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## Returning Adult Volunteer Reenrollment Guide

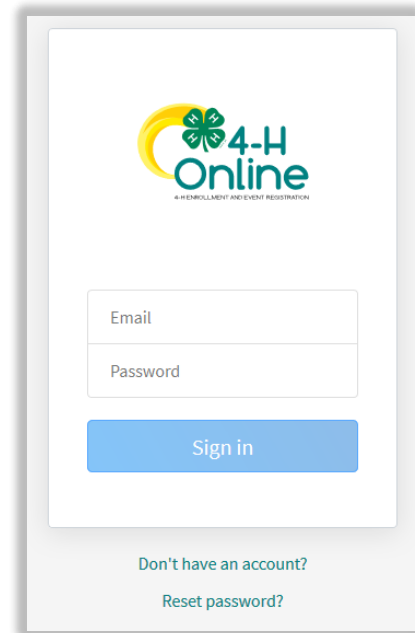
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## Log in to Existing 4-H Online Account

1. If you are a returning volunteer and had an account in 4HOnline, you may login to the updated 2.0 system at <http://v2.4honline.com>.
2. Enter your email address and password.
3. Click [Sign In].

**Note:** If you have forgotten your password, click “Reset Password?” to receive an email with a link to set a new password.

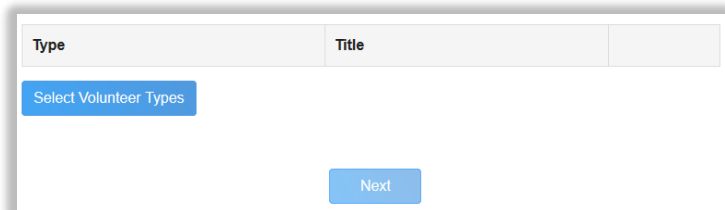
**Note:** If you no longer have access to your email account to complete the password reset, contact your local Extension office for assistance; do not create a new record!



## Reenroll as an Adult Volunteer

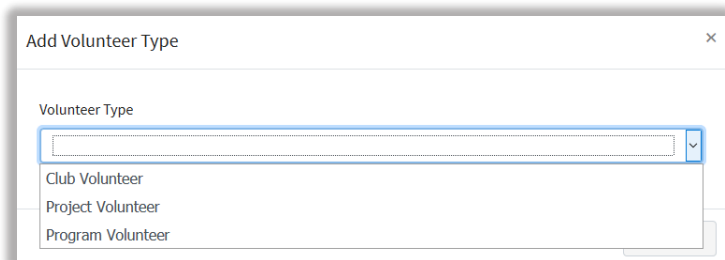
If you are returning to 4-H, your member record will be listed in your “Member List.” Click “Enroll Now” under 4-H to enroll. Confirm you want to enroll as a Volunteer.

1. Click [Select Volunteer Types] to indicate how you are planning to participate in the program throughout the year.



2. Select an appropriate Volunteer Type to begin:

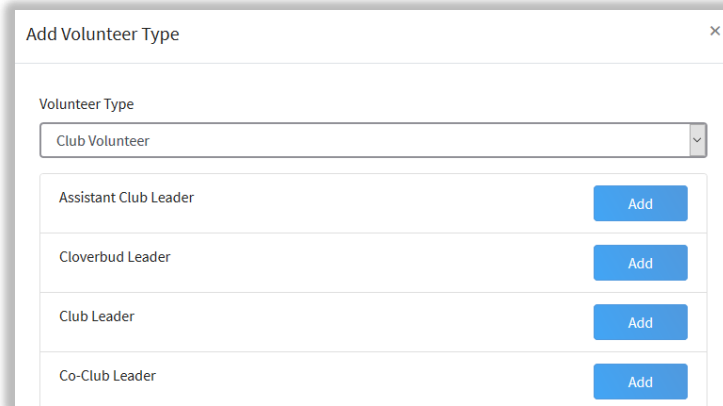
- Club Volunteer
- Project Volunteer
- Program Volunteer





**Note:** At least one Volunteer Type is required during the enrollment process. You may add more Volunteer Types later if needed.

**Note:** If you are unsure what type of Volunteer responsibilities you will hold, please select Program Volunteer, General Volunteer.

