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

- Select the grade from the drop-down menu.
- Click the blue Next button.
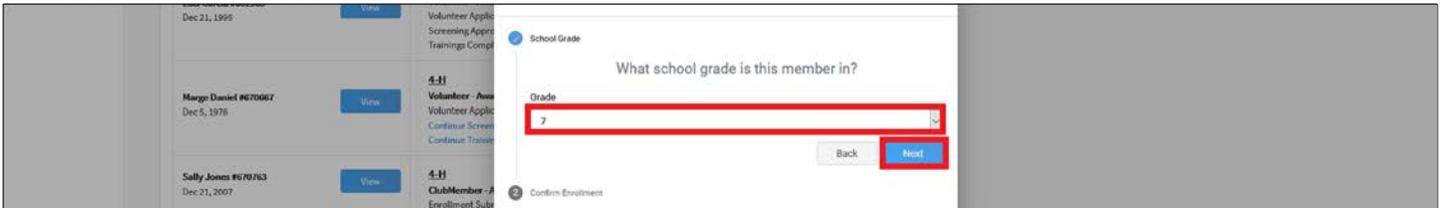
- Read the screen to confirm the membership type and click the blue Enroll button.
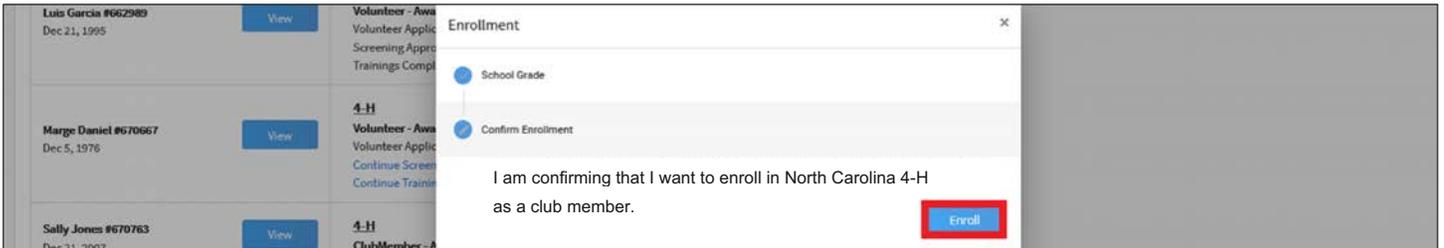
- After reading the instructions for Clubs section, click the blue Select Clubs button.

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

PROJECTS

- After reading the instructions for the Projects section, click the blue Select Projects button.

- Click the blue Select button next to the project to add to the enrollment.

- Select the Years In Project from the drop-down menu. The default value is set to 1.
- Click the blue Add button. Repeat the process for each project.

- Complete the About You, Demographics, Address, Emergency Contact, Parent/Guardian, Second Family, School, Military and Other information.
- Click the blue Next button.

HEALTH SECTION

- Click the blue Show Health Form button to display and update / answer all questions and sign were designated.
- Click the blue Next button.

- 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 once updates are complete. Youth enrollments / re-enrollments only require county approval.
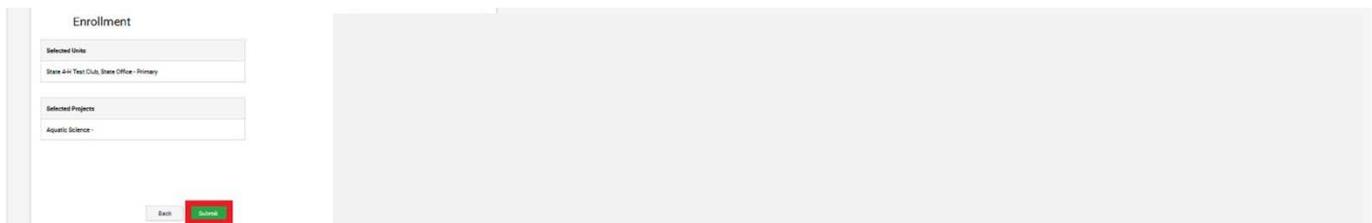
- Login to the family account
- Locate the member's name from the list and click the Enroll Now link.

