4HOnline Steps to Enroll a Volunteer with an existing family.

If you already have a family account, you will fill out your volunteer enrollment from that account. You DO NOT need a new account.

Access the enrollment form or to log on to 4honline visit ne.4honline.com.

Select I have a profile and login to your account. Your role will be Family.

You will be taken to your family landing page.

Adding a new family member

You can now add the volunteer/s in your household. Select Adult from the drop down option and select Add Member
Volunteer Personal Information

Now enter information for one specific volunteer in the household. You may choose to change the email address to the youth’s email if so preferred. The *asterisk areas are required, all other fields are optional.

*Please enter the number of years you have been a 4-H volunteer! The Extension office has a list if you cannot remember*
Although not *asterisked, the following fields are required: Race, Ethnicity, Residence and Military Service.

**Volunteer Code of Conduct**

In the additional information screen you will read and sign the Volunteer Code of Conduct and Photo Release.

**Add a Club**

Please select a club and a role within that club from the drop down menu.

![Add a Club](image)

**Add a Project**

The next step is to choose the projects you provide leadership for IF you are a project leader in the club you volunteer with.

The enrollment is not final until you click on Submit Enrollment.

**Enrolling More Volunteers of Household**

You will then have the ability to enroll another volunteer for your same household/family following the same steps when you select Add Adult.

The enrollment status will show pending until the information is confirmed by your local County Extension Staff.