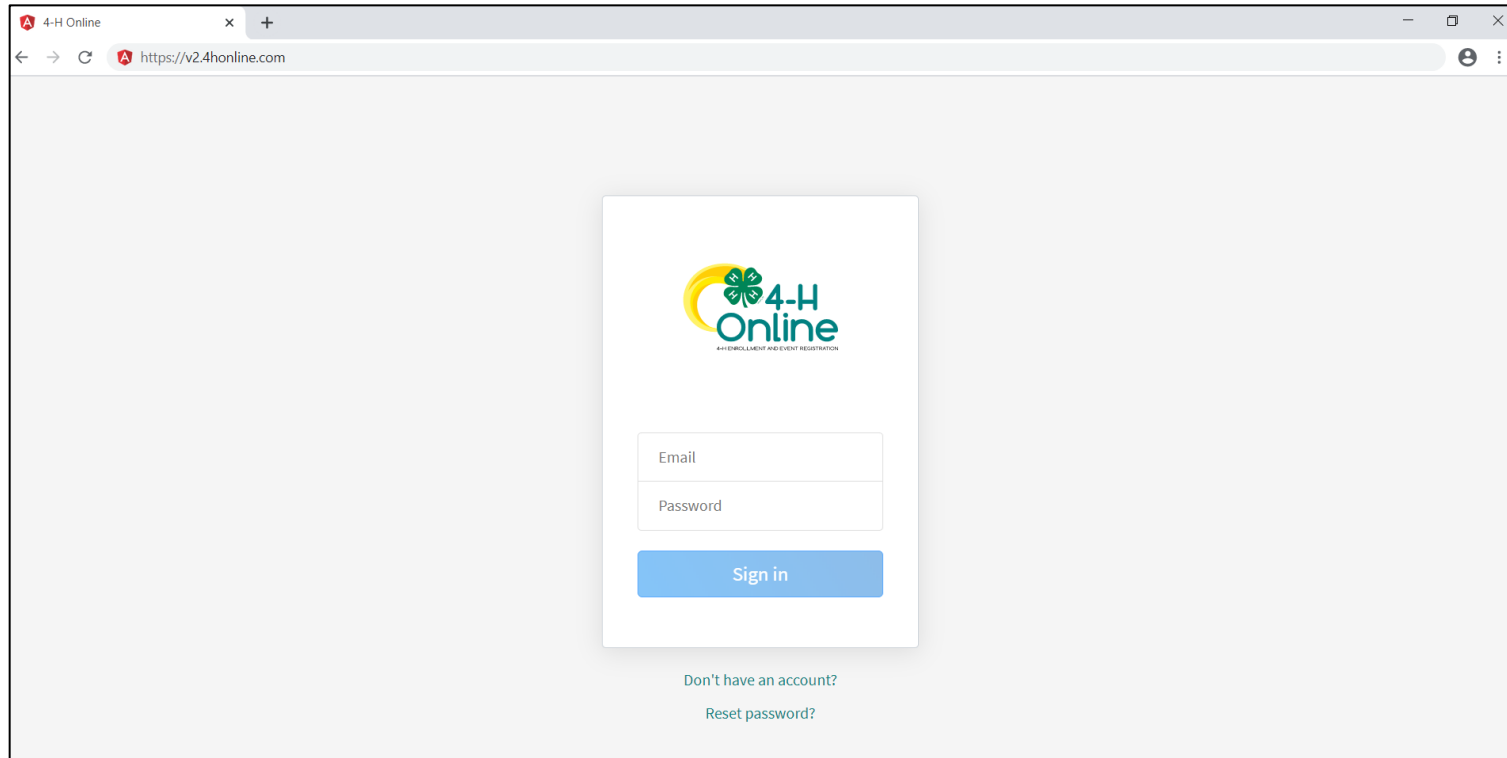


# 4-H ONLINE 2.0: VOLUNTEER ENROLLMENT INSTRUCTIONS



# A New and Improved 4-H Online

Florida 4-H is pleased to announce the 4-H Online enrollment and event registration site has been upgraded. Click <http://v2.4honline.com> to access the new login page. This is where you will enroll for the 2020-21 4-H year beginning August 24. This is also where you will register for county and state events. Please confirm with your county 4-H personnel for local enrollment dates.

A screenshot of a web browser displaying the 4-H Online login page. The browser's address bar shows the URL "https://v2.4honline.com". The page features a central white login box with the 4-H Online logo at the top, which includes a green four-leaf clover and the text "4-H Online" and "4-H ENROLLMENT AND EVENT REGISTRATION". Below the logo are two input fields labeled "Email" and "Password". A blue "Sign in" button is positioned below these fields. At the bottom of the page, there are two links: "Don't have an account?" and "Reset password?".

4-H Online

4-H ENROLLMENT AND EVENT REGISTRATION

Email

Password

Sign in

[Don't have an account?](#)

[Reset password?](#)

# 4-H Online 2.0

You can access 2.0 from the following browsers on your computers and mobile devices. For the best experience, make sure your browser is up-to-date.

