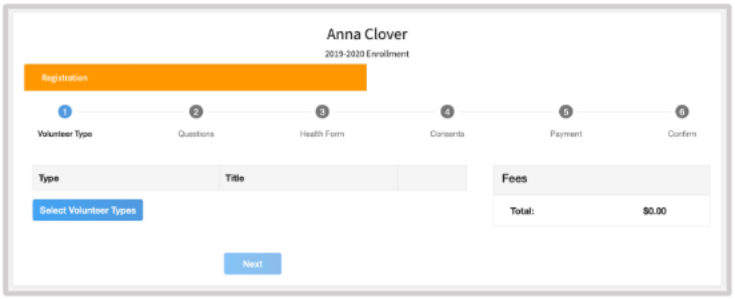
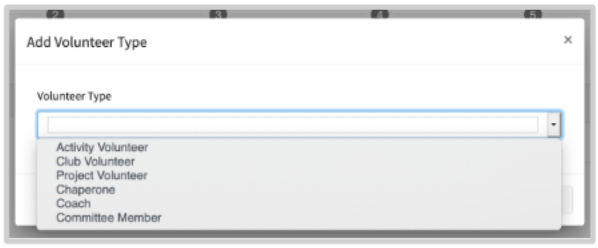
4honline 2.0 Steps to Enroll a Volunteer

Adult Volunteer Enrollment

If you are returning to 4-H, your Volunteer record will be listed on the family Member List. Click "Enroll Now" under the Program in which you would like to enroll.

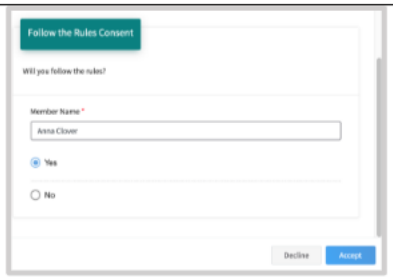
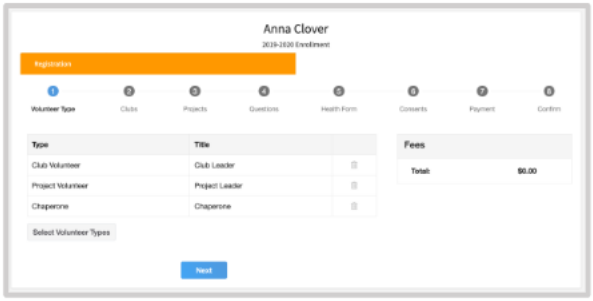
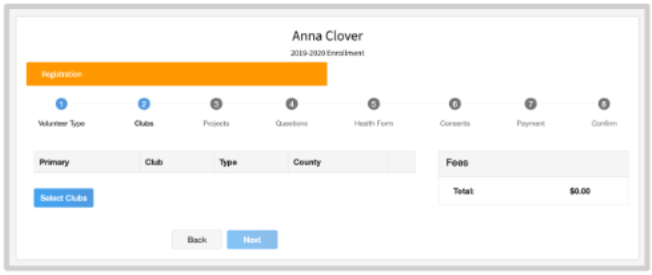
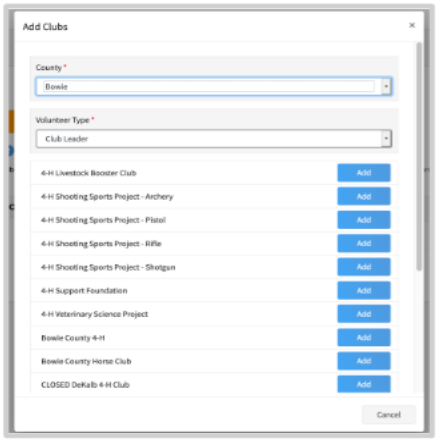
If you are a new volunteer and your name is not yet listed, click "Add Member" and follow the steps for "Adding a New Member to the Family," then continue to Step 1 below.

