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: Family

   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,

   Continue to Family

   Click the arrow on “Continue to Family”

OR if you see this:

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**

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 club ...

Select a Volunteer Type: Select a volunteer type ...

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”

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!!!