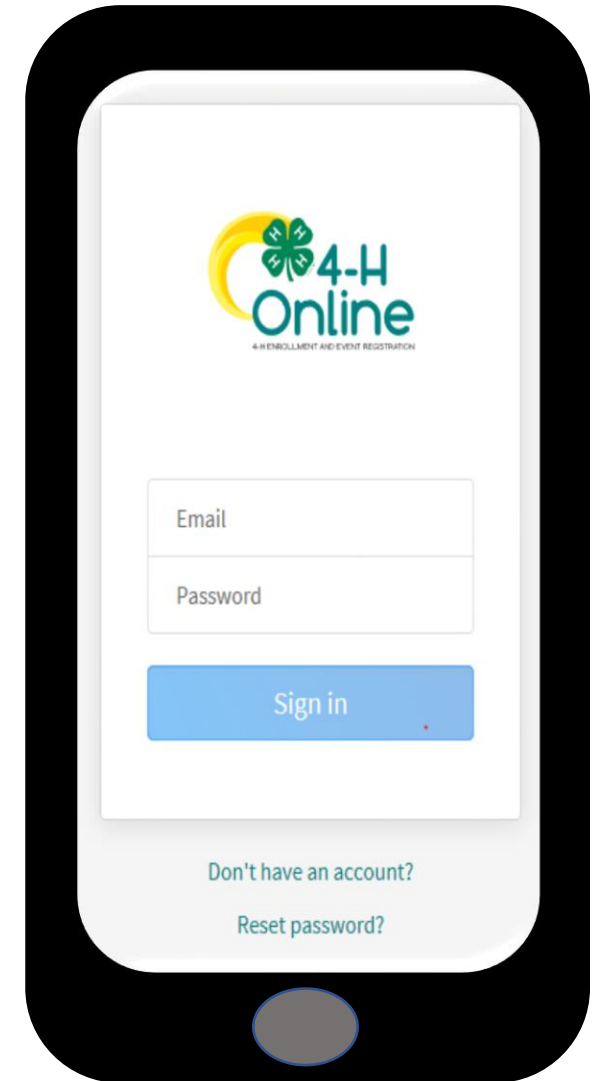
**Chrome**

**Firefox**

**Edge**

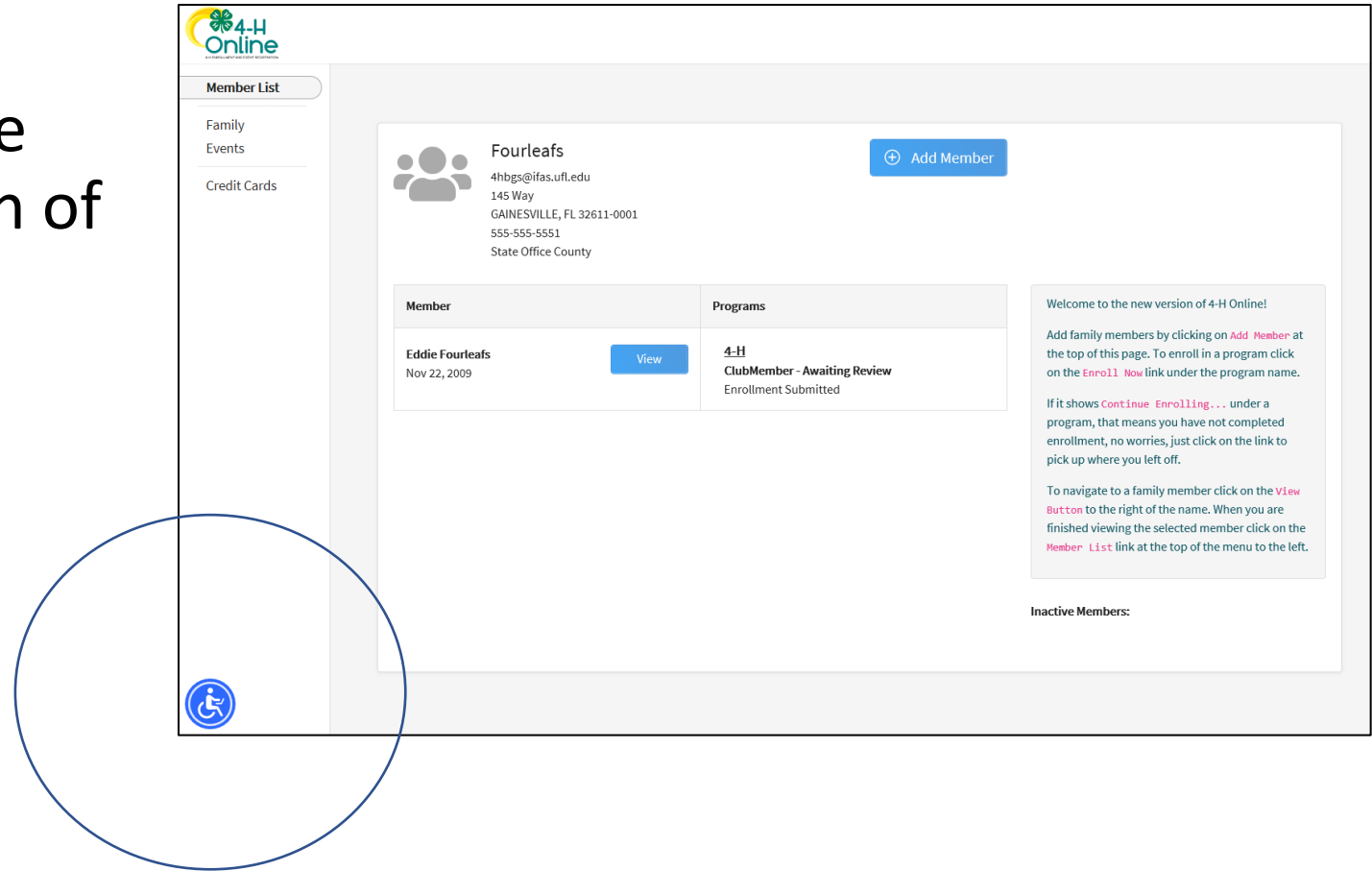
**Safari**

**2.0 will not work with Internet Explorer**



# 4-H Online 2.0

- ADA compliant features are available if needed. Click the icon in the lower left section of the homepage for options.



# Creating a New Account

1. Go to <http://v2.4honline.com>
2. Click ***Don't have an account?*** if you have never participated in Florida 4-H.
  - NOTE: If you had an account in 4-H Online 1.0, the previous version of the site, enter your 1.0 login information. You may need to reset your password if your current password does not meet 2.0 password requirements.
  - Contact your county 4-H Office if you do not remember your login email.




Sign in

[Don't have an account?](#)

[Reset password?](#)

# Creating a New Account

3. Select **Florida** from the select your state drop-down menu.
4. Choose **Florida 4-H Youth Development** as your Institution.



4-H Online  
4-H ENROLLMENT AND EVENT REGISTRATION

Create Your Account

Select Your State *required*

Florida

Select an Institution

Florida 4-H Youth Development

# Creating a New Account

5. Choose your county

6. Complete required fields

7. Click **Create Account**



Create Your Account

Florida 4-H Youth Development

County *required*

State Office

Email *required*

4hbgs@ifas.ufl.edu

Confirm Email *required*

4hbgs@ifas.ufl.edu

Family Name *required*

Fourleafs

Mobile Phone Number  
*required*

555-555-5551

Format ###-###-####

Password *required*

••••••••

Confirm Password *required*

••••••••

Back

Create Account

# Creating a New Account

8. Enter your address

9. Click the **Verify** button

NOTE: The verification process may require you to select an appropriate USPS format.

10. If you create a new account and an existing account is found, click **Confirm** and login with the existing account (*image not shown*).

