How to Enroll in 4-H Online as a 4-H Volunteer

You must enroll your “Family” name first and then add yourself as a volunteer to the family.

- Go to 4honline.com.
- Scroll down and click Maryland.
- Click I need to set up a profile.
- Are you in a military 4-H club – Do not check the box (no 4-H military clubs in Talbot County)
- County – Select Talbot from the drop-down menu.
- Email – Enter and confirm a valid e-mail address.
- Last Name – Enter the last name for the family (If the family has members with more than one last name, you may want to create a second family profile.)
- Password – Enter and confirm a password that you can remember.
- Role – The only option = family.
- Click Create Login.

Family Information

Profile Information

- Fill in all in all required fields (red asterisk)
- For Correspondence Preference, please select Email so you will continue to receive e-mail updates from the 4-H Office.
- Update member records with the same address – Do not check the box. It is only used for changes you may want to make in the future – i.e. new address, phone, etc.

Password Management

- This section is only used when you want to change your password.
- Click Continue.

Member List

- Add a New Family Member – select Adult and click Add Member. If family members have different last names, the system allows you to change the last name as you enroll.

Profile Information

- Enter all required information (red asterisk) and any relevant optional information you want to add.
- Birth Date – The year must be 4 digits (2015, etc.) If you use the calendar tool, always select year first and then month/date.
- Gender – Select male or female.
- Years in 4-H – This defaults to 1. Feel free to update it to match your years as a volunteer.

Volunteer

- Because you are 4-H volunteer, you should click Yes.

NOTE: If you aren’t a volunteer but you would like to be one, please contact the Extension Office so you can go through the required volunteer orientation.
Ethnicity/Race/Residence
➢ Check all boxes that apply. This information helps 4-H track the demographics of people who participate in 4-H. NOTE: The town of Easton has more than 10,000 residents.

Military Service of Family
➢ You MUST make some selection or the system won’t let you continue. There is a “No one in my family is serving in the military” selection.
   Click Continue.

Additional Information: Photo Release
➢ Read the photo release and check Yes or No, then type your “signature.”
   NOTE – Typing your name is accepted as an electronic signature.
   Click Continue.

Health Form
➢ According to the 4-H Center, the health form page is optional for enrollment but should be filled in when adults are planning to chaperone camps, overnight trips, and other related programs. You may choose to go ahead and enter allergies and other relevant health concerns.
   Click Continue.

Select a Club
➢ If you are a volunteer with a specific club, please select your club. THEN click Add Club so it will be registered.
   Click Continue.

Add a Project
➢ If you would like to associate projects with your volunteer service, you may add a project. Please choose the generic project name (e.g. Dogs) instead of a specific project book name. THEN click Add Project so it will be registered. Repeat for as many projects as you want to add.
   Click Continue.

Add a Group
➢ Nothing to add here.
   Click Continue.

Scholarship and Invoice
➢ Nothing to add here.
   Click Continue.

Confirm
➢ A Confirm window appears
   ➢ Check the Pay by Computer Terms and Conditions box.
     NOTE: You are required to check this box even though you aren’t paying online. It will show a balance of $0.
   ➢ Click Submit Enrollment.
     NOTE: Your enrollment status will show up in the system as pending. The Extension Office is required to review each form and confirm that payment has been made, then accept the enrollment online.
VIEWING AND EDITING YOUR VOLUNTEER INFORMATION

After you have enrolled, you will be able to view or edit your information if you click on the word Edit next to your name on the screen under Member/Volunteer List.

*Any edits you make will be submitted and again must go through approval at the 4-H Office again.*

NOTE – You may want to try logging out then log in again to make sure your enrollment worked.

*Please call the Extension office with any concerns. Thanks!*

You should receive an e-mail from the sytem after you submit your enrollment.