

Using 4-HOnline - Volunteers



Ohio 4-H uses the 4-H online system to manage all aspects of the 4-H program, including membership, events, projects, activities and communications. All youth and adults who participate in Ohio 4-H have a 4-H online profile. In the past, Pickaway advisors and members completed a paper enrollment form and the extension office entered your data into the enrollment system. Starting in the fall of 2020 and going forward, advisors and members will complete their own enrollment online.

Completing your 4-H online enrollment is easy and only takes a few minutes. 4-H online profiles are family-based, which means every family has a “master” profile for each family involved in Ohio 4-H. A family profile may contain both youth and adults:

Youth family members (ages 5-18 as of January 1 of the current program year)

- Eligibility for Cloverbud participation begins when a child is age 5 **and** enrolled in kindergarten.
- Eligibility for Club Member participation begins when a child is age 8 **and** in third grade. Any youth age 9 or above is eligible for project membership, regardless of grade level.

Adult family members (ages 18 and older)

- Adults who have been screened and certified as Ohio 4-H Volunteers can re-enroll
- Adults who want to become certified Ohio 4-H Volunteers complete a paper volunteer application, then create a 4-H online profile as part of their first time enrollment.

Not every Family profile will contain all the above listed types of members. Some profiles may contain only youth members, while others will have only adults. Some profiles will have both. Once a family profile is created, it will exist for as long as members of that profile are involved in the 4-H program. New members may be added to the family profile at any time and members who are no longer involved in 4-H may be archived.

If someone in your family was involved in Ohio 4-H from 2015-Sept 2020, you already have a family profile in 4-H online.

To Access your EXISTING family profile

OR

to create a NEW family profile, visit

oh.4honline.com



Returning 4-H Advisor Enrollment Guide

This guide will help you when re-enrolling in 4-H. This guide is for advisors who have previously been enrolled in Pickaway 4-H.

Step 1: Visit: oh.4honline.com

- **Do not set up a new profile.**
You must log into your existing profile.
- Your username is the email address where you receive messages from Pickaway 4-H
- Not sure of the email address used in previous years? Contact the Extension office at 740-474-7534
- Have you forgotten the password you created last year? If so, select the **“Reset Password?”** option. Then check your email for a password reset link.

Each time you log in to your family profile in 4-H Online, your member list will open as the home page. The member list displays all family members for whom a Member record has been created.

Family Information

Your family name, family email, address and phone.

Member List

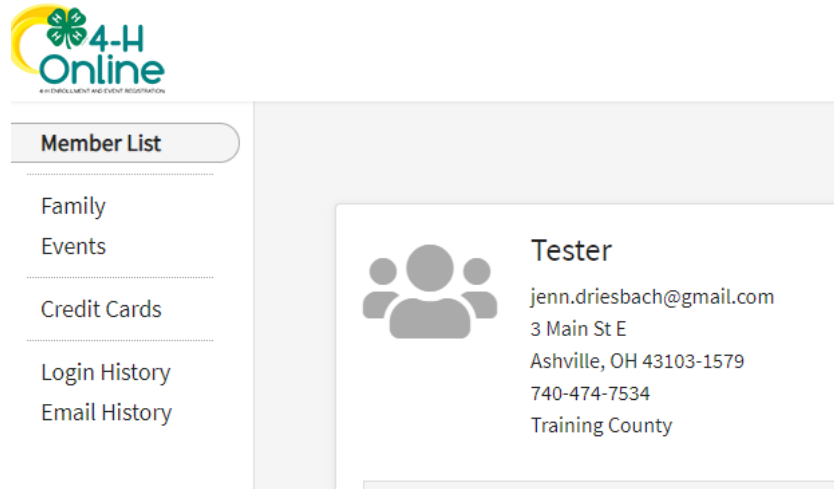
Your member list shows each member that has been added to your family profile. You can see:

- Member's name and DOB
- 4-H Member Type
 - Club Member
 - Cloverbud
 - Volunteer (Adult 18+)
 - Participant
- Status of Enrollment
 - Enrolled
 - Volunteering
 - Submitted
 - Incomplete (Continue Enrollment)
 - Not Enrolled (Enroll Now)



