



Enroll as a new 4-H Volunteer

Visit 4hOnline at ne.4honline.com. Please use Google Chrome or Mozilla Firefox for best results.

Welcome to 4-H Online

Welcome to the Nebraska Extension 4-H Youth Development Online Enrollment and Event Registration System

Please use Google Chrome as your browser-click for a free download

New 4-H Member/Volunteer	Returning 4-H Member/Volunteer
<p>If you are new to 4-H and have never logged on to 4hOnline before, you will need to build your family profile.</p> <p>Each family should have one profile that lists all family members involved in 4-H. Please use the following steps to setup your profile:</p> <p>Click on the "I need to setup a profile" option below. Fill in the information asked. Remember that the email address that you entered is the email that you will login with. You may change/update your profile info at any time after the initial enrollment.</p>	<p>Each member or volunteer must enroll in 4-H each year.</p> <p>DO NOT set up a profile. You already have an account. Your login is your email address. If you have forgotten or do not know your password, please select "I forgot my password". A temporary password will be sent via email.</p> <p>You are required to re-enroll for the 2017-18 4-H year. Profile information may have changed so it is important that everyone (youth and volunteers) update their profile before submitting. Please be sure to double check your address, phone number, and email address and update if needed.</p> <p>Remember that there should only be one 4hOnline profile per family. If you are having problems logging on please contact your local county office.</p>

☒ I have a profile
☐ I need to setup a profile
☐ I forgot my password

Email:

Password:

Role:

If you **DO NOT** already have a Family 4hOnline account please follow these instructions.

- Select “[I need to set up a profile.](#)” Each 4-H household will have a profile
- Select the “[County](#)” you will be participating in. If you are enrolled in more than one county, select your primary County here.
- The “[Email Address](#)” will be used as the user/access id. Enter an email address that you use and a password you will remember. You will use this throughout the year.
- “[Last Name](#)” Please enter the household last name.
- Select “[Create Login](#)”

1. Family Information (Profile Information)

Complete the required profile information. Select “[email](#)” as the means of receiving your newsletter, unless other arrangements have been made with the Extension Office. You do not need to change your pass-word. Click “[Continue](#)”.

2. Adding Adults to the Family Profile

Now add the adults in your household. Select “[Adult](#)” from the drop down option and select “[Add Member](#)”.

3. Adult Personal Information

Now enter information for **one** specific adult in the household. The asterisk areas are required, all other fields are optional. [Here is where you can check the box to receive text message alerts and state your cell phone provider.](#) ***Please enter the number of years you have been a 4-H volunteer, not years in 4-H!** The Extension office has a list if you cannot remember. Although not ***asterisked**, the following fields are required: Race, Ethnicity, Residence, and Military Service.

4. Additional Information- Activity Worker Policy, Volunteer Code of Conduct, Photo Release, and Volunteer Screening Form

In the additional information screen you will read and sign the Activity Worker Policy, Volunteer Code of Conduct, Photo Release, and complete a Volunteer Screening Form.

5. Add a Club

Please select a club (if applicable) and a role within that club from the drop down menu, click Add Club. Next click “[Continue](#)”.

6. Add a Project

The next step is to choose the projects. Volunteer projects are stated volunteer. For example, if you wish to volunteer to help with the horse project, you select “[Volunteer: Horse Leader](#)” and “[Add Project](#).” Repeat to add more projects. (Don’t worry about the leader part.) Once all your projects are entered, select “[Continue](#)”.

7. Add Group/Invoice

DO NOT ADD A GROUP. Select “[Continue](#)” for both sections when asked to add a group and the invoice page. Finally, select “[Submit Enrollment](#)” and you are enrolled.

8. 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 the Nebraska Extension Office. You will receive a confirmation email when the enrollment has been approved.