How to Re-Enroll as a Volunteer (Adult) in 4-H Online 2.0

Authored by Joi D. Saville 4-H Operations & Special Events Coordinator, Virginia Cooperative Extension; Kelly Mallory Senior 4-H Agent, Virginia Cooperative Extension, Madison County; and State 4-H Online 2.0 Training Team

Family Profile

If someone in your family was involved in Virginia 4-H from 2015 to Sept 2020, you likely already have a family profile in 4-H Online. Use your existing login and password to access your family profile in the new 4-H Online platform. If you need assistance accessing your existing family profile, review the steps in this guide. If necessary, contact your local 4-H Office for assistance.

Before beginning enrollment, please read the following notes:

1) This 4-H Online Enrollment system is for adult volunteers within the 4-H program. This enrollment program is not for parent contact information.

2) Review the Volunteer Roles and Descriptions before creating your individual adult volunteer profile. You must select the proper volunteer role(s) within the system to be directed to the proper screening sections.
   a. All NEW Camp, Club, Project, and Coach Volunteers that have not enrolled within the 4-H Online system prior to 2020 will need to select “Program Volunteer” and then the role of “New Volunteer” to go through the proper screening requirements.

3) You may select more than one volunteer role within the system. Please make sure you have selected all of your volunteer role(s) before proceeding to the next enrollment step.

4) Throughout the enrollment process, you will see a “Fees” box located on the right side of your screen. Please disregard this feature as it does not apply to the task of re-enrolling 4-H members.

5) As you use the 4-H Online system, you may have a need to navigate “back” to a previous page. Do NOT use your browser’s back button as this will cause you to lose the information you just entered. Instead, please USE THE BACK BUTTON at the BOTTOM of the system page.
# Re-Enrolling an Adult Volunteer

<table>
<thead>
<tr>
<th>Instruction</th>
<th>Images</th>
</tr>
</thead>
</table>
| **1.** Log in to 4-H Online 2.0 at https://v2.4honline.com Using your original 4-H Online email address and password, login to your account.  
*If you do not remember your family email address, please contact your local Virginia Cooperative Extension office for assistance.  
*If you do not remember your family password, click “Reset password.”  
*You may also be required to reset your password. Passwords should be at least ten characters and include a capital letter, a numeral, and a special character.  
*Upon login, it may ask to verify your address. Enter information accordingly then click, “Verify.” | ![Login Image](image1.png) |

| **2.** Once logged in, click “Member List” from the left side menu on your screen.  
**3.** Then select “Enroll Now” beside the name of the volunteer you wish to re-enroll  
**4.** Confirm your re-enrollment  
**5.** The next steps will take you through a series of screens. | ![Member List Image](image2.png)  
![Enroll Now Image](image3.png)  
![Confirm Image](image4.png) |
Volunteer Type

1. Please make sure you review the Volunteer Roles and Descriptions before selecting the volunteer role(s) in which you will be participating as.
2. Click Select Volunteer Types
3. A drop-down box with the Volunteer Types will appear.
4. Once you choose your Volunteer Type, the Volunteer Roles will prepopulate for you to select the appropriate role associated with that type.
5. If you need to add other volunteer types and roles, click on Select Volunteer Types to add additional volunteer roles.
6. When all volunteer role(s) have been added, click Next.
7. **All New Volunteers within the 4-H Online 2.0 system MUST select Program Volunteer and New Volunteer as the role to be properly screened and entered into the system for the first time.**

Questions
This is where job information, additional emergency contacts, military status, and additional questions are asked. Please Complete all sections

Health Information
This is where all the health form information is collected. Adults will be asked to sign Emergency Authorization.
**Consents**  
- Media Release  
- Privacy Statement  
- Standards on Behavior  
- Enrollment Agreement  

**All Consents must be digitally signed by the adult enrolling within the 4-H program.**

---

### Enrollment Review Page
1. Click Submit

### Confirm Submission

This confirmation screen appears to verify that you would like to continue with your volunteer enrollment. Depending on the volunteer role(s) selected, you will be directed to our volunteer screening questions associated with each respective role.

**Click Confirm to Continue**

---

### Volunteer Screening

This section serves as our Volunteer Application. Depending on the volunteer role selected, the respective application will be presented.

*Please complete all sections within the Volunteer Screening process to be considered for a volunteer role.*

Click Show Screening to proceed.
### Screening

The screening will walk through the questions that are required for each respective volunteer type and will follow our 4-H Volunteer Application/Enrollment – Long Form VA-114 or our 4-H One Time/Occasional Volunteer Form.

1. Complete all sections.
2. Digitally sign the authorization at the end of the screening.
3. Click Submit

*Please make sure you have selected the appropriate volunteer type and role to be directed to the correct questions. If multiple volunteer roles are selected, you will be screened at the highest level.*

### Enrollment Submitted

Your enrollment has been submitted to the Extension Office for Review.

Next to the volunteer’s name you will see “Awaiting Review”; “Volunteer Application Submitted” & “Screening Submitted”

The Extension Office will review your screening and enrollment. If a background screening is required, the screening will be conducted through the Extension Office prior to enrollment approval.

1. If enrollment is correct/complete Extension Office will accept the member and status will change to “Approved” & Enrolled for 2020-2021 program year.

2. If enrollment is incorrect or incomplete Extension Office will send your enrollment back with a note for changes/corrections.