- Click the blue Enroll button to confirm enrollment information.
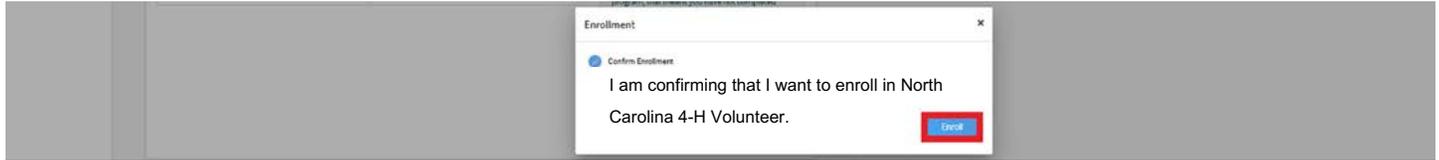
VOLUNTEER TYPE

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.

- Select Volunteer Type from list.

- Click the blue Add button next to all volunteer types that apply and click the Done button if needed to proceed.
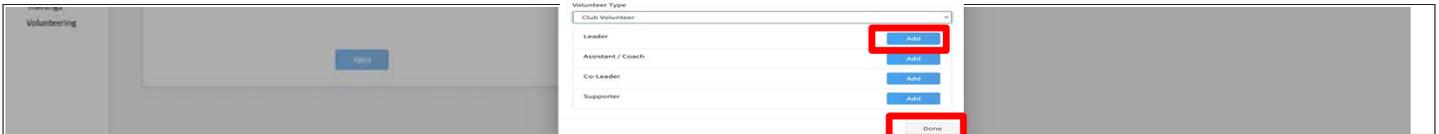
- Once all types have been added, click the blue Next button.

*CLUBS - UNITS

- Only Club volunteers are required to select their club(s). For the Clubs section, click the blue Select Units (Clubs) button.

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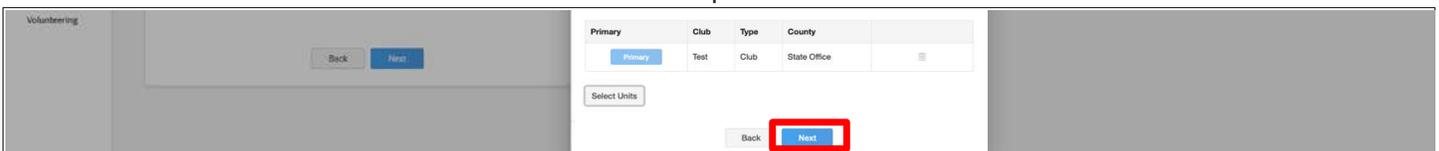
- Click the blue Select Units (Clubs) button to add additional clubs.
- Once all clubs have been added, click the blue Next button.
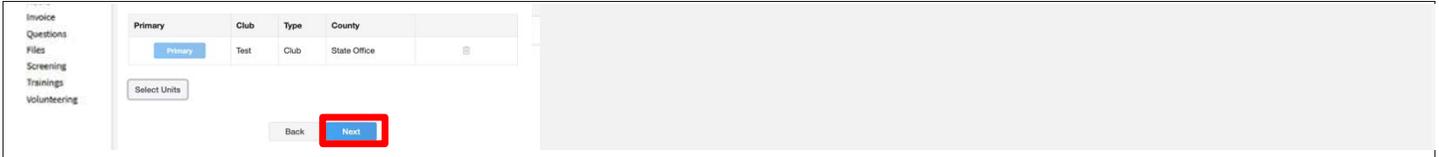
*PROJECTS

- 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.

- Click the blue Select button next to the project to add to the enrollment.