1. 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.	
2. Select a Volunteer Type	
3. Click Add next to your Volunteer Type Role. NOTE: If you are a Project Leader for a specific Club, you will need to select a Club Volunteer Type and a Project Volunteer Type.	

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 Sates Department of Agriculture.

Nebraska Extension educational programs abide with the nondiscrimination policies of the University of Nebraska–Lincoln and the United States Department of Agriculture.

© 2016

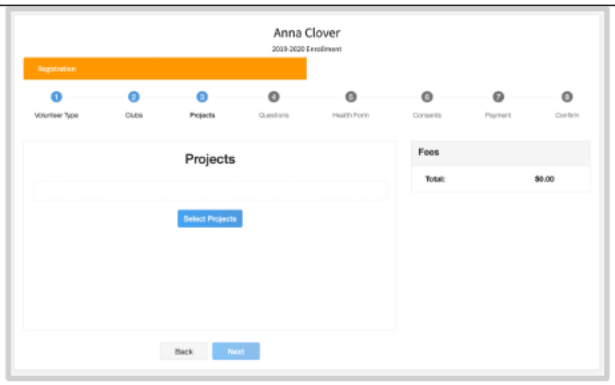
Some Volunteer Types require additional Consent forms. If additional Consent is required, you will be prompted to sign the Consent before the Volunteer Type will be added to your Record.	
4. Repeat steps 1-4 for each Volunteer type that you would like to participate as. 5. Click the small trash can icon to remove any Volunteer Types. 6. Click Next.	
7. If you have selected a Club Volunteer Type, click “Select Clubs” to choose the Clubs with which you would like to Volunteer. NOTE: If you did not select a Club Volunteer Type, you will not see this screen.	
8. Select the County, Club and Volunteer type that corresponds with the Club in which you would like to participate. 9. Click Add next to the Club. 10. Repeat steps 8-10 for each Club in which you would like to participate.	
11. If you have selected to participate as a Project leader, you will be prompted to select a Project. Click Select Projects.	

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 Sates Department of Agriculture.

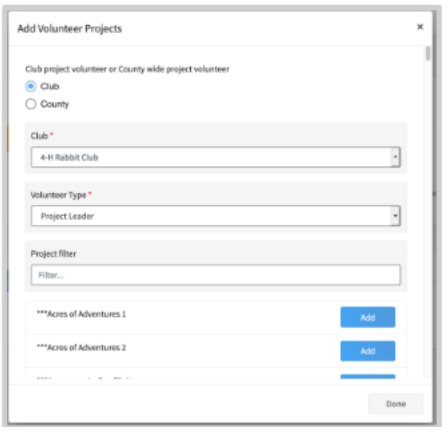
Nebraska Extension educational programs abide with the nondiscrimination policies of the University of Nebraska–Lincoln and the United States Department of Agriculture.

© 2016

NOTE: If you did not select a Project Volunteer Type, you will not see this screen.



12. Select Club if you are a project leader for a specific Club, and select the Club. Then select the Project Volunteer Type that best describes your involvement.
13. If you are a Project Volunteer for the entire County associated with your Family Profile, select County.
14. Click Add next to the Project that you will be working with.

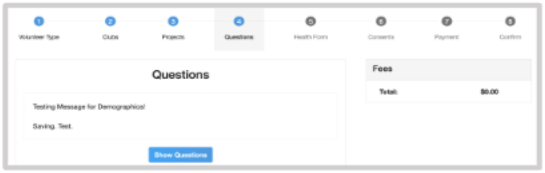


Some projects require additional Consents in order to participate. If an additional Consent is needed, you will be prompted to enter your signature and acceptance before the Project will be added to your record.

15. Click Show Questions.
16. Complete the Questions section.
17. When you are finished, click the Next button.

NOTE: Any questions with a red asterisk (*) are required. Questions may vary by Institution.

