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

You must create a “Family” profile first and then add yourself as an adult volunteer to the family.

- Go to 4honline.com.
- Scroll down and click Maryland.
- Click I need to set up a profile (OR log into your family’s existing profile if applicable and skip to Family Information section).
- Are you in a military 4-H club – Do not check the box (no 4-H military clubs in Talbot County)
- County – Select Talbot.
- Email – Enter your e-mail address.
- Last Name – Enter the last name for your family
- Password – Enter and confirm a password that you can remember. It must be at least eight characters and have at least one capital and one number.
- Role – 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 for your family in the future – i.e. new address, phone, etc.

Password Management

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

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.
  
  If you aren’t a volunteer but you would like to be one, please contact the Extension Office so you can go through 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. The town of Easton has more than 10,000 residents.

Military Service of Family

- Select the option that applies.

Maryland 4-H Adult Code of Conduct

- All 4-H adults (staff and volunteers) are expected to follow the code of conduct. Please read through it, Click Yes, and type your name to verify that you will abide by it. Typing your name is accepted as an electronic signature.

Maryland 4-H Publicity Release

- Read the photo release and check Yes or No, then type your “signature.”

Adult Skills & Volunteer Interest

- Please check any of your relevant skills, interests, and hobbies.

UME/4-H Volunteering Reporting & Recertification

- If you are asked to report about your previous year’s volunteer hours, enter 0 in each box because you are new and click any other boxes that the system requires in order for you to move to the next page.
- Please type your “signature” at the bottom of the Recertification section.

Health Form

- Please enter any relevant health information (allergies, etc.).

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.

Add a Project

- If you would like to associate projects with your volunteer service, you may add a project. Then click Add Project so it will be registered. Repeat for as many projects as you want to add.

Add a Group

- Nothing to add here.

Click Submit Enrollment.

You should receive an e-mail from the system after you submit your enrollment. Your enrollment status will show up in the system as pending. The Extension Office is required to review each application prior to approving enrollment for the coming year.
How to Re-enroll a 4-H Volunteer in 4-H Online

If you are already a 4-H volunteer and you need to reenroll for the coming year, the process is simple:

- Go to 4honline.com.
- Scroll down and choose Maryland as your state.

Log in to your account
- Click I have a profile, enter your e-mail address and password, choose Family as your role, and click Login. (If you have forgotten your password, click I forgot my password. Remember that passwords must be at least 8 characters and must contain at least one capital letter and one number.)

Member List
- This list will show all of the members and official 4-H volunteers in your family who were previously enrolled. They will have an INACTIVE status once the enrollment period for the new year has begun. (If your status is still “Active,” you will need to wait until the state office opens enrollment for the new year.)
- If you need to update your family information, click Edit Family. If not, click Edit next to the name of the volunteer you want to reenroll. Scroll to the bottom of the page and click Enroll for ____ (new year).

Personal Information
- Make any necessary changes in this section.

Health Form
- Check over this section and add any relevant health information (allergies, etc.)

Clubs
- Review and edit the club(s) you work with. Add new clubs or remove old clubs as needed.

Projects
- Review and edit any projects (if applicable) that you work with and click Continue. (You may delete old projects and add new projects.)

Click Submit Enrollment. You should receive an e-mail from the system after you submit your enrollment.
Your enrollment status will show up in the system as pending. The Extension Office is required to review each application prior to approving enrollment for the coming year.