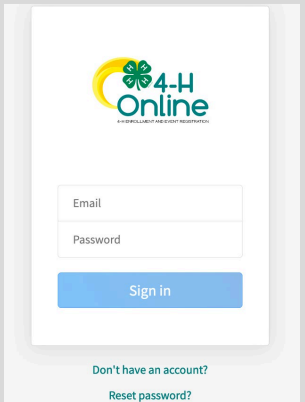
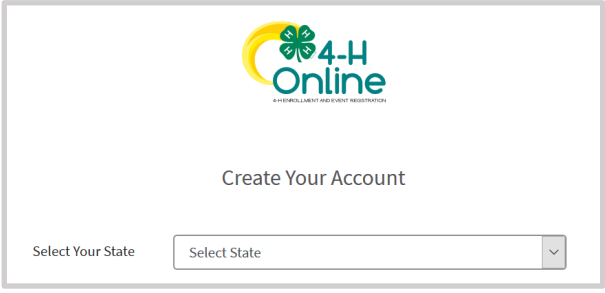
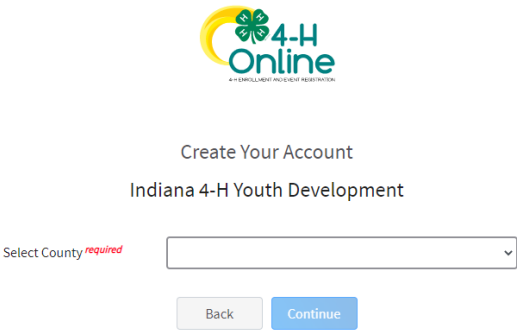
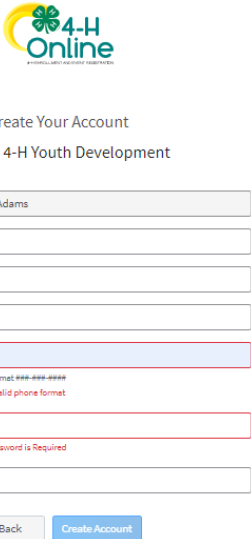
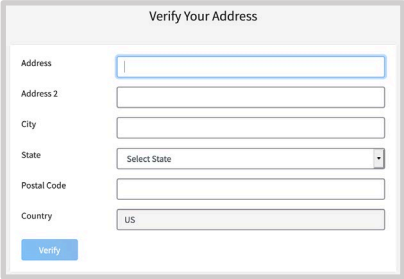
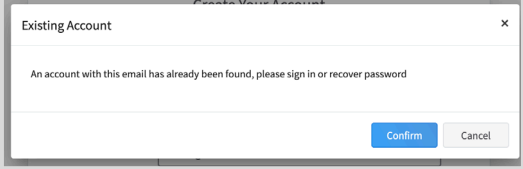
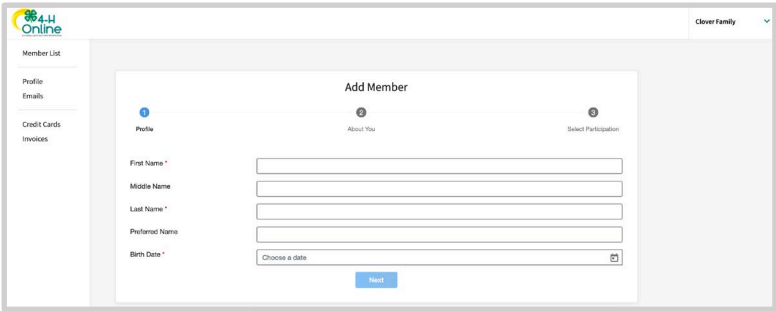




Enrolling in 4-H Online as a NEW Adult Volunteer

Creating a New 4-H Online Account	
<ol style="list-style-type: none"> 1. Go to http://v2.4honline.com. 2. Click “Don’t have an account?” if you have never enrolled in 4-H before using 4-H Online. 	
<ol style="list-style-type: none"> 3. Select Indiana from the drop-down menu. 	
<ol style="list-style-type: none"> 4. Choose your county from the drop-down menu. 	

