NEW VOLUNTEER ENROLLMENT
Step-by-Step Resource Guide

https://v2.4honline.com

1. Create an account by clicking on the "Don't have an account'" option
2. Select "North Carolina" from the dropdown menu
3. Under the Select an Institution area click on "North Carolina 4-H Youth Development"
4. Select your "County" from the dropdown menu
   a. *Special Note: Volunteers should select the county they intend to volunteer with which may or may not be their county of residence.*
5. *Enter the basic profile information (Email, Family Name, Mobile Number) and create a Password (*Password minimum 10 characters and must contain a number, a capital letter, and symbol)
   a. *Special Note: The parent company of 4HOnline 2.0 is working on a multi-lingual platform for families whose primary language is not English.*
6. *Enter Address and click "Verify"*
7. Click "4-H" (What would you like to join?) and then "Next"
8. Enter the basic information for adults (enter "0" for number of previous years in program) and click "Next"
9. Complete the About You, Demographics and Emergency Contact Sections and then click "Next"
10. Click "To Join 4-H as a New or Returning 4-H Volunteer" (How would you like to participate?) and then click "Next"
    a. The "I want to participate in 4-H but NOT as a 4-H Adult Volunteer at this time" option is ONLY for parents / guardians who wish to register in 4-HOnline. *Parents / guardians are <u>not</u> required to register in 4-HOnline.
11. Review the Volunteer Types information, then click "Select Volunteer Type"
    a. All volunteers must select a "Volunteer Type" during enrollment.
    b. If a volunteer would like to select projects within their profile, he/she must add Project Volunteer.
    c. Volunteers can select multiple volunteer types (e.g. Club Co-Leader & Project Volunteer).
       i. Select the volunteer type from the drop down menu
       ii. Click "Add" next to the volunteer type to add to the enrollment
       iii. Once all types have been added, click the "Next" button
    d. *Special Note: Volunteers who only select "Program Volunteer" as their Volunteer Type are not required to select a 4-H Club nor a Project – you can skip those steps by clicking "Next"*
12. Review the Clubs information, then click " Select Clubs"

     a. Click "Add" next to the club to add to the enrollment

     b. Click the "Select Clubs" button and repeat at add additional clubs

     c. *Special Note: If you serve as a club leader in more than one county you can change your county club listing by changing the county from the drop down menu.*

     d. Once all clubs have been added, click the "Next button

13. Review the Projects information, then click "Next"

     a. Click "Add" next to the project and add to enrollment

     b. Click the "Select Projects" button and repeat to add additional projects

     c. Once all the projects have been added, click "Next"

14. After reading the instructions for the Questions section, click "Show Questions"

15. Complete the questions (required questions are denoted in red), click the "Next" button

16. After reading the instructions for the Health section, click "Show Health Form"

17. After reading the instructions for the Health section, click "Show Health Form"

18. After reading the instructions for the Consents section, click "Show Consents"

19. Complete the consents information, click the "Next" button

20. Click to submit & confirm enrollment

     a. Once a profile is confirmed it is "locked" until it is approved by the 4-H agent. If errors and or changes need to be made to the profile they can be done after the volunteer is approved

21. After reading the instructions for the Screening section, click "Show Screening"

     a. Special Note: The 4-HOnline program captures only the initial screen questions. *Our Volunteer Background Screening Process is conduct by a licensed and university vetted organization. You will receive additional screening information from NC State University on how to complete that required process. All certified 4-H volunteers (volunteers who work directly with youth) must complete the background screen process every three (3) years.

22. Complete the Required Training session (Video). Click "Return to 4-Honline" when you have finished the video. You can return to your profile by Clicking "Profile" on the left navigation bar to check you status. *After you have watched the video you have completed the enrollment process.

23. Enrollment must be approved, screening completed, and training completed before a volunteers status changes to "Approved" – What's my Status?