HOW DO I ENROLL ON 4-H ONLINE (FOR VOLUNTEERS)

Logging In

Returning 4-H families already have a 4HOnline account. New 4-H families will need to create one. It is very important that you DO NOT create a new account if you already have one.

1. Go to https://co.4honline.com/
2. Scroll down and select "I have a profile" if you are a returning family, or "I need to set up a profile" if you are a new family.
3. Role should always be set to "Family"

Returning Families: Your username is your FAMILY email address. Your password is the one you created last year. If you forgot your password, do NOT create a new account. See "Forgot your password?" below for help. Once you are logged in, click the orange "Continue to Family" button. Now continue to *Getting Enrolled* below…

New Families: Enter profile (family) information using the email address of the person in your family who will manage your 4HOnline account. Click "Create Login" and enter more family information as requested. To make it easier, select the box that says, "Update member records with same address" and then click "Continue". Now continue to *Getting Enrolled* below…

"Email does not exist for the selected role": If you get this error message then it means that you are not using the "Family Email" address that 4HOnline has listed for you. Do NOT create a new account! This will cause huge problems in the system. First, try to identify what your Family Email Address might be by attempting to log in using your other email addresses. If that does not work, contact Audra at the extension office, (303) 678-6238. She can provide you with your "Family Email Address". If the family email address is wrong or outdated and you no longer have access to it, Audra can change it for you.

Forgot your password? No worries, 4HOnline can send you a new temporary password. Just select "I forgot my password" and then type in your FAMILY email address to have it emailed to you. If you no longer have access to that email account, please contact the extension office (303) 678-6238 and ask Audra to reset it for you.

Getting Enrolled

Re-enrolling Volunteers
1. On the "member list" page, select "Edit" next to the adult's name you would like to re-enroll.
2. Scroll down past their information and select "Enroll for 2016-17 year" (you will have the opportunity to update this information in the next section.)
3. Continue to the *Adding/Updating Information* section below**.**

Enrolling Volunteers
1. Log-in to 4HOnline
2. Select "Add a new Family Member" drop down menu. Choose Adult. Then click "Add Member."
3. Continue to the *Adding/Updating Information* section below.

Adding/Updating Information

Once you have re-activated or added a volunteer (adult), you will need to add or update their information. Follow the steps below to do so.

A. Edit Personal Information:
1. Change the email address to the **adult's email**, which may be different from the family email. This will ensure you also receive our newsletter and updates. You may leave it as the family's email if you wish.
2. Primary phone is the phone number you would like us to call when we have questions or need to contact you.
3. The Years in 4-H should show 1.
4. Are you an Employee? Leave as <u>no</u>.
5. Are you a Volunteer? Change to <u>yes</u>.
6. Be sure to fill out ethnicity, residence, and military service information.
7. Click "Continue"

B. Sign documents in Additional Information tab:
1. *Code of Conduct* – This must be signed by the adult. Check the box and sign by typing your name.
2. *Denial of Permission to Use Photo* – Check the box ONLY if you DO NOT want your photograph to be used for promotional purposes. Sign by typing name.

C. Complete Volunteering Screening information: This is the new volunteer application.
1. Provide a birthdate to be used for background check.
2. Provide contact for three references.
3. Sign to give authorization for a background check. Sign by typing in name.

D. Update the club and project information:

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1. Your club may already be selected. If not, select only one club and click "Add Club." Then click "Continue."
2. Your projects may already be selected. If not, select as many projects as you would like, remove any projects you don't want to do, then click "Continue." You must select at least one project to enroll in 4-H.
3. Do not choose a group. Click "Continue".

E. Submit your enrollment. Your enrollment will be pending until you complete the process. Please give a copy of your proof of enrollment (please see Enrollment Guidelines and Fees) and $5.00 background check fee (new leaders ONLY) to your Club Leader.

Enrollment Forms and Fees

NOTE: The Extension Office will NOT accept any enrollment forms/fees directly from families. All forms must be turned in by the Club Leader.