[Type here]

<p>5. Complete your family's information.</p> <p>6. Click the Create Account button.</p>	
<p>7. Enter your family's address information.</p> <p>8. Click the Verify button.</p> <p>NOTE: The verification process may require you to select an appropriate USPS format.</p>	
<p>9. If you create a new account and an existing account is found, click the Confirm button and continue to Logging in with an Existing 4-H Online Account.</p>	
<h2>Adding a New Member to the Family</h2>	
<p>1. Enter the member's information.</p> <p>2. Click the Next button.</p> <p>NOTE: fields marked with a red asterisk (*) are required fields and must be completed.</p>	

[Type here]

3. Complete the “About You” form with the requested information.
4. Click the Next button.

The screenshot shows the 'Add Member' process at Step 2, 'About You'. The progress bar at the top indicates Step 1 (Profile) is complete and Step 3 (Select Participation) is next. The 'About You' section contains dropdown menus for Birth Gender, Identifying Gender, and Grade. The 'Demographics' section includes a dropdown for 'Are you of Hispanic or Latino ethnicity?' and a text field for 'Residence'.

5. Select your method of participation.
6. Click the Finish button.

If you are participating as an Adult Volunteer, continue to the [Adult Volunteer Enrollment](#) instructions.

The screenshot shows the 'Add Member' process at Step 3, 'Select Participation'. The progress bar at the top indicates Steps 1 (Join a Program), 2 (Profile), and 3 (About You) are complete. The main question is 'How would you like to participate?' with a dropdown menu. The selected option is 'I want to join 4-H as a New or Returning 4-H Adult Volunteer'.

Adult Volunteer Enrollment

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.

The screenshot shows the 'Add Member' process at Step 1, 'Volunteer Type'. The progress bar at the top indicates Step 1 (Volunteer Type) is active, with Steps 2 (Questions), 3 (Health Form), 4 (Consents), 5 (Payment), and 6 (Confirm) following. The 'Volunteer Type' section has a dropdown menu with a 'Select Volunteer Types' button. The 'Fees' section shows a total of \$0.00. A 'Next' button is visible at the bottom.

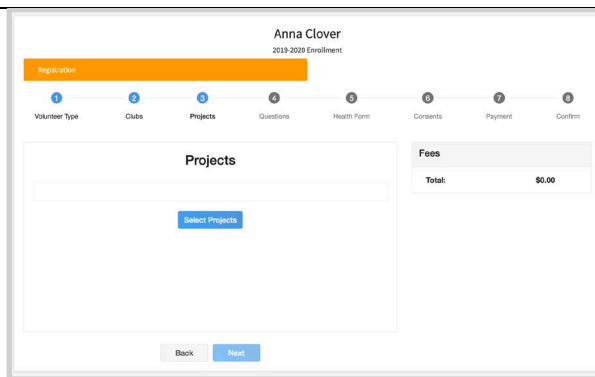
2. Select a Volunteer Type

The screenshot shows the 'Add Volunteer Type' dropdown menu. The options listed are: Activity Volunteer, Club Volunteer, Project Volunteer, Chaperone, Coach, and Committee Member.

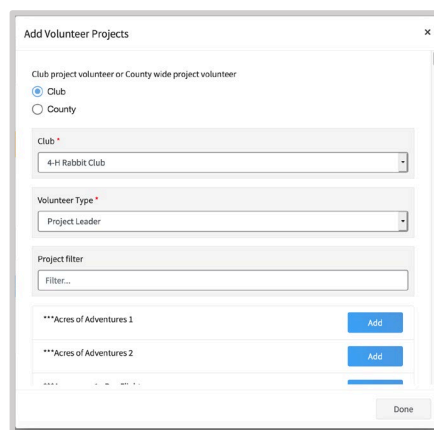
<p>3. Click Add next to your Volunteer Type Role. *Note* There are 3 volunteer types; club volunteer- club leaders project volunteer – project leaders program volunteer – other volunteer</p>	
<p>4. Repeat steps 1-4 for each Volunteer type that you would like to participate as. 5. Click the small trash can icon to remove any Volunteer Types. 6. Click Next. *Note if you did not select A Club or Project Volunteer type you can skip to step 15.*</p>	
<p>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.</p>	
<p>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.</p>	
<p>11. If you have selected to participate as a Project</p>	

leader, you will be prompted to select a Project. Click Select Projects.

