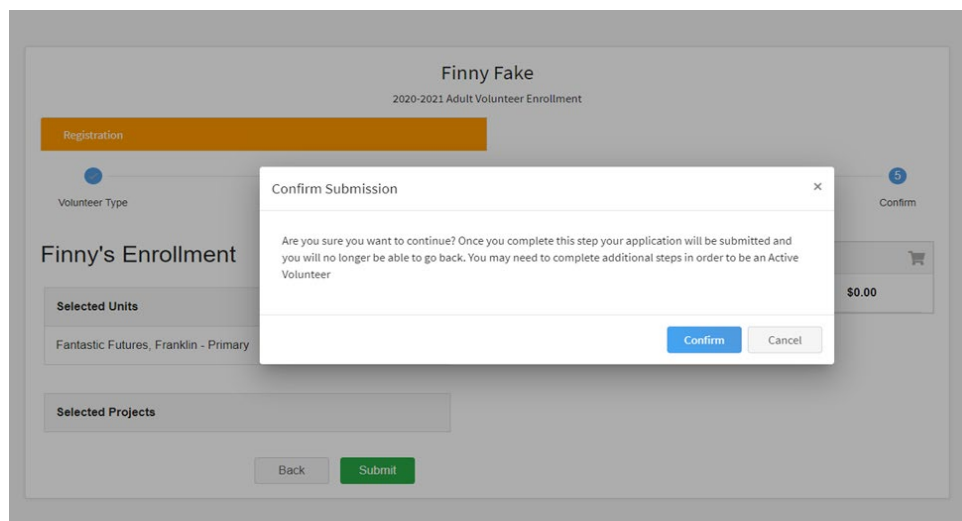
- Select the “Show Questions” button and complete the additional member information questions. Complete the required fields as indicated and click “Next”.

Step 6: Review and Sign Consent Forms

- Affirm that you agree to the Code of Conduct, the General Permission statement, and the Photo Release. The volunteer name should be typed into the boxes and click on the agreement buttons. Complete the required fields as indicated and click “Next”.

Step 7: Review Enrollment

- Review your enrollment and select submit.
 - A confirmation box will appear. Click “Confirm” to continue with the enrollment process.



******If you are a returning volunteer who requires an updated background check you will be prompted to continue to Step 8.******



Step 8: Complete Volunteer Screenings

Select the “Show Screenings” button and complete the additional volunteer information questions. Complete the **required** fields as indicated and click “Submit”. Clicking submit allows 4-H professionals to begin processing your enrollment.

The screenshot shows a web interface for "Finny Fake" with the title "2020-2021 Adult Volunteer Enrollment". There are two tabs: "Registration" and "Screening", with "Screening" selected. Below the tabs is a "Screening" section with the instruction: "Please answer the following questions to continue becoming an Adult Volunteer." A blue "Show Screening" button is centered below the instruction. At the bottom of the page are "Save" and "Submit" buttons.

You have now successfully submitted your enrollment.

The screenshot shows a member profile for "Fake". At the top left is a profile icon and the name "Fake". To the right is an "Add Member" button. Below the name is contact information: "Fake123@123.com", "2548 Carmack Road", "Columbus, Ohio 43210", "614-866-6900", and "Franklin County". Below this is a table with two columns: "Member" and "Programs".

Member	Programs
Carrie Stoneburner # Apr 16, 1995 View	4-H Volunteer - Awaiting Review Volunteer Application Submitted Screening Submitted

To the right of the table is a welcome message: "Welcome to the new version of 4-H Online! Add family members by clicking on **Add Member** at the top of this page. To enroll in a program click on the **Enroll Now** link under the program name. If it shows **Continue Enrolling...** under a program, that means you have not completed enrollment, no worries, just click on the link to pick up where you left off. To navigate to a family member click on the **View** button to the right of the name. When you are finished viewing the selected member click on the **Member List** link at the top of the menu to the left." Below this message is the text "Inactive Members:".

Need to make changes?

- If you need to make changes before your enrollment is reviewed and accepted by 4-H professionals, you will need to contact your county Extension Office to request a change.

