

- Login to the family account
- Locate the member's name from the list and click the Enroll Now link.

Member	Programs	Welcome to the new version of 4-H Online1 Add family members by clicking on Add Peeber at
Bobby Flahive #394923 Aug 16, 2000	View 4-H Enroll Now	the top of this page. To enroll no a program click on the most 1 mm kind and refu program name. If it shows contraine frontiling under a program, that many to have not completed
Click the blue Enrol	ll button to confirm	n enrollment information.

Enrollment	×
Confirm Excellment I am confirming that I want to enroll in North Carolina 4-H Volunteer.	roli

## **VOLUNTEER TYPE**

All adults must select at least one Volunteer Type during enrollment. Level 1 Volunteers can work directly with youth. Level 2 Volunteers work in roles that are not linked directly with youth and /or have limited/supervised youth interaction. Level 1 volunteer types include: Club Volunteer, Program Volunteer, and Project Volunteer . \*Level 1 volunteers are required to complete a background check once every three years. Our Level 2 volunteer is an Activity Volunteer. Level 2 volunteer types include: presentation judge, advisory member, etc.

• Click the Select Volunteer Types button.

Type Role
Select Volunteer Types
Select Volunteer Type from list.
Cub Volunteer Cub Volunteer Activity Volunteer Activity Volunteer New Applicant
Click the blue Add button next to all volunteer types that apply and click the Done button if needed to proceed.
Volunteering Volunteering Not Not Not Not Not Not Not Not Not Not
Once all types have been added, click the blue Next button.
Files     Select Volunteer Types       Screening     Select Volunteer Types       Trainings     Volunteering
*CLUBS - UNITS
• Only Club volunteers are required to select their club(s). For the Clubs section, click the blue Select Units (Clubs) button.
Primary     Club     Type     Country       Invoice     Outstons       Questions       Files
Click the blue add button next to all clubs to add to the profile.
Volunteering     Back     Next     Primary     Club     Type     County       Primary     Test     Club     State Office     Image: Club     State Office

North Carolina State University and North Carolina A&T State University commit themselves to positive action to secure equal opportunity regardless of race, color, creed, national origin, religion, sex, age, veteran status or disability. In addition, the two Universities welcome all persons without regard to sexual orientation. North Carolina State University, North Carolina A&T State University, U.S. Department of Agriculture and local governments cooperating.



- Click the blue Select Units (Clubs) button to add additional clubs.
- Once all clubs have been added, click the blue Next button.

Invoice Questions	Primary	Club	Туре	County	
Files	Primary	Test	Club	State Office	î
Files Screening Trainings Volunteering	Select Units				
			Back	Next	

## \*PROJECTS

Only Project Volunteers are required to list their project(s) areas. After reading the instructions for the Projects section, click the blue Select Projects button.

Hours		Project Name	Years In Project	Parent Project	Club	Volunteer Type		Invoice		T	R	
Questions		Select Projects						Texas 4-H and Youth Development - Volunteer Late Program Fee	\$10.00			
• (	<ul> <li>Click the blue Select button next to the project to add to the enrollment.</li> </ul>											
							Soil a	nd Crop Science			Select	
							Sport	ishing			States →	
	<ul> <li>Select the Years In Project from the drop-down menu. The default value is set to 1.</li> <li>Click the blue Add button. Repeat the process for each project.</li> </ul>											

Questions	4-H After School 1	Description	
Files Screening Trainings Volunteering	Select Projects	Years in Project manined	
	Back Next	Volunter Type Project Leader	
		Add Cancel	

## QUESTIONS

- Click the blue Show Questions button to display and answer all questions.
- Click the blue Next button.

Olion								
	0	- 0	0	0			0	0
	Volunteer Type	Clubs	Projects	Questions	Health Form	Consents	Payment	Confirm
			Questions	3		Invoice		) T
							and Youth ent - Volunteer ram Fee	\$10.00
			Show Questions			Total:		\$10.00
			Back	at				

### **HEALTH SECTION**

- Click the blue Show Health Form button to display and review answers /questions and sign were designated.
- The Health section is option for volunteers. Click the blue Next button.

	Late Program Fee	
Drow Health Form	Total:	\$10.00
Back Next		

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### **CONSENTS SECTION**

 Click the blue Show Consents button to display and answer all questions and sign were designated. Click the blue Next button.



• Click the green Submit button at the bottom of the screen.

Enrollment
Selected Units
State 4-H Test Club, State Office - Primary
Selected Projects
Aquatic Science -
Back Suterit
k the blue Confirm screen to subm

• Click the blue Confirm screen to submit to the county office for approval.

	by 4H Check please contact our office at 555-555-5555.	Are you sure you want to continue? Once you complete this step your application will be submitted and you will no longer be able to go back. You may need to complete additional steps in order to be an Active	
Rack Submit		you can no unite unite to go dece. No may need a complete estadorial seguin control to be an econe Volunteer	
		Central	

## VOLUNTEER SCREENING (If screening is due for the current 4-H year)

- Level 1 Volunteers are required to have a background check ran once every three years. Level 2 volunteers are not required to have a background check.
  - Click the blue Show Screening button to display and answer all required questions and sign were designated.
  - Click the blue Submit button to send the initial screening to county office. The county office will submit a
    background check request to NC State University. \*NC State University will contact you via email with the
    official procedures.



## **VOLUNTEER TRAINING (Annual Requirement)**

NC 4-H has one required training that every registered volunteer must complete annually (video).

- Click the title of the training to bring up the training window. Pop-up window will open with video.
- Complete the entire training and submit at the end. \*The entire video must be viewed for the system to mark the training as complete.

Town 411 Youth Development Enrollment About You	Trainings	© Register	
Clubs Consenta Groups Health Hours	Minor's Regulation Training		
	int Lant	Wyou used to make payment amargements by 44 Clenck please contact our office at 555-555-5555	
			Long Data

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# VOLUNTEER STATUS

#### Active volunteer enrollments must have:

#### Level 1 Volunteer:

- Approved enrollment by the county office
- Screening completed and passed background check
- 1 state required training completed

#### Level 2 Volunteer:

- Approved enrollment by the county office
- Screening completed
- 1 state required training completed