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

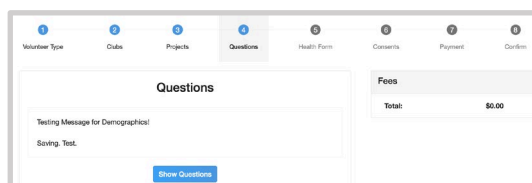


12. Select Club if you are a project leader for a specific Club, and select the Club. Then select the Project Volunteer Type that best describes your involvement.
13. If you are a Project Volunteer for the entire County associated with your Family Profile, select County.
14. Click Add next to the Project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

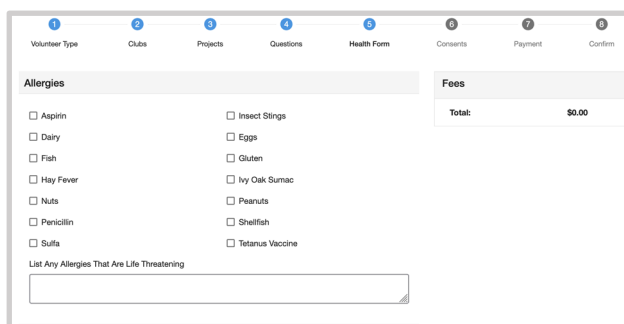


15. Click Show Questions.
16. Complete the Questions section.
17. When you are finished, click the Next button.

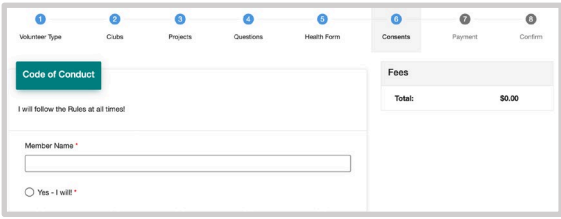
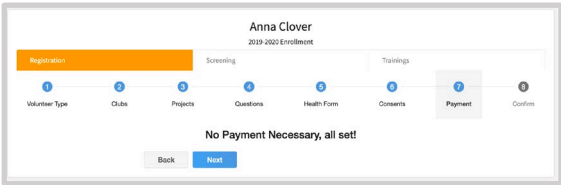
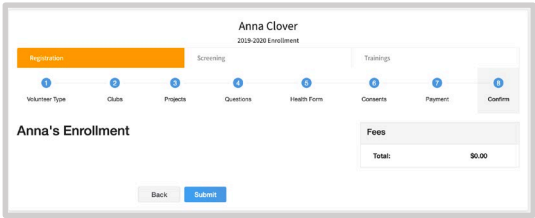
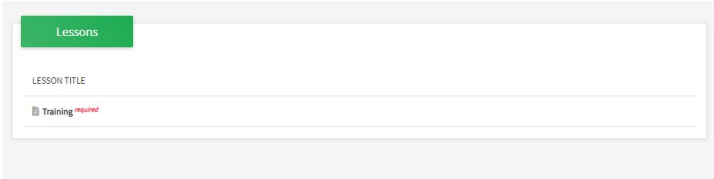
NOTE: Any questions with a red asterisk (*) are required.



18. Complete the Health Information and Consent.
19. Click the Next button at the bottom of the page.



[Type here]

<p>20. Complete the Consents. 21. Click Next at the bottom of the page.</p>	
<p>22. Payment is not necessary for Adult Volunteers. Select Next at the bottom of the page.</p>	
<p>23. Click Submit.</p>	
<h2>Volunteer Training</h2>	
<p>You will see a Training tab upon submitting enrollment. Click the title of the training to select a lesson.</p>	
<p>Launch the course. *Note if you do not have Flash on your computer it will prompt you to allow it. This will then take you back to the previous screen where you will need to launch the course again to take it.**</p>	