### Verify Your Address

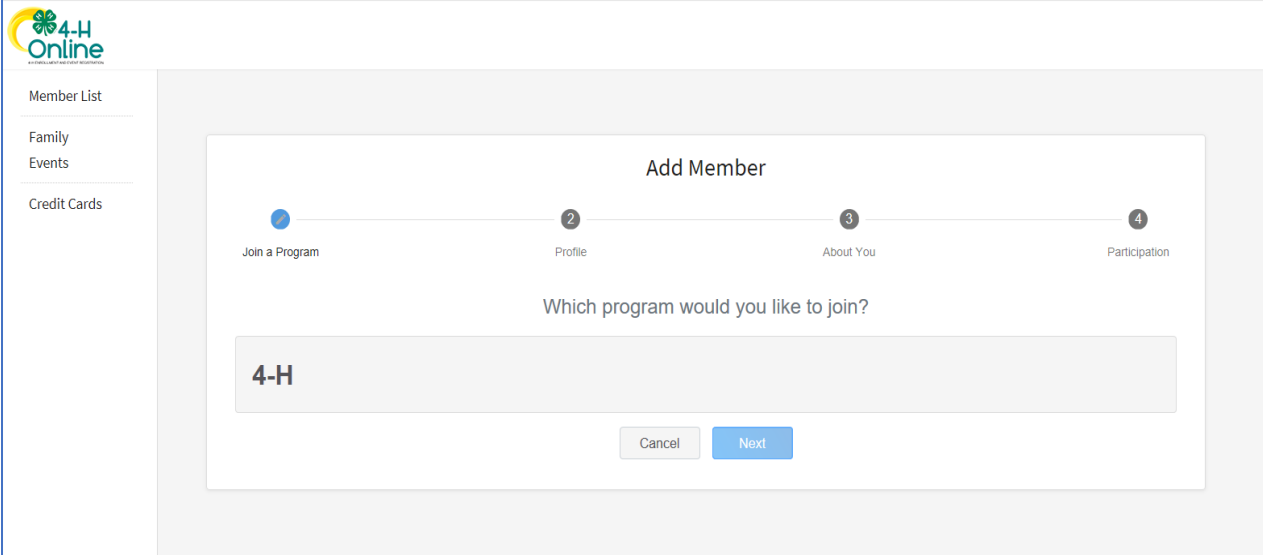
Address	<input type="text" value="145 Way"/>
Address 2	<input type="text"/>
City	<input type="text" value="Gainesville"/>
State	<input type="text" value="Florida"/>
Postal Code	<input type="text" value="32611"/>
Country	<input type="text" value="US"/>

Verify



# Add an Adult Member

1. If there are no members in the family profile, you will be presented with the **Add Member** screen.
2. Choose **4-H** as the program you would like to join and click **Next**.



The screenshot shows the '4-H Online' interface. On the left is a sidebar menu with 'Member List', 'Family', 'Events', and 'Credit Cards'. The main content area is titled 'Add Member' and features a four-step progress bar: 1. Join a Program (active), 2. Profile, 3. About You, and 4. Participation. Below the progress bar, the text asks 'Which program would you like to join?'. A search bar contains the text '4-H'. At the bottom right of the form are 'Cancel' and 'Next' buttons.

# Add an Adult Member

3. Add the name and birthdate of the member and click **Next**.

4. Complete the required fields in the **About You** section.

**Add Member**

Progress: 1. Join a Program, 2. Profile, 3. About You, 4. Select Participation

First Name *required*: Annie

Middle Name:

Last Name *required*: Fourleafs

Preferred Name:

Birth Date *required*: 11/22/1980

**Next**

**Add Member**

Progress: 1. Join a Program, 2. Profile, 3. About You, 4. Select Participation

**About You**

Identifying Gender *required*: Female

**Demographics**

Residence *required*: Farm

Are you of Hispanic or Latino ethnicity? *required*: Non Hispanic

Race *required*: ☒ White ☐ Black or African American

**Next**

# Add an Adult Member

5. Choose ***I want to join 4-H as a New or Returning 4-H Adult Volunteer*** and click *Finish*.

The screenshot displays a web form titled "Add Member". At the top, a progress bar consists of four steps: "Join a Program", "Profile", "About You", and "Select Participation". Each step is marked with a blue circle containing a checkmark. Below the progress bar, the question "How would you like to participate?" is centered. A light gray rectangular box contains the selected option: "I want to join 4-H as a New or Returning 4-H Adult Volunteer". At the bottom of the form, there are two buttons: a light gray "Back" button and a blue "Finish" button.

# Enrollment Questions

1. Click **Select Volunteer Types**.
2. Choose your volunteer type and then your volunteer title.
3. Click Done. Repeat if other volunteer types or roles apply.
4. Click **Next** once all volunteer types have been added.

Annie Fourleaves  
2019-2020 Enrollment

Registration

1 Volunteer Type 2 Questions 3 Health Form 4 Consents 5 Confirm

### Volunteer Types

- Please choose at least one Volunteer Type category (e.g. *Club Volunteer*) and one Volunteer Title (e.g. *Club Organizational Leader*) to add to your enrollment.
- You may choose more than one type, if applicable.
- Delete any Types that will not apply for this program year.

Select Volunteer Types

### Fees

Total:	\$0.00
--------	--------

Annie Fourleaves

Add Volunteer Type

Volunteer Type

Club Volunteer

Club Activity Leader	Add
Club Organizational Leader	Add
Club Resource Leader	Add
Mentor to Independent Youth	Add

Done

# Enrollment Questions

5. Click **Select Clubs**.

6. Choose the **Volunteer Type** (if more than one was added on the previous screen) and then click **Add** for the corresponding Club. Repeat for the other volunteer types on your enrollment. Multiple clubs can be added for the same volunteer type if needed.

7. Click **Next** after adding a club.

The screenshot shows the '2019-2020 Enrollment' form for 'Annie Fourleafs'. At the top, a progress bar indicates the current step is 'Registration' (1), followed by 'Volunteer Type' (2), 'Clubs' (3), 'Questions' (4), 'Health Form' (5), 'Consents' (6), and 'Confirm' (7). Below the progress bar, there are input fields for 'Primary', 'Club', 'Type', and 'County'. A blue 'Select Clubs' button is positioned below the 'Club' field. To the right, a 'Fees' section shows a 'Total' of '\$0.00'. At the bottom, there are 'Back' and 'Next' buttons.

The screenshot shows the 'Add Clubs' form. It has two dropdown menus: 'County' (with 'State Office' selected) and 'Volunteer Type' (with 'Club Organizational Leader' selected). Below these, there is a table with two rows: '4-H Individual Study or Mentor Program' and '4-H Science'. Each row has a blue 'Add' button to its right.

