



Steps to complete online enrollment for 4-H Volunteers.

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

If you **DO** have a Family 4HOnline Account, log on to your family account, click continue to family, click edit to the right of your name and continue with enrollment in process.

Access the enrollment form or to log on to 4honline visit ne.4honline.com.

*Browsers that are compatible with 4HOnline are Google Chrome & Mozilla Firefox. 4HOnline will not work on Internet Explorer, Safari or some cell phones.

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

Select [the county you wish to 4-H in](#).

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.

Select [Create Login](#)

The screenshot shows the 'Nebraska 4-H Youth Development' enrollment page. At the top, there is a navigation bar with the 4-H logo and the text 'Nebraska 4-H Youth Development'. Below this is a 'Welcome to 4-H Online' section. The main form area contains several options and input fields:

- Three radio buttons for profile selection: 'I have a profile', 'I need to setup a profile' (which is selected), and 'I forgot my password'.
- A checkbox for 'Are you in a Military 4-H Club:'.
- A 'County:' dropdown menu with 'Hall' selected. A red arrow points to this dropdown.
- An input field for 'Email:'.
- An input field for 'Confirm Email:'.
- An input field for 'Last Name:'.
- A 'Password:' input field with a note: 'Min. of 8 characters, at least 1 number and 1 capital or non-alpha'.
- A 'Confirm Password:' input field.
- A 'Role:' dropdown menu with 'Family' selected.
- A 'Create Login' button at the bottom.



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:

★Last Name:

★Mailing Address:

★City:

★State:

★Zip Code:

★Primary Phone:

★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 adults 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.
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

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

Volunteer Code of Conduct and Photo Release

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 (if applicable) and a role within that club from the drop down menu.

Progress bar: Personal Information (selected), Additional Information, Participation, Invoice, County Review

Clubs | Projects | Activities | Awards | Groups

Add a Club

Select a Club:

Select a Volunteer Type:



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.

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

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.



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