



## 4HOnline Steps to Enroll a Volunteer with an existing family.

If you already have a family account, you will fill out your volunteer enrollment from that account. You DO NOT need a new account.

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

Select [I have a profile and login to your account](#). Your role will be Family.

**You will be taken to your family landing page.**

### Adding a new family member

You can now add the volunteer/s in your household. Select [Adult](#) from the drop down option and select [Add Member](#)



### Member List

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

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Grand Island, NE 68801-7279  
308-385-5088  
[melinda.rathman@unl.edu](mailto:melinda.rathman@unl.edu)  
[Unl Extension Hall County County \[contact info\]](#)

**Add A New Family Member**

select a member type...

Member/Volunteer List					
Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit

### Volunteer Personal Information

Now enter information for **one** specific volunteer in the household.  
You may choose to change the email address to the youth's email 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\***

### 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**



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

## Volunteer Code of Conduct

In the additional information screen you will read and sign the Volunteer Code of Conduct and Photo Release.

## 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:

## 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.