



## 4HOnline Steps to Enroll a New Volunteer in Nebraska 4H

If you already have a Family 4HOnline Account please login to that Family Profile begin following the instructions from "Adding Adults to Family Profile" below.

If you **DO NOT** already have a Family 4HOnline Account, please follow all these instructions.

Access the enrollment form or to log on to 4honline visit [ne.4honline.com](http://ne.4honline.com).

Select [I need to set up a profile](#). Each 4-H household will have a profile.

Select the correct [County](#).

The [email address](#) will be used as the user/access id. Enter an email address you use and a password you will remember. There will be an option later in enrollment to add additional email addresses.

[Last Name](#) - Please enter the household last name (i.e. Head of household last name/4-H parent(s)).

Select [Create Login](#)

Nebraska 4-H Youth Development

UNIVERSITY OF Nebraska Lincoln EXTENSION

Welcome to 4-H Online

I have a profile

I need to setup a profile

I forgot my password

Are you in a Military 4-H Club:

County:  Show County Contact Info.

Email:

Confirm Email:

Last Name:

Password:  Min. of 8 characters, at least 1 number and 1 capital or non-alpha

Confirm Password:

Role:

Create Login

Nebraska Extension is a Division of the Institute of Agriculture and Natural Resources at the University of Nebraska—Lincoln cooperating with the Counties and the United States Department of Agriculture.

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## Family Information (Profile Information)

Complete the required profile information.

Select whether you would prefer to receive the newsletter via email or mail.

\*You do not need to change your password\*

Select [Continue](#)

### Family Information

Profile Information \*Required Fields

\*Email:  joe@gmail.com

\*Last Name:

\*Mailing Address:

\*City:

\*State:

\*Zip Code:  12345

\*Primary Phone:  555-555-1234

\*Correspondence Preference:

\*4-H County:

Update member records with the same address

Password Management

Current Password:

New Password:

Confirm New Password:



## Adding adults to the Family/Profile

You may now add the new member in your household. Select [Adult](#) from the drop down option and select [Add Member](#)

**Member List**

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

3180 W Us Highway 34  
 Grand Island, NE 68801-7279  
 308-385-5088  
*melinda.rathman@unl.edu*  
 Unl Extension Hall County 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

## Adult Personal Information

Now enter information for **one** specific Adult in the household. You may choose to change the email address here to their personal email if so preferred. The \*asterisk areas are required, all other fields are optional.

**\*Please enter the number of years you have been an official 4-H volunteer! The Extension office has a list if you cannot remember\***



## Adult Personal Information

### Profile Information

\*Required Fields

\*First Name:

\*Last Name:

\*Mailing Address:

\*City:

\*State:

\*Zip Code:  12345

\*Gender:

\*Primary Phone:  555-555-1234

\*4-H County:

### Volunteer

Although not **\*asterisked**, the following fields are required: Race, Ethnicity, Residence, Military Service, and Grade.

### Volunteer Code of Conduct and Photo Release, etc.

In the additional information screen you will read and sign(Full Name not initials) the Activity Worker Policy, Volunteer Code of Conduct and Photo Release. The "New Volunteer Screening Form" you will have to print out the 2 page form completely and bring it and valid ID to the Extension Office.

### Add a Club

Please select a club and a role within that club from the drop down menu.

Personal Information   Additional Information   **Participation**   Invoice   County Review

Clubs   **Projects**   Activities   Awards   Groups

**Add a Club**

Select a Club:

Select a Volunteer Type:

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## Add a Project

The next step is to choose the projects you provide leadership for IF you are a project leader in the club you volunteer with.

The enrollment is not final until you click on [Submit Enrollment](#).

## Enrolling More Volunteers of Household

You will then have the ability to enroll another volunteer for your same household/family following the same steps when you select [Add Adult](#).

The enrollment status will show pending until the information is confirmed by your local County Extension Staff.