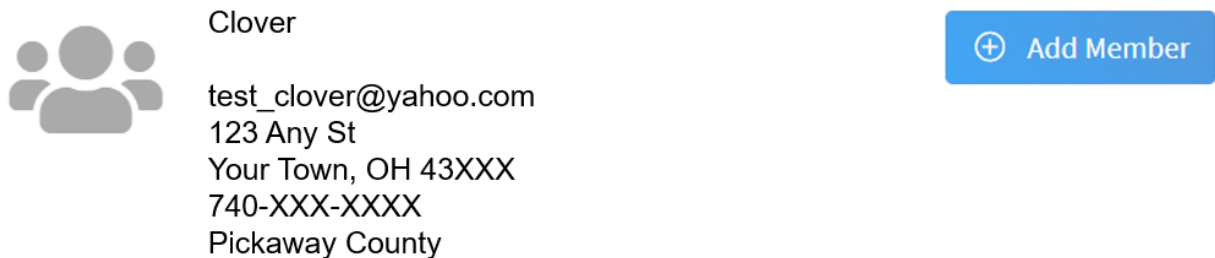
Step 2: Verify Your Family Information

- Please review the email, address and phone number that is associated with your family.
- If any of these details have changed, please click the “Family” button on the left-hand side of the screen. You will then be able to choose “edit” and make necessary changes.



Step 3: Begin Re-Enrollment

- To re-enroll a member from a previous year, click “Enroll Now” next to the profile of the appropriate member. You will be asked to confirm that you want to enroll in 4-H as a Adult Volunteer. Select “Enroll”.



Member	Programs
<p>Anthony Clover Feb 14, 2007</p> <p style="text-align: right;">View</p>	<p>4-H Enroll Now</p> <hr/> <p>+ Join a Program</p>



Step 4: Select Your Volunteer Type

- Click “Select Volunteer Types” button
- Choose “Club Volunteer” from the Volunteer Type drop down list
- Then click “add” based on your appropriate volunteer type

Add Volunteer Type ×

Volunteer Type

Club Volunteer ▼

Cloverbud Leader	Add
Organizational Club Leader	Add
Project Leader	Add
Resource Volunteer	Add

[Done](#)

Step 5: Select Your Club(s)

- Select your 4-H Club(s) by choosing the “*Select Units*” button.
- Verify that the county is correct at the top of the pop-up window and select the club(s) by selecting “*Add*” next to the club name.

Step 6: Select Your Projects

- Advisors do **NOT** need to select projects! Click the “*Next*” button to continue.

Step 7: Enrollment Questions

- Complete the additional advisor information questions. Complete all of the required fields (as indicated by “**required**”) and click *Next*.

Step 8: Review and Sign Consent Forms

- Affirm that you agree to the Photo Release, the Volunteer Standards of Behavior and the Volunteer Waiver, Release, Hold Harmless, and Indemnification Agreement. You must type your name, then indicate that you agree on each of these statements. Then, click “*Next*”

Step 9: Review Enrollment

- Review your enrollment, select “submit”, then select “confirm”.

You have now successfully submitted your enrollment.



Step 10: Volunteers that need to renew their fingerprint background check

- Volunteers must complete a fingerprint background check every 4 years.
- If you are required to have a background check this year, you will be presented with a new screen that will ask several more questions. Click “Show Screening” to begin.
- Click “Agree” to the first question “Volunteer Background Screening”
- Complete all the required questions.
- Complete you fingerprint background check at a local screening facility.

Jamie Lemaster
2020-2021 Adult Volunteer Enrollment

Registration	Screening
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Personal Information

First Name

Middle Name

Last Name

Other Names (including maiden name) *required*

Need to make changes?

- If you need to make changes before your enrollment is reviewed and accepted by county staff, you will need to contact the Extension Office to request a change.

Need to Re-Enroll a Member?

- Continue re-enrolling other family members by selecting “Enroll Now” by their profiles and following the same process.

Need to Enroll a New Member to an Existing Family?

- Select the blue “Add member” button at the top and create a new member profile.

Any questions or if you are experiencing problems using 4HOnline:

Call the Pickaway County Extension Office at 740-474-7534 or email Jennifer Driesbach driesbach.2@osu.edu or Jamie Lemaster at lemaster.158@osu.edu

