



4HOnline Tip Sheet

Volunteer Enrollments - Un-enrolling/Deactivating Volunteers

Joi D. Saville, 4-H Operations and Events Coordinator, 4-H Youth Development, Virginia Tech

- 1) Log into your county/city account.
- 2) Click on the “Search” icon magnifying glass.
- 3) Under Members/Volunteer you will see list of members/volunteers.
- 4) Volunteers are designated by a “V” beside their name.
- 5) Click on the login button for the active volunteer (*See Image A*). You will see their status under the status column.
- 6) Scroll to the bottom of their profile information.
- 7) Select the “Archive Member” button in the light purple box (*See Image B*).
- 8) In the pop-up box, “Are you sure that you want to Archive this record? Click OK. (*See Image C*)
- 9) Verify the volunteer has been removed from the Member/Volunteer List in the Family Member List. (*See Image D*)
- 10) Volunteer will show up as “Archived” in the Status section of the search screen.

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member/Enrollment/Profile.aspx

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Manager Control Panel

View: Active Records

Find Member: Enter member name ...

Find Family: Enter family name ...

Create New Family (enter family name):

Move "Recordbook Dad" to a Different Family: adams: 108 S Main St

Recordbook Family

Member	Flag
Recordbook Boy Training (12)	<input type="checkbox"/>
Recordbook Dad Training	<input type="checkbox"/>
Recordbook Girl Training (16)	<input type="checkbox"/>
* Recordbook Mom Training	<input type="checkbox"/>
* Short-term Recordbook (14)	<input type="checkbox"/>

Add Adult | Add Youth

4Honline Virginia 4-H Youth Development

Logged in as Recordbook: Recordbook Dad (County) | My Member List

Enrollment | Member Settings | Trainings

Personal Information | Additional Information | Health Form | Participation

Adult Personal Information

Profile Information * Required Fields

Email: Virginia4h@vt.edu | joe@4honline.com

Prefix: email0_0

* First Name: Recordbook Dad

Middle Name:

* Last Name: Training

Suffix:

Preferred Name:

Job Title:

Organization Title:

Acting On Behalf Of: Recordbook Family

12345 Skeg Wise, VA 24293 123-456-7890

Recent Profiles

- 4-h Operations & Events Coordinator
- Virginia 4-h
- Bestafka
- Recordbook

Currently Selected Profile: Recordbook Dad Training [Adult]

Active [2019 - 2020]

12345 Skeg Wise, VA 24293 123-456-7890

+ Event Registrations [2019 - 2020]

Member Notes

No notes found for this profile

Member Files

No files found

A

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member/Enrollment/Profile.aspx

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Recordbook Family

Member	Flag
Recordbook Boy Training (12)	<input type="checkbox"/>
Recordbook Dad Training	<input type="checkbox"/>
Recordbook Girl Training (16)	<input type="checkbox"/>
* Recordbook Mom Training	<input type="checkbox"/>
* Short-term Recordbook (14)	<input type="checkbox"/>

Add Adult | Add Youth

White:

Black or African American:

American Indian or Alaskan Native:

Native Hawaiian or Pacific Islander:

Asian:

Balance (other combinations):

Prefer Not to State:

Residence

Farm:

Town under 10,000 and rural non-farm:

Town/City 10,000 - 50,000 and its suburbs:

Suburb of city more than 50,000:

Central city more than 50,000:

Military Service of Family

Family Member Military Service: No one in my family is serving in the mi

Branch of Service:

Branch Component:

Return to Member List | Continue >>

Archive Member
Removes this member from the member list, but member can be reactivated. Select this option if this member may return.

DeActivate Member
Change this member back to pending for the current year.

Acting On Behalf Of: Recordbook Family

12345 Skeg Wise, VA 24293 123-456-7890

Recent Profiles

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- Virginia 4-h
- Bestafka
- Recordbook

Currently Selected Profile: Recordbook Dad Training [Adult]

Active [2019 - 2020]

12345 Skeg Wise, VA 24293 123-456-7890

+ Event Registrations [2019 - 2020]

Member Notes

No notes found for this profile

Member Files

No files found

B



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Member/Profile.aspx

C

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 [👤]

Move "Recordbook Dad" to a Different Family: adams: 108 S Main St

Login To New Family After Change

Change Family [↔]

Recordbook Family

Member	Flag
Recordbook Boy Training (12)	<input type="checkbox"/>
Recordbook Dad Training	<input type="checkbox"/>
Recordbook Girl Training (16)	<input type="checkbox"/>
* Recordbook Mom Training	<input type="checkbox"/>
* Short-term Recordbook (14)	<input type="checkbox"/>

Add Adult [➕] Add Youth [➕]

va.4honline.com says

Are you sure that you want to Archive this record? You are able to ReActivate archived members on the Member List page.

Residence

Farm:

Town under 10,000 and rural non-farm:

Town/City 10,000 - 50,000 and its suburbs:

Suburb of city more than 50,000:

Central city more than 50,000:

Military Service of Family

Family Member Military Service: No one in my family is serving in the mi [▼]

Branch of Service: [▼]

Branch Component: [▼]

Return to Member List [↩] Continue >> [➡]

Archive Member

Removes this member from the member list, but member can be reactivated. Select this option if this member may return.

DeActivate Member

Change this member back to pending for the current year.

Acting On Behalf Of:

Recordbook Family
12345 Skey
Wise, VA 24293
123-456-7890

Recent Profiles

- 4-h Operations & Events Coordinator
- Virginia 4-h
- Bestafka
- Recordbook

Currently Selected Profile:

Recordbook Dad Training [Adult]
Active [2019 - 2020]
12345 Skey
Wise, VA 24293
123-456-7890

+ Event Registrations [2019 - 2020]

Member Notes [➕]

No notes found for this profile

Member Files

No files found

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D

4HOnline™ Virginia 4-H Youth Development [Logout]

4-H Enrollment and Event Registration

Logged in as Recordbook [f County] [My Member List]

Member List

Recordbook Family [Edit Family]

12345 Skey
Wise, VA 24293
123-456-7890
Virginia4h@vt.edu [send mail]
Virginia 4-H County [contact info]

Address is Not Verified

Add A New Family Member

select a member type... [▼]

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)	Short-term Recordbook	Youth		Incomplete		[Edit] [✎]
2)	Recordbook Boy Training	Youth	2579614	Active	2019-2020	[Edit] [✎]
3)	Recordbook Girl Training	Youth	2579619	Active	2019-2020	[Edit] [✎]
4)	Recordbook Mom Training	Adult	2579622	Inactive	2018-2019	[Edit] [✎]