

# Volunteer Re-Enrolling in 4-HOnline

## Returning 4-H Volunteer Enrollment Guide



This guide will help you when re-enrolling in 4-HOnline. It is only for Volunteers who have previously utilized 4-HOnline last year or in recent history.

### Step 1: Visit <https://oh.4honline.com/>

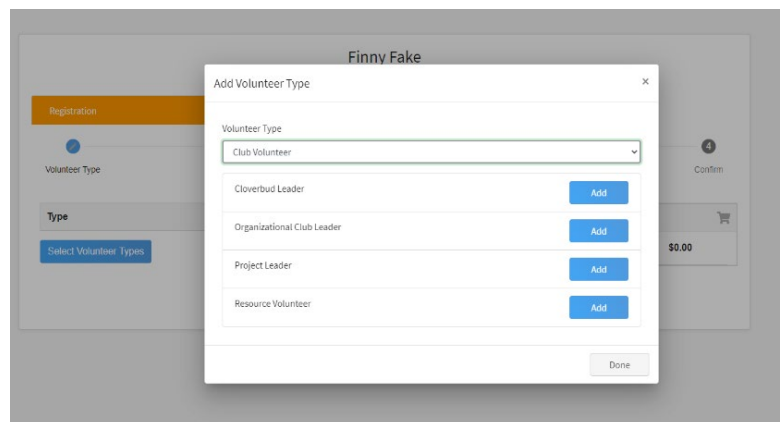
- Use the same email and password used in previous years to log in.
- Don't remember the email address used in previous years? Contact your county Extension office.
- Don't remember your password? Select the “Reset Password?” option. Then check your email for a password reset link.
  - Do not set up a new profile. You must log into last year's profile.

### Step 2: Begin Re-Enrollment

- To re-enroll a member from a previous year, click “Enroll Now” next to the profile of the appropriate volunteer. Confirm that you want to enroll in 4-H. Select “Enroll”.

### Step 3: Select Your Volunteer Type

- Choose the “Select Volunteer Type” button.
- Select Club Volunteer from the drop-down menu.
- Verify that “Club Volunteer” is selected at the top of the pop-up window and select your Volunteer role by clicking “Add” next to the role. Click “Next” to continue.



### Step 4: Select Your Club

- Choose the “Select Units” button.
- Verify that your county is correct at the top of the pop-up window and select your club(s) by clicking “Add” next to the club name. Click “Next” to continue.



**Step 5: Continue Enrollment Questions**

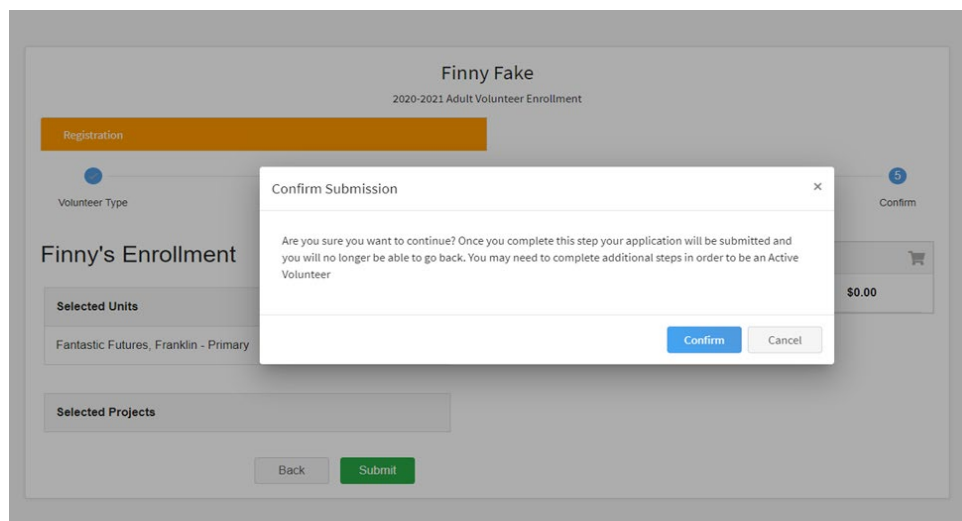
- Select the “Show Questions” button and complete the additional member information questions. Complete the required fields as indicated and click “Next”.

**Step 6: Review and Sign Consent Forms**

- Affirm that you agree to the Code of Conduct, the General Permission statement, and the Photo Release. The volunteer name should be typed into the boxes and click on the agreement buttons. Complete the required fields as indicated and click “Next”.

**Step 7: Review Enrollment**

- Review your enrollment and select submit.
  - A confirmation box will appear. Click “Confirm” to continue with the enrollment process.



**\*\*\*\*If you are a returning volunteer who requires an updated background check you will be prompted to continue to Step 8.\*\*\*\***



## Step 8: Complete Volunteer Screenings

Select the “Show Screenings” button and complete the additional volunteer information questions. Complete the **required** fields as indicated and click “Submit”. Clicking submit allows 4-H professionals to begin processing your enrollment.

The screenshot shows the 'Finny Fake' 2020-2021 Adult Volunteer Enrollment page. At the top, there are two tabs: 'Registration' and 'Screening', with 'Screening' selected. Below the tabs, the heading 'Screening' is centered. A text box contains the instruction: 'Please answer the following questions to continue becoming an Adult Volunteer.' Below this text box is a blue button labeled 'Show Screening'. At the bottom of the page, there are two buttons: 'Save' and 'Submit'.

You have now successfully submitted your enrollment.

The screenshot shows the 4-H Member Profile page for 'Fake'. At the top left, there is a profile icon and the name 'Fake'. Below the name is contact information: 'Fake123@123.com', '2548 Carmack Road', 'Columbus, Ohio 43210', and '614-866-6900'. To the right of the contact information is a blue button labeled 'Add Member'. Below the contact information is a table with two columns: 'Member' and 'Programs'. The 'Member' column contains the name 'Carrie Stoneburner #', the date 'Apr 16, 1995', and a blue 'View' button. The 'Programs' column contains the text '4-H Volunteer - Awaiting Review', 'Volunteer Application Submitted', and 'Screening Submitted'. To the right of the table is a text box with a welcome message and instructions on how to add family members and view profiles. Below the text box is the heading 'Inactive Members:'.

### Need to make changes?

- If you need to make changes before your enrollment is reviewed and accepted by 4-H professionals, you will need to contact your county Extension Office to request a change.