- Select the Years In Project from the drop-down menu. The default value is set to 1.
- Click the blue Add button. Repeat the process for each project.
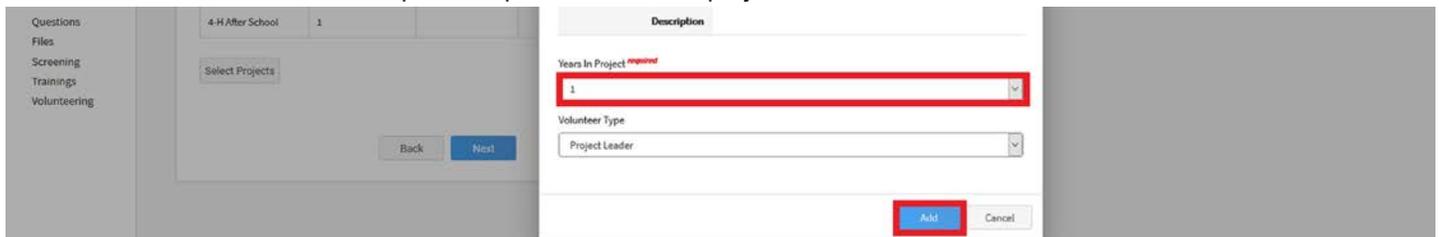
QUESTIONS

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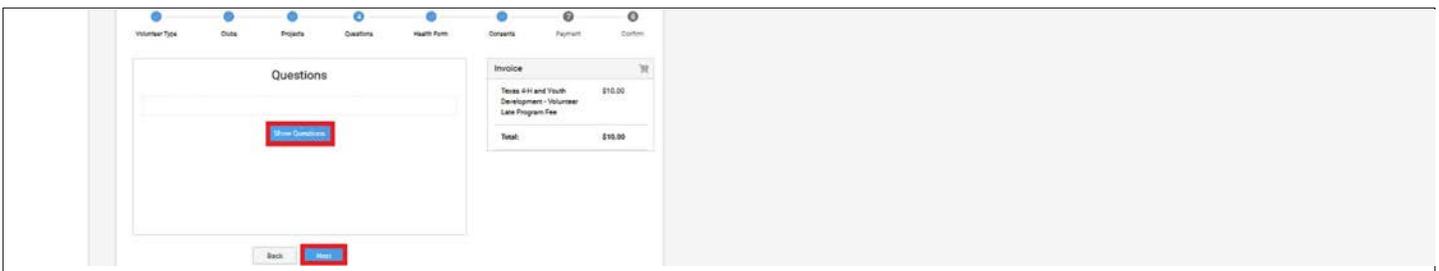
HEALTH SECTION

- 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.
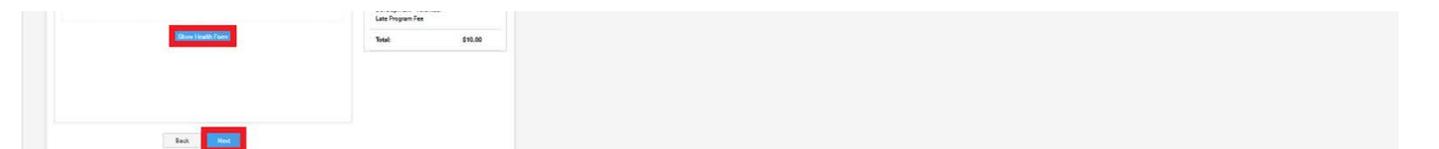
CONSENTS SECTION