3. Click [Add] next to your specific role.
4. If you are a Project Leader for a specific club, you will need to select the Club Volunteer Type “Project Leader – Club Based,” and a Project Volunteer Type.
5. Repeat steps 1-4 for each Volunteer type you would like to participate as this year.
6. Click the trash icon to remove any Volunteer Types you are not participating in this year.
7. Click [Next].
8. If you have selected a Club Volunteer Type, click [Select Clubs] to choose the Clubs with which you would like to volunteer.



| Type              | Title          |                                                                                     |
|-------------------|----------------|-------------------------------------------------------------------------------------|
| Club Volunteer    | Club Leader    |  |
| Project Volunteer | Project Leader |  |

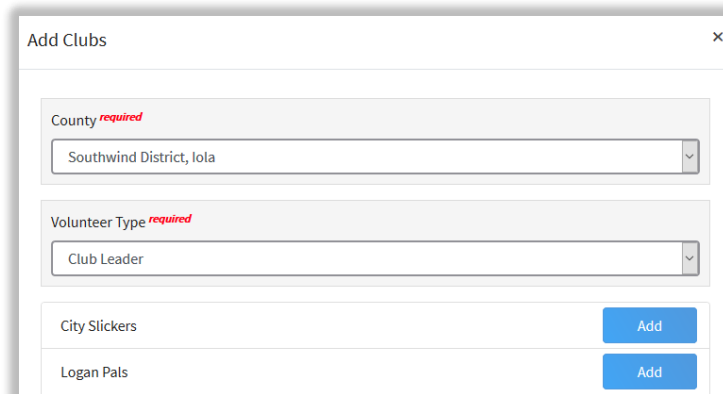
Select Volunteer Types

[Next](#)

| Primary                      | Club | Type                 | County |
|------------------------------|------|----------------------|--------|
| <a href="#">Select Clubs</a> |      |                      |        |
| <a href="#">Back</a>         |      | <a href="#">Next</a> |        |

**Note:** If you did not select a Club Volunteer Type at Step 2, you won’t see this screen. You may go back and add it if needed.

9. Select the County, Club and Volunteer Type that corresponds with the Club in which you would like to participate.

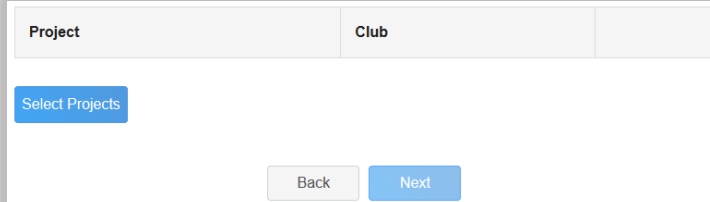


10. Click [Add] next to the Club.

11. Repeat steps 8-10 for each Club in which you would like to participate.

12. If you have selected to participate as a Project Leader, you will be prompted to select a Project. Click [Select Projects]

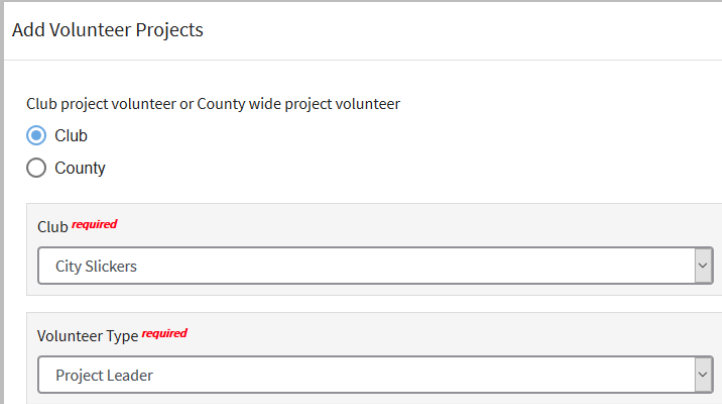
**Note:** If you did not select a Project Volunteer Type at Step 2, you won't see this screen. You may go back and add it if needed.



| Project                                                                 | Club |
|-------------------------------------------------------------------------|------|
| <input type="button" value="Select Projects"/>                          |      |
| <input type="button" value="Back"/> <input type="button" value="Next"/> |      |

13. Select Club if you are a project leader for a specific Club, and select the Club.

If you are a Countywide project leader, select the County button. Next, select the Project Volunteer Type that best describes your involvement this year.