# Enrollment Questions

8. Click **Show Questions** to view other enrollment questions.

9. Complete all required fields.

Note: You will see some of the information you already provided. Scroll down to see the new questions.

10. Click **Next** when finished.

The screenshot displays the '2019-2020 Enrollment' form for 'Annie Fourleaves'. At the top, a progress bar shows six steps: 'Registration' (highlighted in orange), 'Volunteer Type', 'Clubs', 'Questions' (current step, marked with a blue checkmark), 'Health Form', 'Consents', and 'Confirm'. Below the progress bar, the 'Questions' section contains a text box with the message 'Please complete all required fields.' and a blue 'Show Questions' button. To the right, a 'Fees' section shows a 'Total:' of '\$0.00'.

Fees	
Total:	\$0.00

# Enrollment Questions

11. Click **Show Health Form**

12. Complete all required fields and the Medical Consents on the Health Form and click **Next**.

Notes:

\*Yes responses will require additional information in the text box.

\*Consent to the Medical Consents (not pictured) is required to participate in Florida 4-H.

Annie Fourleaves  
2019-2020 Enrollment

Registration

Volunteer Type Clubs Questions Health Form Consents Confirm

Health

Please provide relevant information for all "Yes" responses in the box that appears under each question. **Reporting conditions will not prevent a person from participating.**

Show Health Form

Fees

Total: \$0.00

Back Next

Does the participant have any non-food allergies?

☒ Yes

☐ No

**required**

Seasonal Allergies

# Enrollment Questions

12. Click **Show Consents**

13. Read each consent and respond to each item.

- Consent to the 4-H Code of Conduct, General Release, and the Transportation Policy is required of all youth and adults to participate in Florida 4-H. Consent is optional for the Publicity Release and Survey and Evaluation Release.
- Adult Volunteers are required to agree to the Non-Discrimination Policy and Volunteer Agreements.
- Adult Volunteers are required to complete the DCF Attestation of Good Moral Character and the AHCA Privacy Policy Acknowledgement. These are required for background screening purposes.

The screenshot shows the '2019-2020 Enrollment' form for 'Annie Fourleafs'. A progress bar at the top indicates the current step is 'Consents', with previous steps being 'Registration', 'Volunteer Type', 'Clubs', 'Questions', 'Health Form', and 'Confirm'. The 'Consents' section contains a list of items to read and respond to: 'Please read and respond to all consents.', 'Consent to the 4-H Code of Conduct, General Release, and the Transportation Policy is required of all youth and adults to participate in Florida 4-H. Consent is optional for the Publicity Release and Survey and Evaluation Release.', 'Adult Volunteers are required to agree to the Non-Discrimination Policy and Volunteer Agreements.', and 'Adult Volunteers are required to complete the DCF Attestation of Good Moral Character and the ACHA Privacy Policy Acknowledgement. These are required for background screening purposes.' Below this list is a 'Show Consents' button. To the right, a 'Fees' section shows a 'Total' of '\$0.00'. At the bottom are 'Back' and 'Next' buttons.

The screenshot shows the 'General Release' section of the enrollment form. It begins with a green header 'General Release'. The text states: 'In consideration for my and/or my child's participation in Florida 4-H, I hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE Florida 4-H, the Florida 4-H Club Foundation, Inc., UF IFAS Extension, the University of Florida, the University of Florida Board of Trustees, and their respective employees, agents, representatives and volunteers (hereinafter referred to as "RELEASEES") from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by my child, or to any property belonging to me, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES or otherwise, while participating in a Florida 4-H activity or while in, on or upon the premises where a Florida 4-H activity is being conducted.' Below this, it says: 'I am fully aware of the risks and potential hazards connected with participating in Florida 4-H activities and programs and I hereby elect to voluntarily participate and engage in such activities knowing that these activities may be hazardous to me, my child and my property. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, that may be sustained by myself, my child, or any loss or damage to property owned by me, as a result of engaging in such activities, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES or otherwise.' At the bottom, there is a 'Member Name' field with the text 'required' in red, containing the name 'Annie Fourleafs'. Below the field is a radio button followed by the text 'I understand and agree to the General Release. required' in red.



