COLORADO STATE UNIVERSITY EXTENSION

4-H Online 2.0 Volunteer Renewal Guide

New Enrollment

Join over 11,000 adults committed to youth across Colorado by joining the Colorado 4-H youth development program! How do you become a 4-H leader? **Contact your county office** to learn more! The safety of 4-H members is paramount. You will be asked to fill out an application and undergo a national background and motor vehicle check in order to become a volunteer. Volunteer Resources can be found on the Colorado 4-H website as well.

Re-enrollments

Log into co.4honline.com.
1) Enter the **email address and password** you used previously, then click "Sign in."
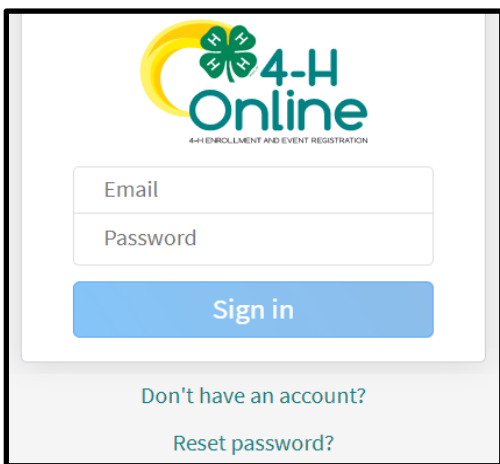
a) Forgot your password? Scroll below the "Sign in" button and click "Reset password." A temporary password will be sent to the email address associated with your account. You will be prompted to change this to a permanent password.
b) Not sure which email address you used? Contact your local staff to ask them to look it up.
c) Problems with your password? 4HOnline 2.0 has higher password standards, so it's possible that your password is too short or requires additional security. Contact your local staff.

2) Click on "Member List" to see a list of youth and adults in your family account.
3) **View** – Allows the end-user to update the "Volunteers" profile. **NEW to 2.0: Birthdate Required to Enroll**

Helpful hints: Look for the buttons!

Throughout the enrollment process, look for the **Blue** buttons to proceed, and ultimately, the **Green** button to 'submit'.

4) Select your name, then click "**Enroll Now**."
5) When you see "I'm confirming I want to enroll in 4-H as a Volunteer," click "**Enroll.**"
6) Select **Volunteer Type(s)**. You may select 1 or more of the following 3 types:
    a) Club – allows you to select a club.
        i) 4-H Club Adult Volunteer = a general volunteer in your club.
        ii) 4-H Club Contact Leader = if you are the main leader of your club.
    b) **Project** – allows you to select projects, especially useful if you help with this project at the county level or if you want to receive project-specific emails about this project.
7) **Select Units** (clubs or groups):
    a) This will only appear if you selected the Club volunteer type.

b) Find club name and click "Add."

c) Click "Next."

8) Select Projects

    a) This will only appear if you selected the Project volunteer type.

    b) Select whether you work on this project (or would like to) at the county or club level.

    c) Select the project and click "Add."

    d) Click "Next" when finished adding projects.

9) About You

    a) Click "Show Questions."

    b) Review data that is carried over and fill in any blank required fields.

    c) Click "Next" when done.

10) Review **Consents**. This is the same information that was on your original application as a new volunteer.

    a) Type your full name and click "Agree."

    b) Click "Next."

11) Click "**Submit**," then "Confirm."

Confirm Submission	✕
Are you sure you want to continue? Once you complete this step your application will be submitted and you will no longer be able to go back. You may need to complete additional steps in order to be an Active Volunteer	
	Confirm Cancel

a) You will receive an email confirmation that your enrollment has been submitted.

b) Additional Information will be needed once the initial enrollment has been submitted.

12) Click "Show Screening" – **REQUIRED to Re-enroll for this year ONLY!**

    a) Type 'n/a' under "Other Names"

Other Names (including maiden name) - put "n/a" if none *required*

[   ]

    b) Scroll to the bottom of the page and sign and agree with the statement ONLY. Background checks will **ONLY** be completed on NEW volunteers or non-active status is greater 12 months. Click "**Submit**"

Member Name *required*

[Your Name Here]

⦿ I agree with all information outlined above

[Save]   [Submit]

13) You will receive an email from 4-H Online with a confirmation. Please allows for several business days for final approval. Should you have any questions please contact your local extension staff directly.