



# 4-H Online 2.0 Family Enrollment **QUICK GUIDE**



## VOLUNTEER ENROLLMENT

### Returning Adult Volunteers

If you have selected to participate as a Project 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.

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.

If you are a Project Volunteer for the entire County associated with your Family Profile, select County. Click Add next to the Project that you will be working with.

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

Your Institution may also require you to upload pictures or documents with your enrollment. Click the Upload button to select a file to upload.

If your Institution requires a Health Form, complete the Health Information and Consent. Click the Next button at the bottom of the page.

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### Returning Adult Volunteers

Complete the Consents required for your Institution. Click Next at the bottom of the page.

If payment is not necessary, click the Next button. Click Submit.

In some states, additional information (Screening and Training) is required for Adult Volunteers. Click Confirm to continue to any additional steps.

The additional steps may be completed at any time and in any order.

If your state requires volunteer screening, complete the screening form and associated Consent. Click Continue to Submit your screening form for approval.

If your state requires online Volunteer training, you will see a Training tab. Click the title of the training to select a lesson. Click on the lesson title to open the lesson and begin the training.

To continue an enrollment that has been started or to complete additional Volunteer enrollment steps, click on the Member list.

Then click the link to Continue the Enrollment or to continue a step in the Volunteer Enrollment process.