# Submit

14. Click ***Submit*** to send your enrollment to your county 4-H office.

Annie Fourleafs  
2019-2020 Enrollment

Registration

Volunteer Type Clubs Questions Health Form Consents Confirm 6

Annie's Enrollment

**Selected Clubs**

4-H Science, State Office - Primary

**Selected Projects**

**Fees**

Total: \$0.00

Back Submit

# Screening

1. Please complete all fields on the Screening section.
2. Click submit at the bottom of the screen.

Annie Fourleafs

2019-2020 Enrollment

Registration

Screening

Personal Information

Hair Color

Brown

Eye Color

Brown

Height

5.8 Ft

Weight

160 lbs

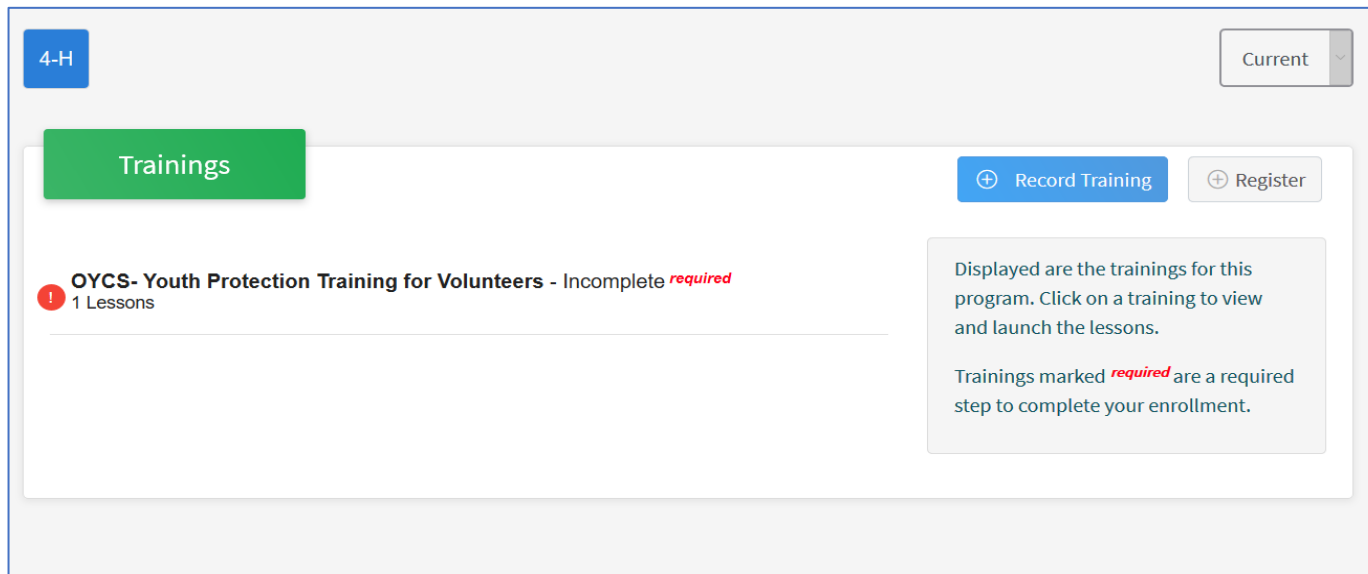
Additional

Best time to call

Weekdays, noon to 1 EST

# Youth Protection Training

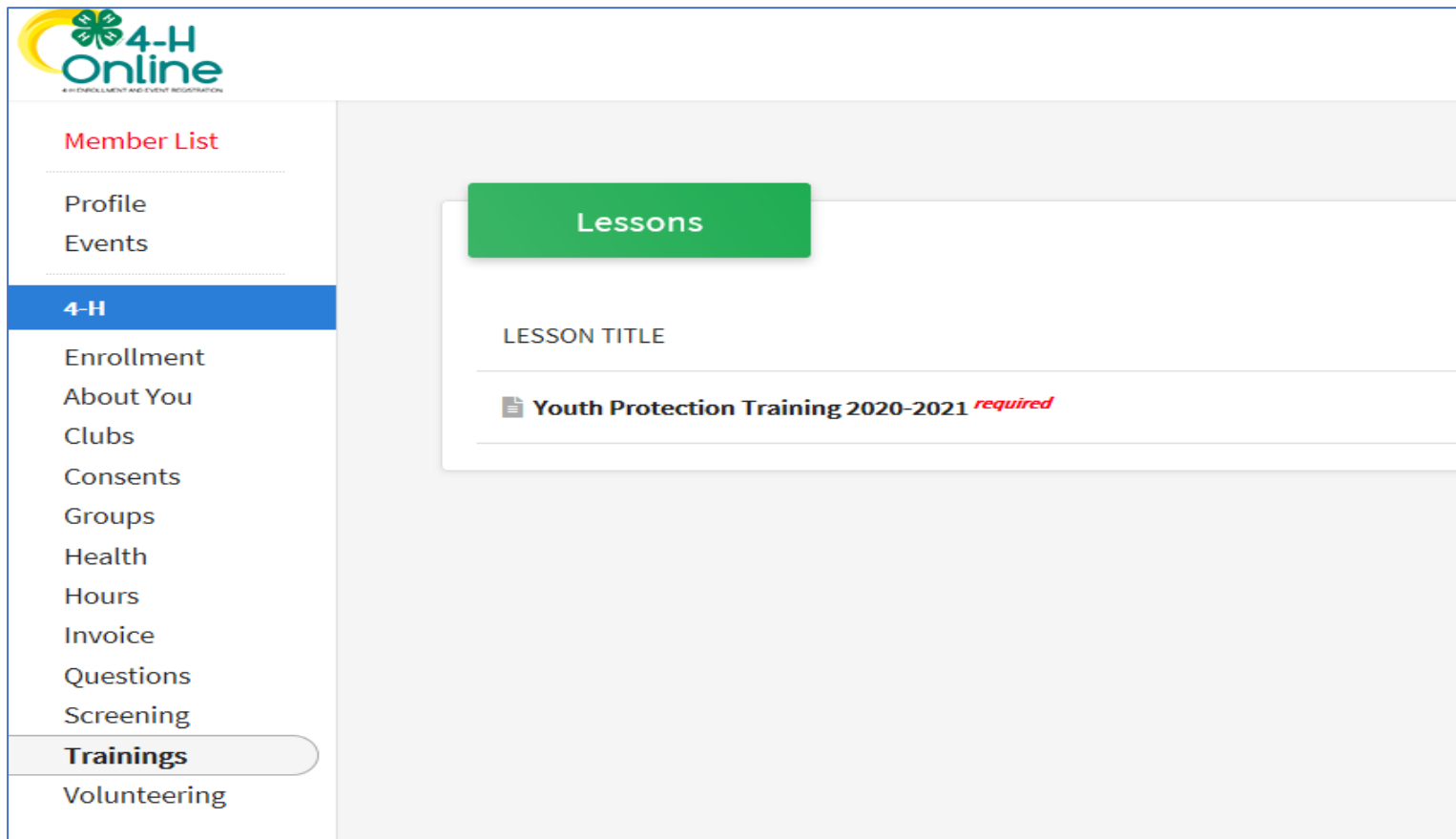
1. After submitting your enrollment and screening information, you will be prompted to complete the required OYCS- Youth Protection Training for Volunteers. Click on the training title to begin.



Please know that the UF OYCS Youth Protection training is required annually for all volunteers who interact with youth. This training module has been updated to include information related to virtual programming and meetings. You will need to complete the training module within 4-H Online 2.0.

