

# 4-H Online [www.4honline.com](http://www.4honline.com), then click on Colorado Enrollment Forms and Information

## New Volunteer Enrollment

Enrollment will be done ELECTRONICALLY this year!

## How to Use 4-H Online

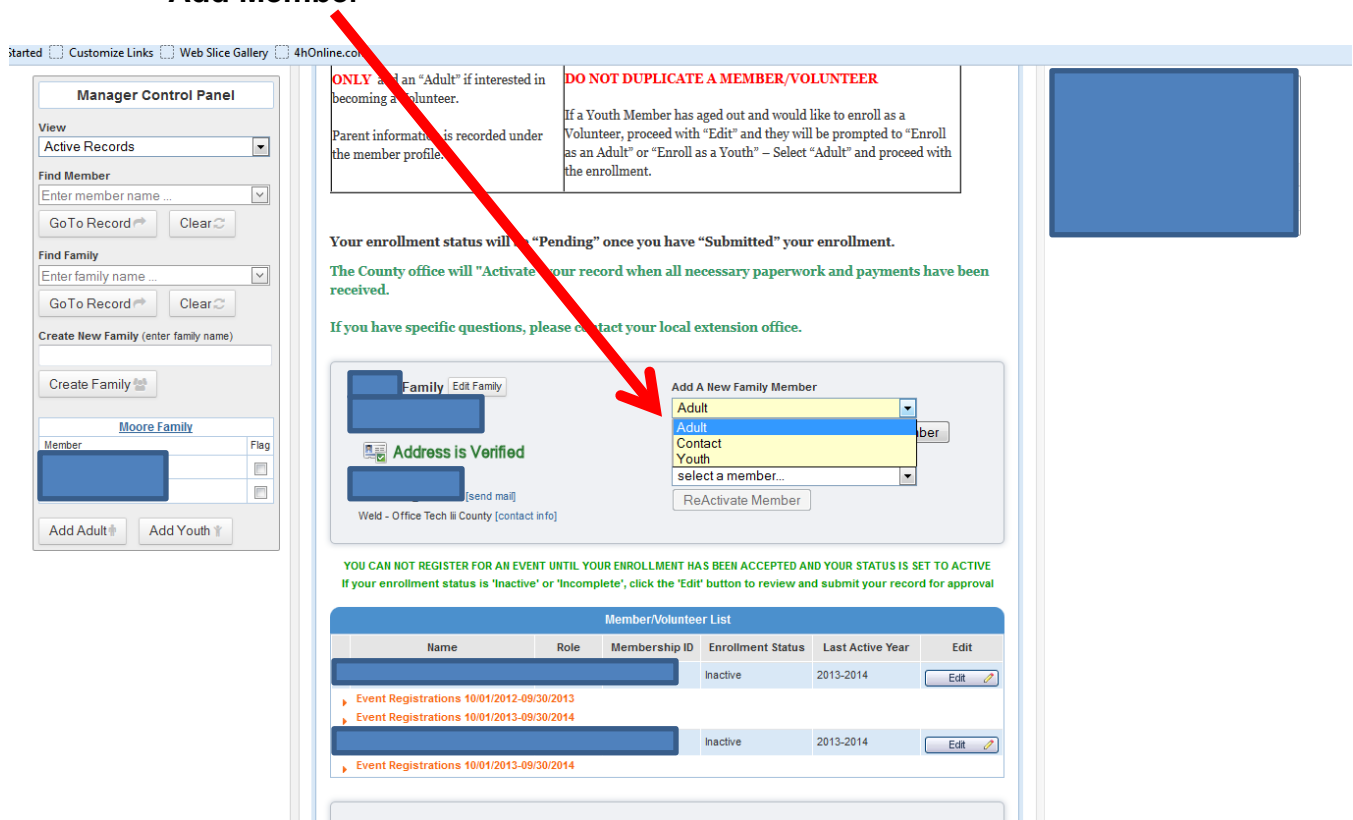
### Logging In

Go to 4-H Online [www.4honline.com](http://www.4honline.com), then click on Colorado.

