# HOW TO ENROLL AS A 4-H VOLUNTEER 2023



## Step 1: Visit oh.4honline.com

- Mozilla Firefox and Google Chrome are the recommended browsers. Please do not use Internet Explorer.
- Your username is your email address
- Not sure of the email address used in previous years? Contact your local Extension Office
- Forgot your password? Select the "Reset Password?" option if you do not know your 4-H Online password. Then check your email for a password reset link.
- <u>Do not set up a new profile, when in</u> doubt call the office 330-725-4911.
- Each time you log in to your family profile in 4-H online, your member list will open as the home page. The member list displays all family members for whom a Member record has been created.

#### Member List

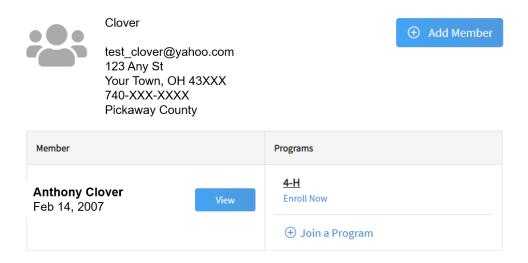
Your member list shows each member that has been added to your family profile. You can see:

- Member's name and DOB
- 4-H Member Type
  - Club Member
  - Cloverbud
  - Volunteer (Adult 18+)
  - Participant
- Status of Enrollment
  - Enrolled
  - Volunteering
  - Submitted
  - Incomplete (Continue Enrollment)
  - Not Enrolled (Enroll Now)

#### Family Information

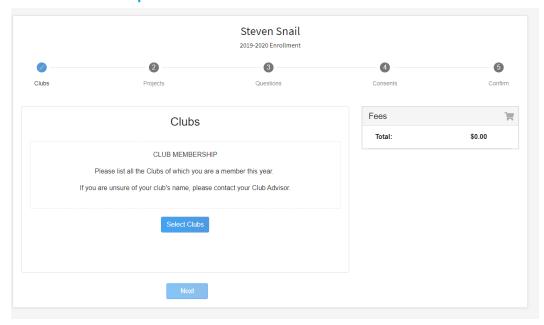
You can view the information contained in your family profile. You can change or update email, phone, and address by clicking the "Edit" button.

## Step 2: Begin Re-Enrollment



To re-enroll a member from a previous year, click "Enroll Now" next to the profile of the appropriate member. You will be asked to update the grade in school and confirm that you want to enroll in 4-H. Select "Enroll".

Step 3: Select Your Club(s)



You will be prompted to select a Volunteer type in 2023 everyone will select "Club Volunteer"

# New in 2023: Committees will be listed under clubs so select Club Volunteer!

Verify that the county is correct at the top of the pop-up window and select the club(s) by selecting "Add" next to the club name.

# Step 4: Select Your Project(s)

Pease Skip no project selection necessary!

#### Step 5: Continue Enrollment Questions

Select the "Show Questions" button and complete the additional "About You" questions. Complete all of the required fields as indicated. Please make sure all of your information is up to date and accurate then click Next.

## Step 6: Review and Sign Consent Forms

Affirm that you agree to the Standards of Behavior, the General Permission statement, and the Photo Release. If you are up for a background check there will be one additional consent form. You can not completed enrollment until <u>all</u> are signed and submitted.

# Step 7: Review Enrollment

Review your enrollment and select submit.

 Remember, do not hit submit until you are sure that you have updated all your information for the year.

# You have now successfully submitted your enrollment!

#### Need to make changes?

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

#### Need to Re-Enroll Another Member?

Continue re-enrolling other family members by selecting "Enroll Now" by their profiles and following the same process.

#### Need to Enroll a New Member to an Existing Family?

Select the blue "Add member" button at the top of your family profile and create a new member.