# Youth Protection Training

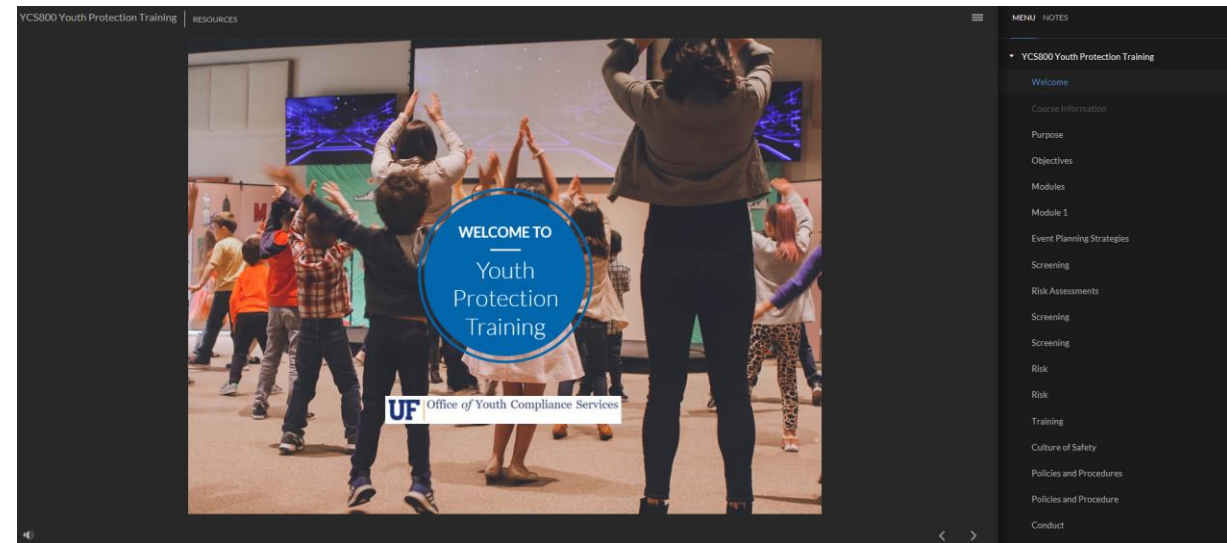
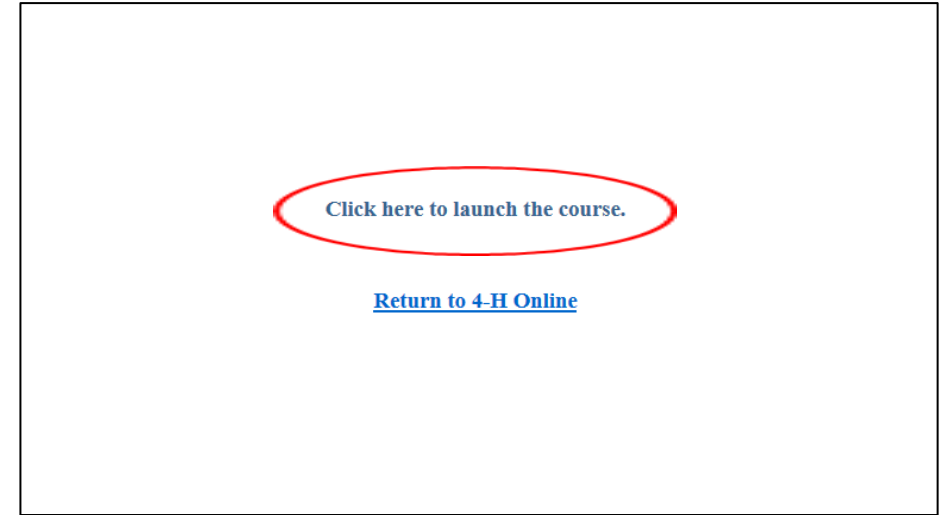
2. Click the lesson title where it shows “Required.” This will open a new browser.



# Youth Protection Training

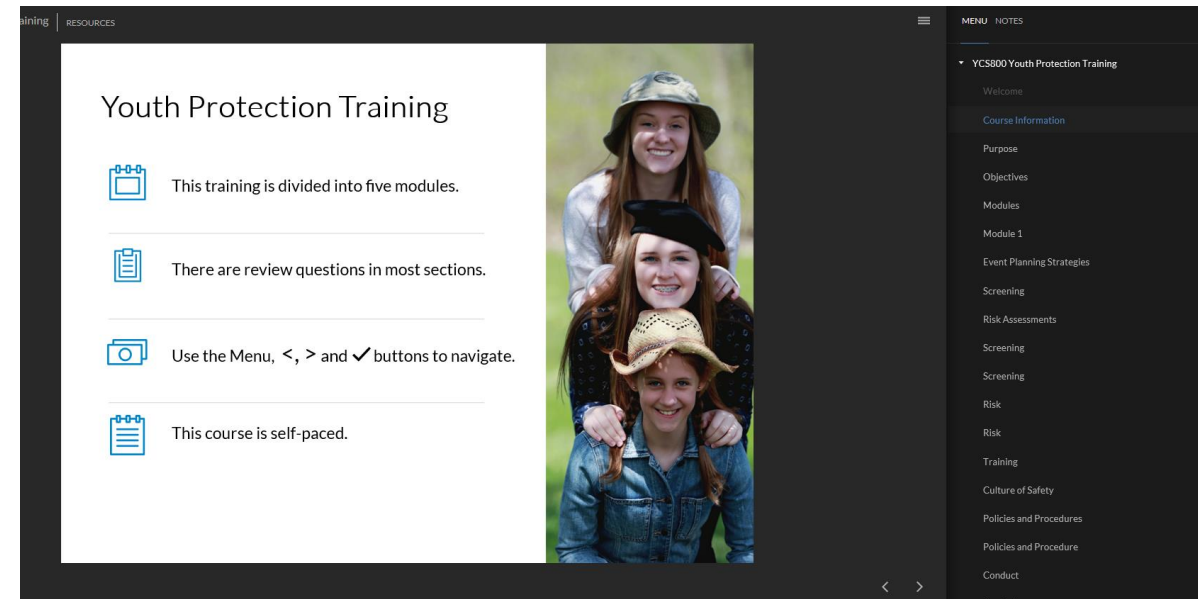
3. A new browser window will open. Click on the “Click Here to Launch the Course.”

4. The training should start playing in a new window. Make sure your sound is on and your mobile device is not on silent (if watching from a mobile device).



# Youth Protection Training

- The training will take about 45 minutes to complete. Use the instructions within the course to advance the slides.
- If you need to stop the training, you can start back where you left off. You can access the training again from your 4-H Online profile.
- There will be a short assessment at the end. UF requires a score of 90% or higher to successfully complete the training. After two failed attempts, you will need to re-watch the training.



# Enrollment Emails

- You will receive an email confirming your enrollment was submitted.
- You will receive a second email when an enrollment has been made active by the county 4-H personnel.
- If there is an issue with enrollment, the county 4-H personnel may send the enrollment back with instructions for how to correct the issue. You will receive an e-mail if this happens.

