

New Volunteer Enrollment Instructions 2022-2023 4-H Year

If you are enrolling in 4-H for the first time, you must [contact your local Extension office](#) before beginning the 4-H online enrollment process.

Adults serving as a Direct Volunteer (such as a 4-H Club Project Leader or 4-H Club Organizational Leader) must enroll through 4-H Online. Adult volunteers enrolling for the first time need to create a new Family Profile.

Parents/Guardians of currently enrolled 4-H members serving as a direct volunteer should use their existing family profile and add themselves as a new "Adult Member".

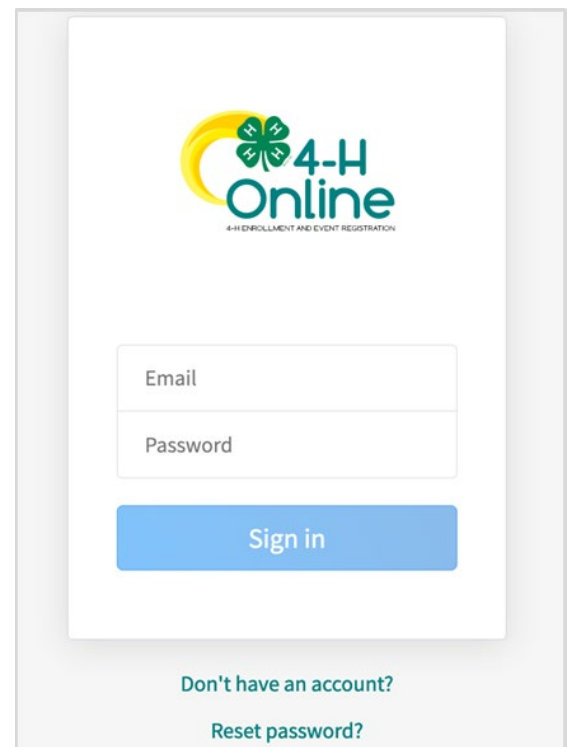
Please note that only volunteers serving as Club Leaders should enroll through 4-H Online.

Step 1: Create a Family Profile

Click "Don't have an account?" if you have never enrolled in 4-H before using 4-H Online. If you have had a 4hOnline account in a different state, please use your login information to sign into your account.

NOTE: If you had an account in 4-H Online 1.0, enter the login information for your existing account. Each 4-H household will have a family profile in which the 4-H youth for the household will be added. Individual youth will not have an individual profile/login.

- Select "Nebraska" from the drop-down menu.
- Select your county from the drop-down menu. (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.)
- Please enter the household "Last Name".
- Select "Create Login".

The screenshot shows the 4-H Online login interface. At the top center is the 4-H Online logo, which includes a green clover with 'H' letters and the text '4-H Online' and '4-H ENROLLMENT AND EVENT REGISTRATION'. Below the logo are two input fields: 'Email' and 'Password'. A blue 'Sign in' button is positioned below these fields. At the bottom of the page, there are two links: 'Don't have an account?' and 'Reset password?'.



Step 2: Enter Family Profile Information

Complete the required profile information.

Please enter the best number to reach you at.
You do not need to change your password.

Step 3: Add Adults to the Family Profile

You may now add the individuals in your household. Select "Add Member".

Now enter information for one specific individual in the household.

You may choose to change the email address if so preferred.

The asterisk areas are required. All other fields are optional.

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

Member	Programs
Beth Opfer #138186 Apr 26, 2008 View	4-H Enroll Now
Connor Opfer #138161 May 2, 2010 View	4-H Enroll Now
Hannah Opfer #138100 Aug 5, 1993 View	4-H Adult - Resubmit Resubmit Volunteer Application
Katlyn Opfer #138101 Apr 30, 2010 View	4-H Youth - Resubmit Resubmit Enrollment

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.

Inactive Members:



Step 4: Add Volunteer Enrollment

Click Select Volunteer Types to indicate how you are planning to participate in the program throughout the year. At least one Volunteer Type is required during the enrollment process. You may add additional Volunteer Types later, if needed.

For Nebraska, you will need to choose if you are an "organizational leader" (club leader) or "project leader" if you are leading a specific project in a club.

Anna Clover
2019-2020 Enrollment

Registration

1 Volunteer Type 2 Questions 3 Health Form 4 Consents 5 Payment 6 Confirm

Type	Title
Select Volunteer Types	

Next

Fees	
Total:	\$0.00

- Click "Select Volunteer Types" button

Organizational Leaders

- Select Club Volunteer from drop-down list (2nd in list)
- Click the "add button" across from Organizational Leader

Project Leaders

- Select Club Volunteer from drop-down list (2nd in list)
- Click the "add button" across from Project Leader
- Select Project Volunteer from drop-down list (3rd in list)
- Click the "add button" across from Project Leader

Note: Project Leaders: please select both Project Leader roles! Organizational Leaders that are also project leaders will need to select all 3 Volunteer roles.

- Volunteer Screening Reminder – Click "I understand" and Accept

Step 4 Continued: County Required Screenings

Volunteer screening is repeated every five years based on a geographic location regardless of when the original screening was completed. If your county is due for rescreening this program year, follow the rest of this step. Please contact your [local Extension office if you are](#) unsure.

Click Select Volunteer Types as you did in the first half of this step.

Add “Program Volunteer” -> “Selected for Required Screening”. This selection will be in addition to the other volunteer types you have already selected. This helps Nebraska 4-H keep track of when volunteers need to re-screen on the established five-year rotation. All new and returning volunteers in the specified counties are required to add this volunteer type during the current program year.

Step 5: Adding a Club and Projects

Select the County, Club and Volunteer type that corresponds with the Club in which you would like to participate. If you have selected to participate as a Project leader, you will be prompted to select a Project:

- Click Select Projects. (Please choose those that begin with “Volunteer”)
- You may use the search function or scroll to the bottom of the list.
- Click “Next”.

Step 6: Consent Form and Code of Conduct

Please sign all consent forms on this page. This includes our Activity Worker Guidelines and our Volunteer Code of Conduct.

Step 7: Confirmation and Submit Enrollment

If all information looks correct, please submit your enrollment. You will then be prompted to move to the next step, which is our screening process.

Please note that until your enrollment has been accepted and all screening pieces complete, you will not be considered an active volunteer.

Step 8: Volunteer Screening

All Nebraska 4-H volunteers must complete the [4-H Volunteer screening process](#) before volunteering with 4-H in any capacity. Please contact your local Extension office for any questions.

All direct volunteers with Nebraska 4-H are required to complete a background check through Nebraska DHHS. On the prompted volunteer screening form you will be asked to sign your permission to be screened and for those results to be shared with Nebraska 4-H.

N EXTENSION



In the message of the consent, you will find a direct link to the DHHS webpage. Please click on this link or copy and paste it into your browser. Screenings that are completed without following this link will not be connected to Nebraska 4-H or your 4hOnline account, delaying your volunteer role start date.