- Click the blue Show Consents button to display and answer all questions and sign were designated. Click the blue Next button.
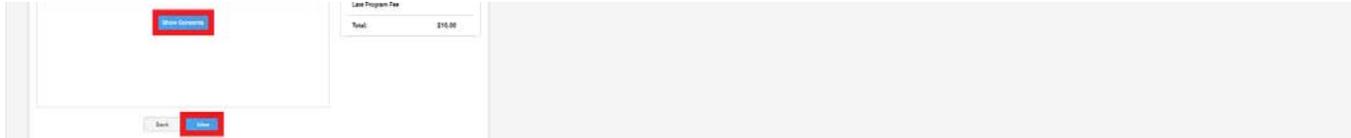
- Click the green Submit button at the bottom of the screen.
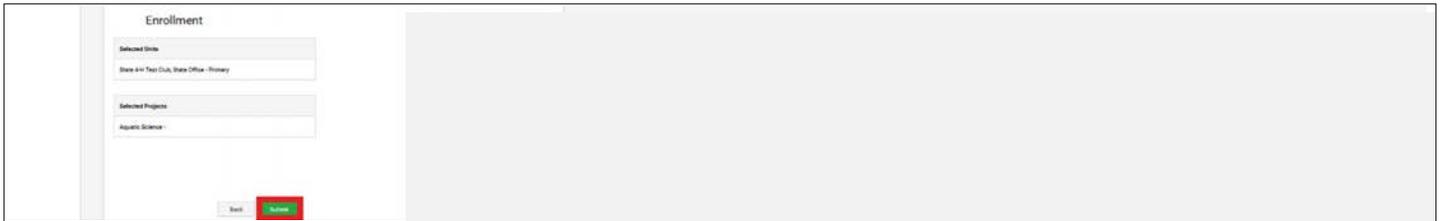
- Click the blue Confirm screen to submit to the county office for approval.

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.
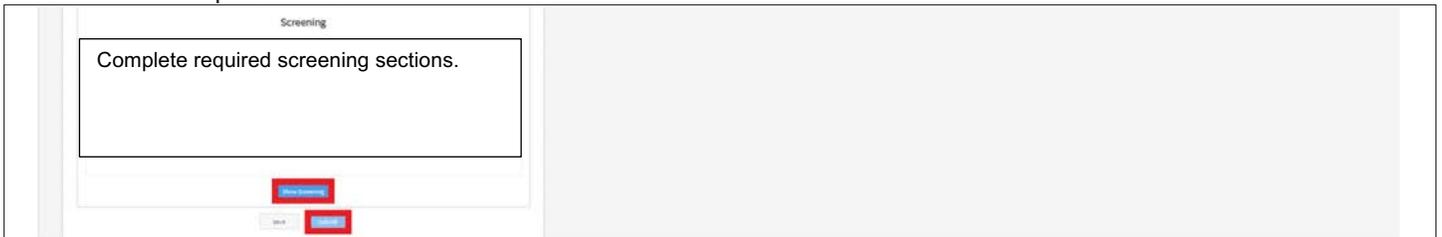
VOLUNTEER TRAINING (Annual Requirement)

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.*

- Click the green Submit button once updates are complete. Volunteer enrollments / re-enrollments require county approval.
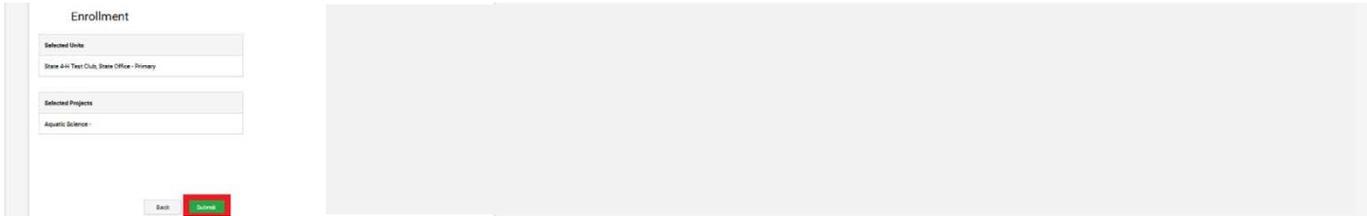
VOLUNTEER STATUS

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