# County 4-H Office

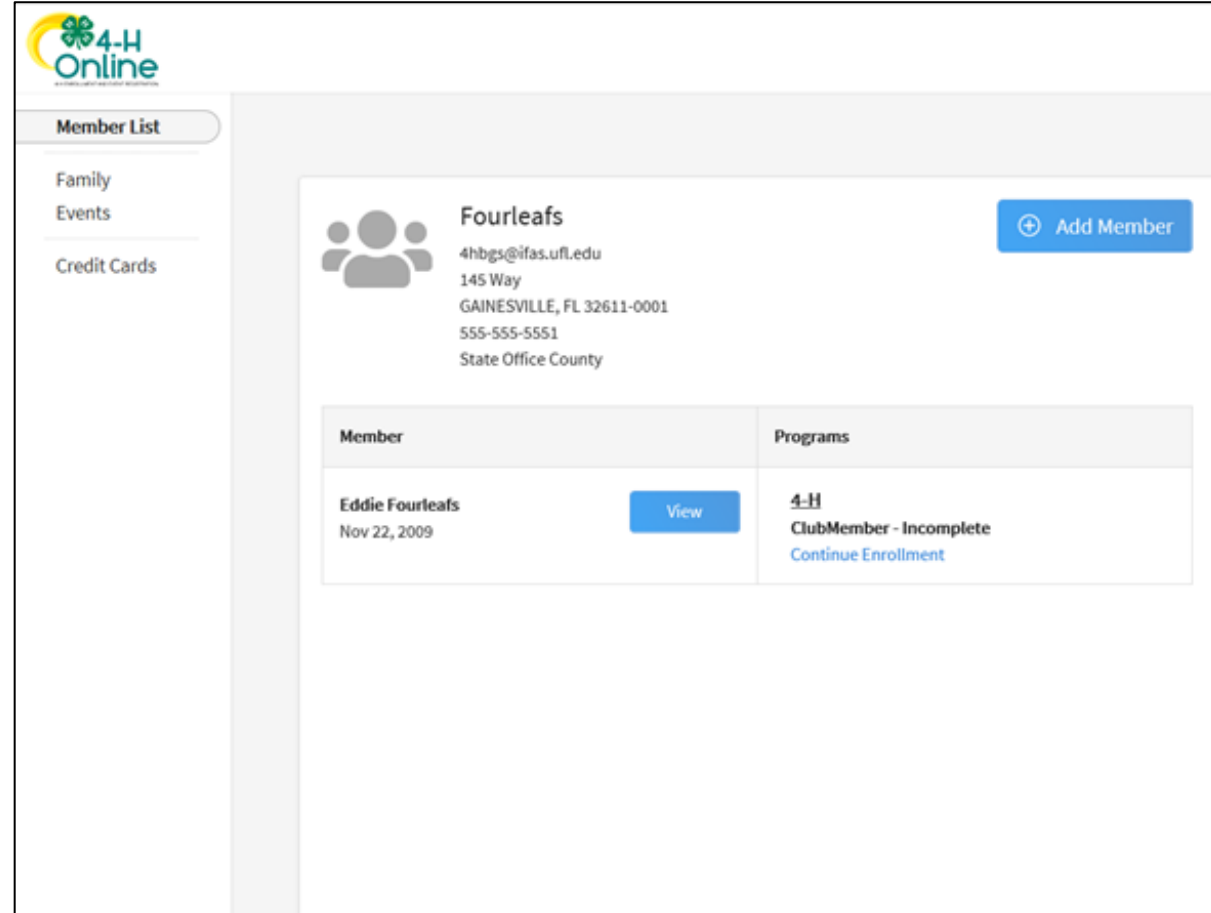
Once you have completed your training, your enrollment will be reviewed by your county 4-H personnel. Someone from the 4-H office will contact you with your next steps.

**THANK YOU for Volunteering  
with Florida 4-H!**



# Family Profile Navigation

- Click **Add Member** in the top right corner to add a new youth member or an adult volunteer.
- Click **Continue Enrollment** to complete and submit an enrollment.
- Click **Family** to update family profile information.
- Click **Events** to register a member for an event.
- Click **View** to see profile side bar of a submitted or approved enrollment.



The screenshot shows the '4-H Online' interface. On the left is a sidebar with navigation links: 'Member List' (highlighted), 'Family', 'Events', and 'Credit Cards'. The main content area displays the profile for 'Fourleafs', including contact information and a table of members and programs.