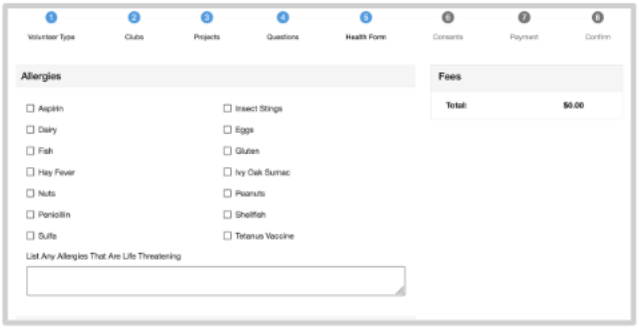
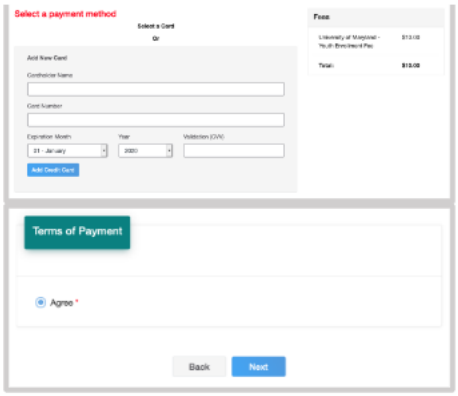
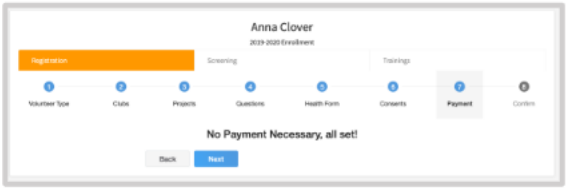
Your Institution may also require you to upload pictures or documents with your enrollment. Click the Upload button to select a file to upload.



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 Sates Department of Agriculture.

Nebraska Extension educational programs abide with the nondiscrimination policies of the University of Nebraska–Lincoln and the United States Department of Agriculture.

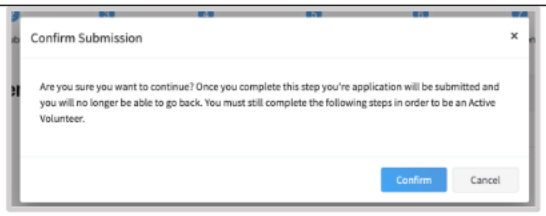
© 2016

18. If your Institution requires a Health Form, complete the Health Information and Consent. 19. Click the Next button at the bottom of the page.	
20. Complete the Consents required for your Institution. 21. Click Next at the bottom of the page.	
22. If payment is necessary, enter the Credit Card number or select an existing card. 23. Complete the Terms of Payment. 24. Click Next.	
25. If payment is not necessary, click the Next button.	
26. Click Submit.	

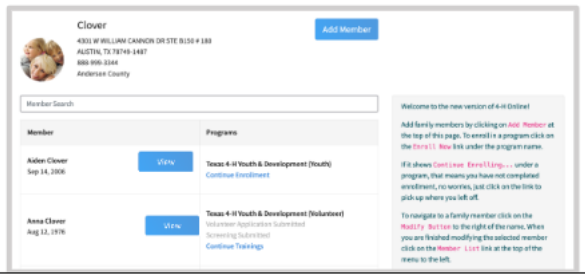
Nebraska Extension is a Division of the Institute of Agriculture and Natural Resources at the University of Nebraska–Lincoln cooperating with the Counties and the United Sates Department of Agriculture.

Nebraska Extension educational programs abide with the nondiscrimination policies of the University of Nebraska–Lincoln and the United States Department of Agriculture.

© 2016

27. In some states, additional information (Screening and Training) is required for Adult Volunteers. Click Confirm to continue to any additional steps. The additional steps may be completed at any time and in any order.	

Continuing an Enrollment

To continue an enrollment that has been started or to complete additional Volunteer enrollment steps, click on the Member list. Then click the link to Continue the Enrollment or to continue a step in the Volunteer Enrollment process.	

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 Sates Department of Agriculture.

Nebraska Extension educational programs abide with the nondiscrimination policies of the University of Nebraska–Lincoln and the United States Department of Agriculture.

© 2016