

# 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. Continuing in the 2022 program year, 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 2015-2021, you already have a family profile in 4-H online.

To Access your EXISTING family profile

OR

to create a NEW family profile, visit

<https://oh.4honline.com>

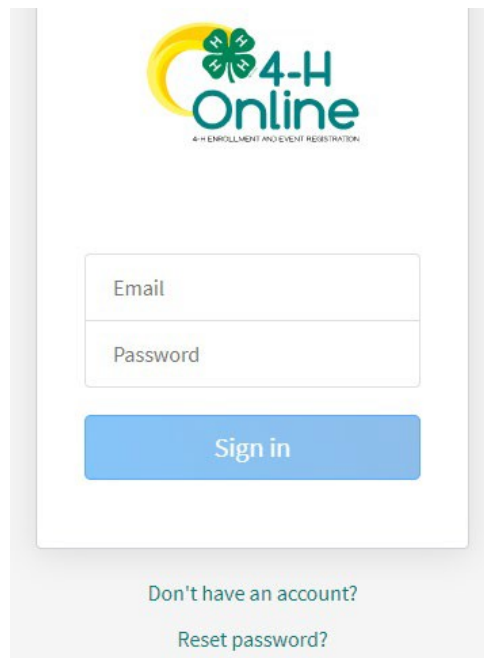


## Returning 4-H Advisor Enrollment Guide

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

### Step 1: Visit: <https://oh.4honline.com>

- Your username is the email address where you receive messages from Fairfield County 4-H
- Not sure of the email address used in previous years? Contact the Extension office at 740-653-5419
- Select the **“Reset Password?”** option. Then check your email for a password reset link. **Passwords must be 10 characters long including an uppercase letter, symbol and number.**
  - Do not set up a new profile.  
You must log into last year's profile.
- Once you have changed your password, you can log in to your family profile. 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.



### 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)

### Family Information

You can view the information contained in your family profile. You can change or update email, phone, and address by clicking the “Edit” button.



## Step 2: Begin Re-Enrollment

- To re-enroll an advisor 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 as an Adult Volunteer, click “*Enroll*”.



Clover

test\_clover@yahoo.com  
123 Any St  
Your Town, OH 43XXX  
740-XXX-XXXX  
Pickaway County

[+ Add Member](#)

Member	Programs
<b>Anthony Clover</b> Feb 14, 2007 <a href="#">View</a>	<b>4-H</b> <a href="#">Enroll Now</a>  <a href="#">+ Join a Program</a>

## Step 3: 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 4: Select Your Club(s)**

- Select your 4-H Club(s) by choosing the “*Select Clubs*” 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.

Add Clubs

County *required*

Pickaway

Volunteer Type *required*

Organizational Club Leader

4-H Committee of Pickaway County	Add
Animal Crackers	Add
Barnyard Spitters	Add
Blazin' Bridles & Buddies	Add
Buttons & Bowls	Add
Champion Drive	Add
Circle City Clovers	Add
Cloverleaf Saddle & Spurs	Add
Country Clovers	Add
...	...

Cancel



### Step 5: Continue Enrollment Questions

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

Jamie Lemaster  
2020-2021 Adult Volunteer Enrollment

Registration

Volunteer Type Clubs Questions

About You

Gender *required*

Female

Job Title

Office Assistant

Employer

OSU Extension

Work Phone

740-474-7534

Work Extension

Demographics

### Step 6: Review and Sign Consent Forms

- Select the “Show Consents” button
- 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 7: Review Enrollment

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

**You have now successfully submitted your enrollment.**



**Step 8: 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 your 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

Jamie

Middle Name

R

Last Name

Lemaster

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 Fairfield County Extension Office at 740-653-5419 or email Haley Black [black.768@osu.edu](mailto:black.768@osu.edu) 740-277-4622, Leslie Cooksey [cooksey.25@osu.edu](mailto:cooksey.25@osu.edu) 740-277-4625 or Aubry Fowler [fowler.443@osu.edu](mailto:fowler.443@osu.edu) 740-277-4626

