Adult Volunteer Enrollment Instructions

4-H Online 2.0

You can access 4-H Online 2.0 by navigating to v2.4honline.com through the following browsers on your computer and mobile devices. For the best experience, make sure your browser is up to date.

- Chrome
- Firefox
- Microsoft Edge
- Safari

Please note, Internet Explorer is not a compatible browser with 4-H Online.

ADA Compliant

ADA compliant features are available if needed. Click the icon in 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 enrolled in Florida 4-H before using 4-H Online.
3. If you have a 4-H Online Account. Do not create a new profile. Use your current profile to login each year. If you need help with your email or resetting the password. Contact Kelsey Cook at khaupt@ufl.edu
4. Select ***Florida*** from the select your state drop-down menu.
5. Choose ***UF/IFAS Extension*** as your Institution.
6. **Choose your county – Duval.**
7. Complete your information.
8. Click ***Create Account.***
9. Enter your address.
10. Click the ***Verify*** button.
    NOTE: The verification process may require you to select an appropriate USPS format.
11. If you create a new account and an existing account is found, click ***Confirm*** and login with the existing account *(image not shown)*.

Note: The system is set up to determine adult or youth status based on your age. Anyone over the age of 18 years old as of September 1st will be able to register as an adult volunteer.

Add an Adult Volunteer

1. If there are no enrollments 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***.
3. Add the name and birthdate of the Adult Volunteer and click ***Next***.
4. Complete the required fields in the ***About You*** section.
5. Choose ***I want to join 4-H as a New or Returning 4-H Adult Volunteer*** and click ***Finish***.

For questions related to 4-H online, contact Matthew Olson, Florida 4-H Information Coordinator. m.olson@ufl.edu
An Equal Opportunity Institution. Extension Service, University of Florida, Institute of Food and Agriculture Sciences.
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Enrollment Questions

1. Click ***Select Volunteer Types***. **Select Adult Club Volunteer**
2. Select the volunteer type that you are enrolling as. **Select Club Organizational Leader**
    a. Select the subtype and click ***Add.***
    b. Add more types as necessary.
3. Click ***Select Units/Clubs***.
4. Click ***Add*** for the club you are a volunteer with along with the role. Repeat this step if you need to add another club. Adjust primary club designation if needed.
5. Click ***Next*** once all clubs have been added.
6. Click ***Show Questions*** to view other enrollment questions.
7. Complete all required fields.
    - Note: You may see some of the information you already provided. Scroll down to see the new questions.
8. Click ***Next*** when finished.
9. Click ***Show Health Form***.
10. Complete all required fields and the Medical Consents on the Health Form and click ***Next***.
    - Yes, responses will require additional information in the text box.
    - Consent to the Medical Consents is required to participate in Florida 4-H.
11. Click ***Show Consents***
12. Read each consent and respond to each item.
13. Consent to the Code of Conduct, General Release, Transportation Policy, Non-Discrimination Policy, Volunteer Agreements, Attestation of Good Moral Character, and AHCA Privacy Acknowledgement are required to volunteer with Florida 4-H.
14. Click ***Submit*** to send your enrollment to your county 4-H office.
15. Your enrollment will be pending/awaiting review until a county 4-H staff member approves the enrollment and you have completed the OYCS Training and Volunteer Screening.

Screening and Training

Screening

- Returning volunteers who have not completed the background screening, returning volunteers who have reached 5 years of service, and new volunteers will be prompted to complete background screening questions. A volunteer screening and background check is required every 5 years.

IF you are not automatically prompted to complete the screening questions:

1. Click ***Member List.***
2. Find the adult volunteer enrollment and click ***Continue Screening.***
3. Complete screening questions and submit.

Training

All volunteers, regardless of service are required to complete OYCS youth protection training. Each 4-H year.

IF you are not automatically prompted to take the training:

1. Click ***Member List.***
2. Find the adult volunteer enrollment and click ***Continue Trainings.***

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3. Click on ***OYCS-Youth Protection Training for Volunteers.***
4. Click ***OYCS-Youth Protection Training for Volunteers.***
5. Click ***Launch Course.***
6. Proceed through the course. You will have finished when you completed the final assessment and see a button that says ***Exit Course.***
    a. We recommend that you print a copy of your score as proof of course completion. You will see a button that says ***Print.***

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 office.
- If you paid the membership fee online, you will receive a payment confirmation email once the enrollment is made active. Membership fees are only for youth members.
- If there is an issue with enrollment, the county 4-H office may send the email back with instructions how to correct the issue. You will receive an e-mail if this happens.

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 m.olson@ufl.edu
Be sure to include your contact information, the member's name, 4-H county, and specific issue that you are encountering with 4-H online.