**4-H Online**

**Member List**

**Family**

**Events**

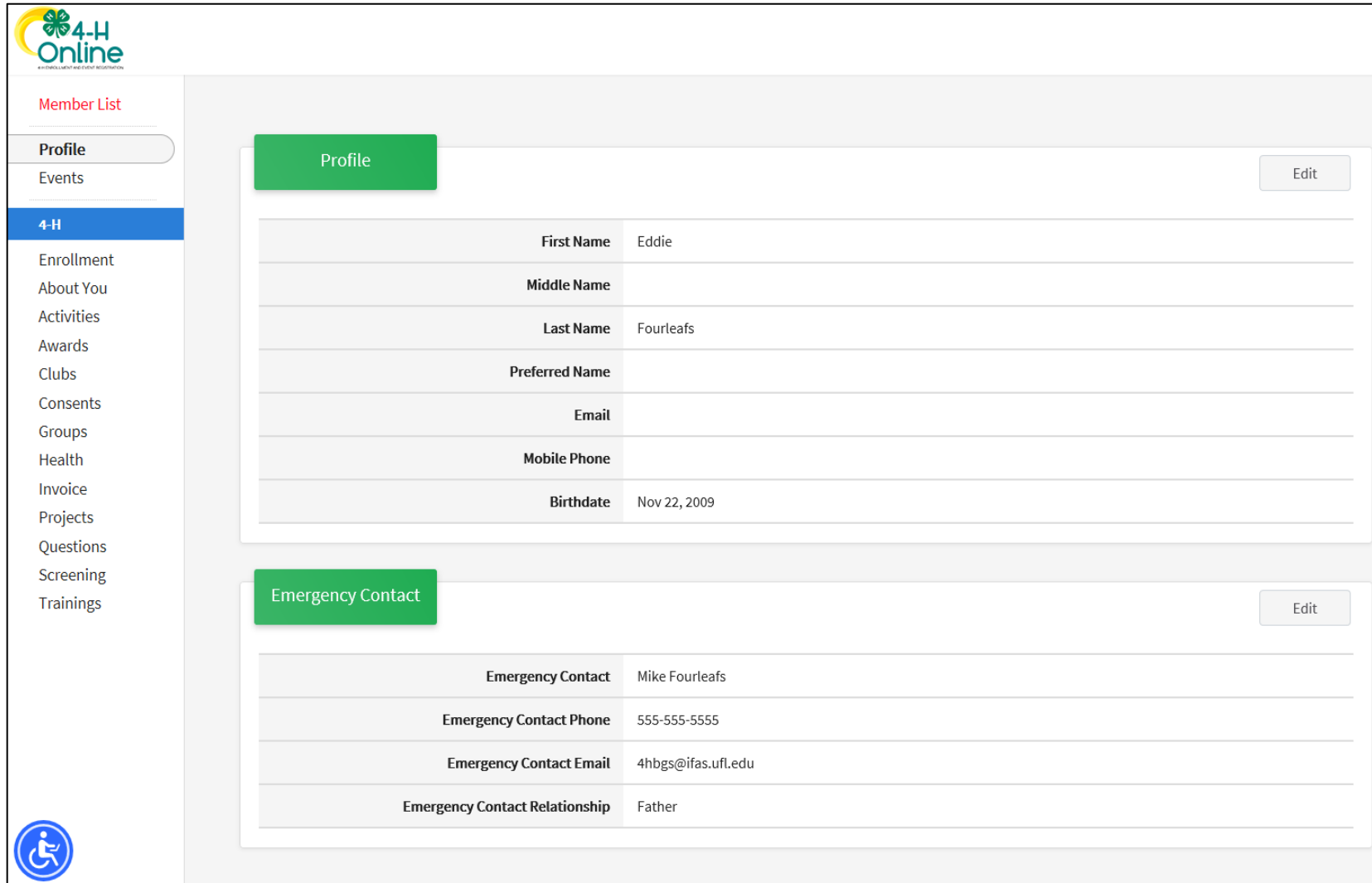
**Credit Cards**

**Fourleafs**  
4hbgs@ifas.ufl.edu  
145 Way  
GAINESVILLE, FL 32611-0001  
555-555-5551  
State Office County

[+ Add Member](#)

Member	Programs
<b>Eddie Fourleafs</b> Nov 22, 2009 <a href="#">View</a>	<b>4-H</b> ClubMember - Incomplete <a href="#">Continue Enrollment</a>

# Member Profile Navigation



**4-H Online**  
enrollment and event registration

**Member List**


- Profile
- Events
- 4-H**
  - Enrollment
  - About You
  - Activities
  - Awards
  - Clubs
  - Consents
  - Groups
  - Health
  - Invoice
  - Projects
  - Questions
  - Screening
  - Trainings

**Profile** Edit

First Name	Eddie
Middle Name	
Last Name	Fourleafs
Preferred Name	
Email	
Mobile Phone	
Birthdate	Nov 22, 2009

**Emergency Contact** Edit

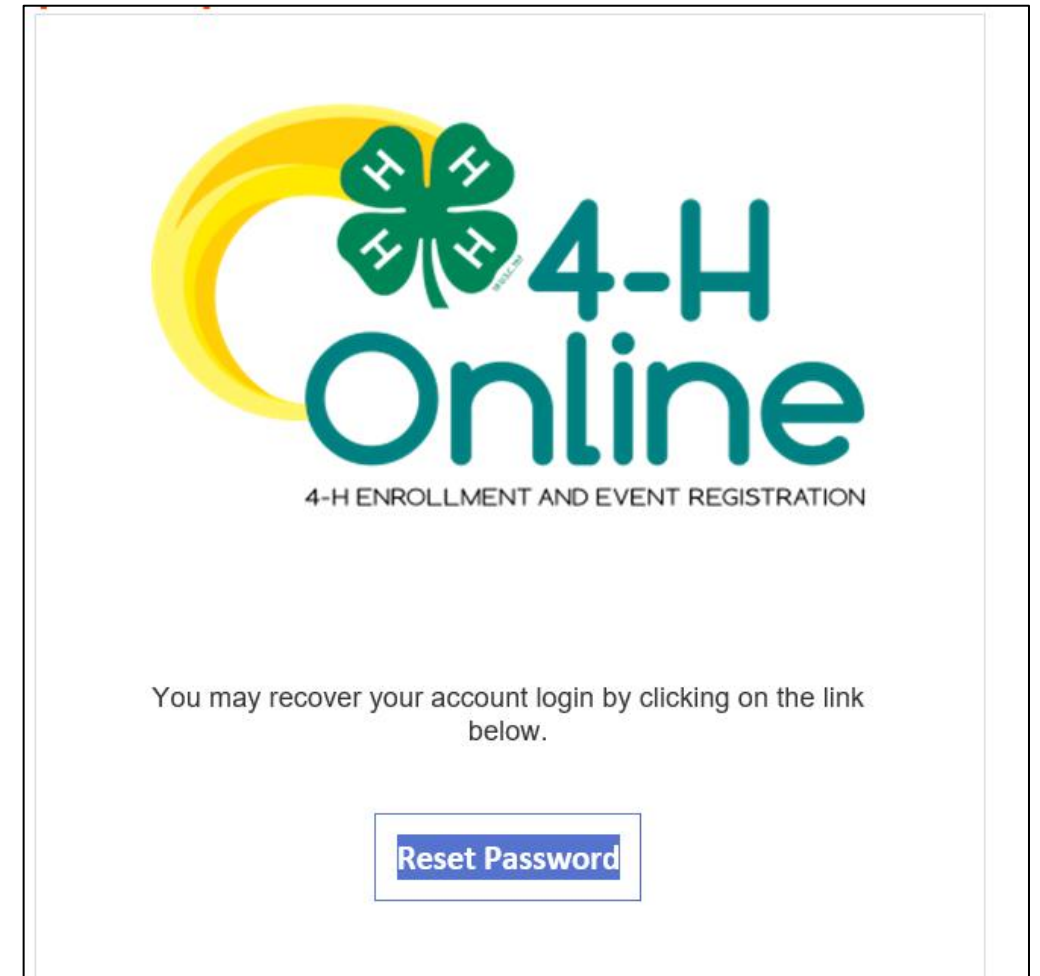
Emergency Contact	Mike Fourleafs
Emergency Contact Phone	555-555-5555
Emergency Contact Email	4hbgs@ifas.ufl.edu
Emergency Contact Relationship	Father



- The enrollment sidebar is where you will find the different sections of the profile and enrollment.
- The enrollment sidebar will not show for incomplete enrollments.

# Reset Your Password

1. Click ***Reset Password?*** at the 4-H Online login page.
2. Type in your email and click **Reset your password.**
3. Check your email for the Reset Password email. Click Reset Password after opening the email.
4. You will be prompted to change your password.
5. Go back to the login page and login with your email and new password.



# Assistance, Questions, and Reporting Issues

## Assistance or Questions about Enrollments, Clubs and County Programs

- Contact your county 4-H Office.

## System Issues

- E-mail [4honline@ifas.ufl.edu](mailto:4honline@ifas.ufl.edu)
- Be sure to include the member's name and 4-H county. Include your name and contact information as well.