



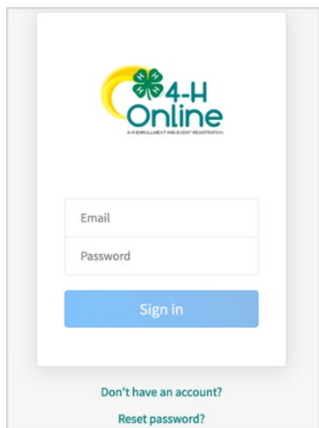
## Wayne County New 4-H Volunteer Enrollment Instructions

Please follow these instructions if you **DO NOT** already have a Family 4-HOnline account.  
Priority Enrollments due February 1, 2024

Adults serving as a 4-H Club Project Leader or 4-H Club Organizational Leader need to enroll through 4-H Online. Adult leaders who are new to the program need to create a new Family Profile. Please follow the instructions below for enrolling as a new Club Leader. If you have children enrolled in the program, please use your existing family profile, and simply add yourself as a new "Adult Member". If you are a returning Club Leader, please see 4-H Volunteer Re-enrollment instructions. Please note that **only** volunteers serving as Club Organizational or Project Leaders should enroll through 4-H Online.

### HOW TO ENROLL AS A NEW CLUB LEADER

**Step 1:** Create a Family Profile. Visit: [v2.4honline.com](http://v2.4honline.com). Note: Google Chrome is the preferred browser.



Click "Don't have an account?" if you have never enrolled in 4-H before using 4-H Online. If you have had a 4-HOnline 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 that 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 "Nebraska 4-H Youth Development."

Select your county from the drop-down menu.

Input all required information, including:

\*Email - The email address will be used as the user/access id. Enter an email address you use. There will be an option later in enrollment to add additional email addresses.

\*Family Name - The family name should be your household's last name.

\*Mobile Phone Number

\*Password - Passwords must be a minimum of 10 characters and contain a number, a capital letter, and a symbol.

Select "Create Account".

## Step 2: Verify Address

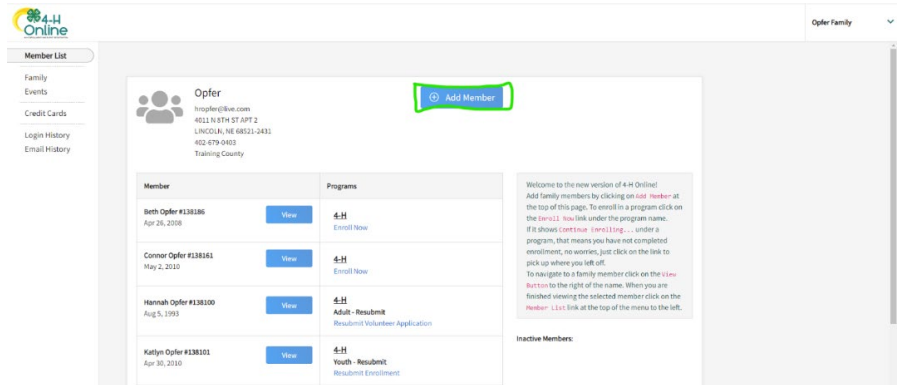
Enter your household's address information.

Click "Verify". The verification process may require you to select an appropriate USPS format.

Note: If you create a new account and an existing account is found, click "Confirm" and continue to log in using that existing account.

## Step 3: Add Adults to the Family Profile

Select the blue "Add Member" button on the family home screen to add members. Asterisk areas are required. All other fields are optional. Please enter the number of years you have been a 4-H Volunteer.



On the left of the screen, you may review your profile information and make any edits needed by selecting "Family" or "Events".

Click "Next".

## Step 4: Add Volunteer Enrollment.

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.

Click "Select Volunteer Types"

### 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

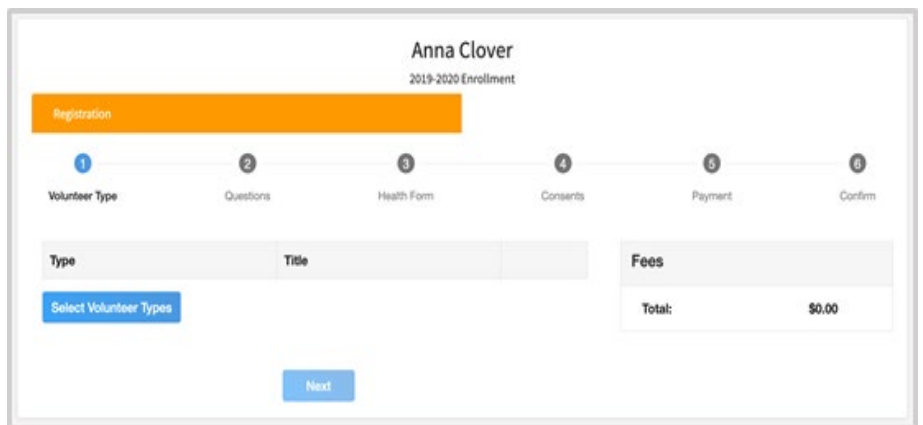
Select Project Volunteer from drop-down list (3rd in list)

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

**Note:** Wayne County is NOT in the rotation this year. No other action is needed once you click accept.



## Step 5: Add a Club

Click "Select Units" and select the County and Volunteer role that corresponds with the Club in which you would like to participate. Click "Next".

**Step 6: Add Projects**

Project Leaders 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 7: Questions**

Please answer all required questions. Click "Next".

**Step 8: 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. Click "Next".

**Step 9: Confirmation and Submit Enrollment**

If all information looks correct, please submit your application. Your invoice total will be \$0.00. Although not required, it is strongly encouraged for volunteers to purchase insurance. Please remember to pay the \$2.00/Volunteer if choosing to participate. Checks can be made payable to the Wayne County 4-H Council and either given to the club organizational leader or brought to the Extension Office.

You will then be prompted to move to the next step, which is our screening and orientation process. Please note that until your enrollment has been accepted and all screening and orientation pieces complete, you will not be considered an active volunteer.

**Step 10: Volunteer Screening and Orientation**

All Nebraska 4-H volunteers must complete the [4-H Volunteer screening process](#) before volunteering with 4-H in any capacity.

All Organizational and Project Leaders (direct volunteers) with Nebraska 4-H are required to complete a background check through Nebraska DHHS. On the prompted screening screen, you will be asked to sign your permission to be screened and for those results to be shared with Nebraska 4-H.

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 4-HOnline account.

**NEW for 2024** Volunteer Orientation-Nebraska 4-H is implementing a new 4-H Volunteer Orientation, which is part of the volunteer screening process. Direct volunteers are required to complete 4-H Volunteer Orientation during enrollment as a **new** volunteer and/or during the re-screening process every five years. Volunteers are invited to complete the orientation at any time. The volunteer orientation [link](#) is located with the direct volunteer screening information in 4honline or found at <https://4h.unl.edu/volunteer-orientation>. The volunteer orientation will take approximately 45 minutes to complete. Users are not required to complete the orientation in one session. The volunteer and the county office will receive an email upon completion.