Add Volunteer Projects

Club project volunteer or County wide project volunteer

Club  
 County

Club *required*

City Slickers

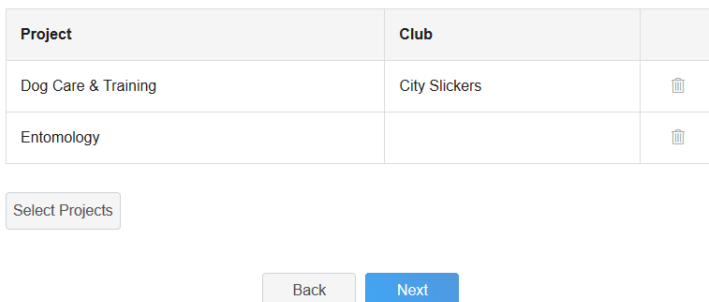
Volunteer Type *required*

Project Leader

14. Click [Add] next to the Project you will be working with.

15. Click [Next] when you are done.

16. Review Questions and make any necessary changes.



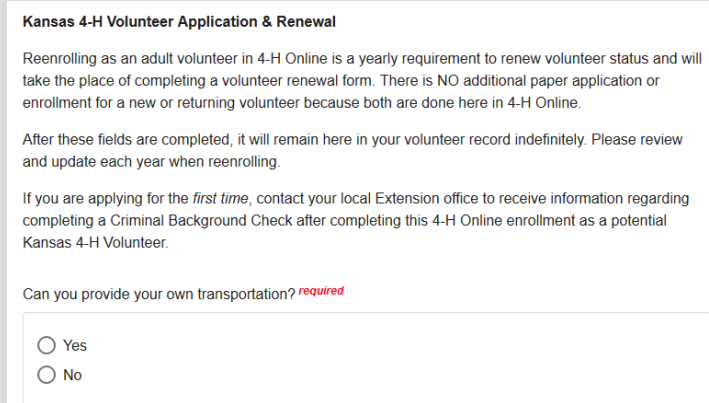
| Project             | Club          |
|---------------------|---------------|
| Dog Care & Training | City Slickers |
| Entomology          |               |

**Note:** there are required fields.

17. Scroll down while reading the information.

18. Complete Kansas 4-H Volunteer Application and Renewal.

**Note:** This information will remain in your record to update as necessary.



**Kansas 4-H Volunteer Application & Renewal**

Reenrolling as an adult volunteer in 4-H Online is a yearly requirement to renew volunteer status and will take the place of completing a volunteer renewal form. There is NO additional paper application or enrollment for a new or returning volunteer because both are done here in 4-H Online.

After these fields are completed, it will remain here in your volunteer record indefinitely. Please review and update each year when reenrolling.

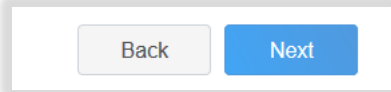
If you are applying for the *first time*, contact your local Extension office to receive information regarding completing a Criminal Background Check after completing this 4-H Online enrollment as a potential Kansas 4-H Volunteer.

Can you provide your own transportation? *required*

Yes  
 No



19. When you are finished, click [Next].



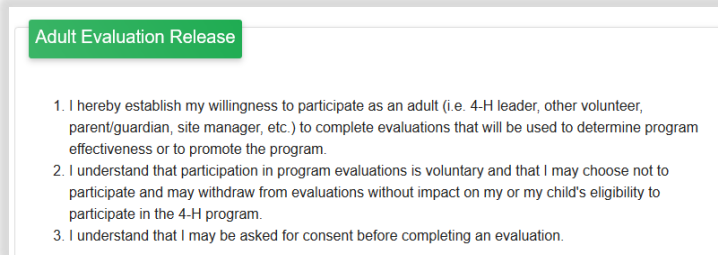
20. Complete the Health form and Consent.

21. Click [Next] at the bottom of the page.

22. Click [Show Consents].

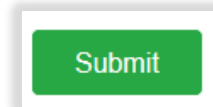
23. Complete the Consents.

24. Click [Next] at the bottom of the page.



25. Review your enrollment.

26. Click [Submit].



27. Click [Confirm] to confirm enrollment submission.