- If you have an existing family account, you will need to login to your family account. Go to the website above, click on Colorado, then scroll down and select **"I have a profile"**. Login using your family email address and the password you created. If you don't remember your password, select **"I forgot my password"**, enter your email address and click login. The system will email you a new temporary password.
- If you are a **NEW 4-H Family** and you do not have an account in 4-H Online, you will need to create an account. Go to the website above, click on Colorado, then scroll down and select, **"I need to set up a profile."** Enter profile (family) information - use the email address of the person who will manage your 4-H Online account. Click **"Create login."** Enter more family information as requested and then click **"Continue."**

## Enrolling New Volunteers

1. Log in to 4-H Online (see instructions above)
2. Select **"Add a new Family Member"** drop down menu. Choose Adult. Then click **"Add Member"**



The screenshot shows the 4-H Online interface. On the left is a 'Manager Control Panel' with search and family management options. The main content area includes instructions and a 'Family' management section. A dropdown menu for 'Add A New Family Member' is open, showing options: Adult, Contact, and Youth. A red arrow points to the 'Adult' option. Below the dropdown is a 'Member/Volunteer List' table.

| Name                                      | Role | Membership ID | Enrollment Status | Last Active Year | Edit |
|---|------|---------------|-------------------|------------------|------|
| [Redacted]                                |      |               | Inactive          | 2013-2014        | Edit |
| Event Registrations 10/01/2012-09/30/2013 |      |               |                   |                  |      |
| Event Registrations 10/01/2013-09/30/2014 |      |               |                   |                  |      |
| [Redacted]                                |      |               | Inactive          | 2013-2014        | Edit |
| Event Registrations 10/01/2013-09/30/2014 |      |               |                   |                  |      |

Started  Customize Links  Web Slice Gallery  4hOnline.com

**Manager Control Panel**

View  
Active Records

Find Member  
Enter member name ...  
GoTo Record Clear

Find Family  
Enter family name ...  
GoTo Record Clear

Create New Family (enter family name)  
Create Family

Moore Family  
Member Flag  
Add Adult Add Youth

**ONLY** add an "Adult" if interested in becoming a Volunteer.  
Parent information is recorded under the member profile.

**DO NOT DUPLICATE A MEMBER/VOLUNTEER**  
If a Youth Member has aged out and would like to enroll as a Volunteer, proceed with "Edit" and they will be prompted to "Enroll as an Adult" or "Enroll as a Youth" – Select "Adult" and proceed with the enrollment.

Your enrollment status will be "Pending" once you have "Submitted" your enrollment.  
The County office will "Activate" your record when all necessary paperwork and payments have been received.  
If you have specific questions, please contact your local extension office.

Family Edit Family

Address is Verified

send mail

Weld - Office Tech III County [contact info]

Add A New Family Member  
Adult  
Add Member Add Short-Term Member  
ReActivate An Archived Family Member  
select a member...  
ReActivate Member

**YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE**  
If your enrollment status is 'Inactive' or 'Incomplete', click the 'Edit' button to review and submit your record for approval

| Member/Volunteer List |   |      |               |                   |                  |      |
|-----------------------|---|------|---------------|-------------------|------------------|------|
|                       | Name                                      | Role | Membership ID | Enrollment Status | Last Active Year | Edit |
| 1                     |   |      |               | Inactive          | 2013-2014        | Edit |
|                       | Event Registrations 10/01/2012-09/30/2013 |      |               |                   |                  |      |
|                       | Event Registrations 10/01/2013-09/30/2014 |      |               |                   |                  |      |
| 2                     |   |      |               | Inactive          | 2013-2014        | Edit |
|                       | Event Registrations 10/01/2013-09/30/2014 |      |               |                   |                  |      |

Click Add Member Button

3. Fill in the leader's information:
  1. You can change the email address if you have a secondary email address.
  2. Primary phone is whatever phone number you would like us to call when we have a question or need to contact you.
  3. Be sure to fill out Ethnicity, Military Service, School and Grade information correctly.
  4. Click **"yes"** you are a volunteer.
  5. Click **"Continue"**
4. Additional Information. This page has all of the forms that are to be signed electronically. **AN ELECTRONIC SIGNATURE IS TYPING THE FIRST AND LAST NAME OF THE INDIVIDUAL. Initials and partial names are not accepted.**
  1. The first section is the Code of Conduct. You will need to check the box and the member and parent/guardian will need to sign this section.
  2. The next section is Photo Denial. You will need to select the radio button you wish in regards to the photos and the parent/guardian will need to sign this section.
  3. The last section is Additional comments – add information such as disabilities, allergies, anything you want us to be aware of. This is only visible to the leader and 4-H staff.
  4. When it asks "Are you a volunteer?" select yes. When you select yes, it will give you the application to fill out.
  5. Click **"Continue"**
5. Fill out the 4-H Volunteer Application page, sign at the bottom of the page, and then click **"Continue"**.
6. Edit the club and project information:
  1. Select your club then click **"Add club"** then click **"Continue"**
  2. Select as many projects as you would like, then click **"Add Project"**, then click **"Continue"**
  3. For the Group section, click **"Continue"**
  4. Click **"Submit Enrollment"**

Once you have submitted your application and enrollment, we will contact you with the next step in becoming a Weld County 4-H Leader.