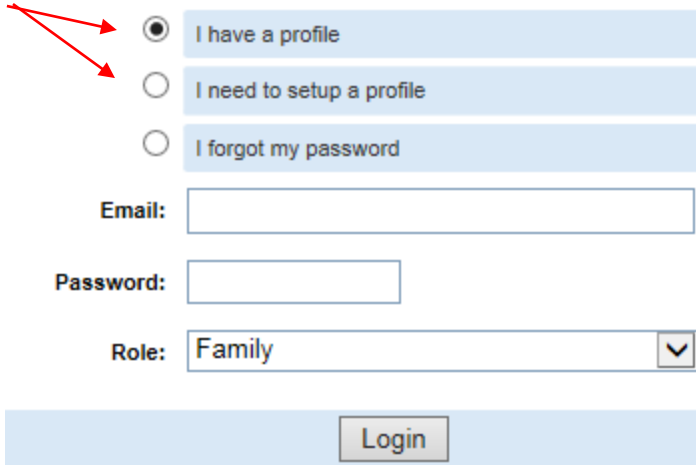


Volunteer Application Entry in 4HOnline – Step by Step Instructions

- 1) Go to <https://co.4honline.com>
- 2) If you are a “new” potential volunteer, you will need to setup a family account. If you have youth in the program already, log into your family account. Click “Login”



I have a profile

I need to setup a profile

I forgot my password

Email:

Password:

Role:

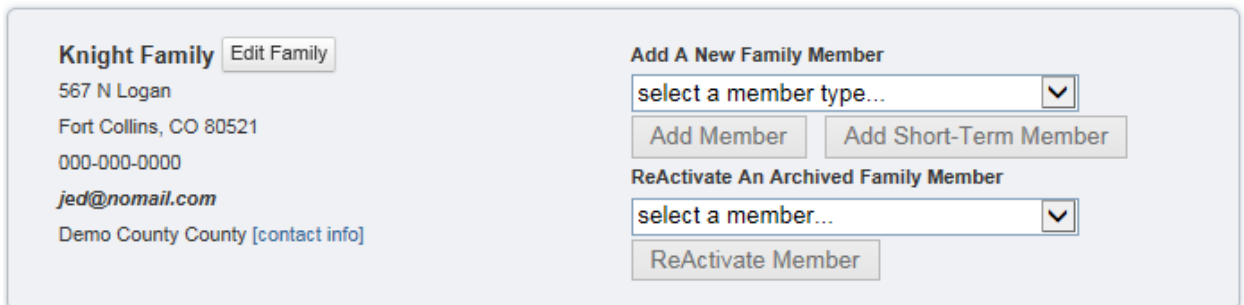
Login

- 3) Once you have successfully created an account and logged into 4HOnline, you will see either “Family Home Page” or the “Member Listing” (this is dependent on whether or not you have an account in the system). If you see this page,



Click the arrow on “Continue to Family”

OR if you see this:



Knight Family [Edit Family](#)

567 N Logan
Fort Collins, CO 80521
000-000-0000
jed@nomail.com
Demo County County [\[contact info\]](#)

Add A New Family Member

select a member type...

[Add Member](#) [Add Short-Term Member](#)

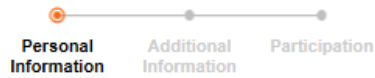
ReActivate An Archived Family Member

select a member...

[ReActivate Member](#)

Select the drop down arrow under “Add a New Family Member” and choose “Adult”, click “Add Member”

- 4) Add “Adult Personal Information” completely, be sure to select “Yes” under the Volunteer section. ****Bolded fields are REQUIRED****. Continue to next section.



Adult Personal Information

Volunteer

Select "Yes" if you serve in a leadership capacity in 4-H.

Examples for youth: Junior Leader, Club Officer, etc.

Examples for adult: Chaperone, Community Club Leader, Project Leader, etc.

Are you a Volunteer?: No: Yes:

- 5) Under “Additional Information” – Code of Conduct and Acknowledgement of Volunteer Legal Status and Photo, signatures are REQUIRED before you can click “continue”
- 6) Under the “Volunteer Application” – this needs to be completed to the best of your knowledge and signed and dated at the bottom of the page. Click “Continue”
- 7) Under “Participation”, select from the drop down list a club and a volunteer type you are applying for, then click “Add Club”. If you have questions on this – contact your Extension office as it can be filled out at a later time as it is not required to submit the enrollment application. Click “Continue”

Add a Club

Select a Club:

Select a Volunteer Type:

Add Club

- 8) Under the Projects tab, is similar to adding a club. Please communicate with your Extension office as it can be filled out at a later time. Click “Continue”
- 9) Under the Groups tab, simply click “Continue” (as this is not required)
- 10) Final step and most important, click “Submit Enrollment”



<< Previous

Submit Enrollment

You will receive an email confirmation that your enrollment has been submitted. Additionally, your county office will also see the initial enrollment. Please contact for the next steps in becoming a Colorado 4-H Volunteer!!!