4-H Online 2.0 New Volunteer Registration Guide

New Enrollment

Join over 11,000 adults committed to youth across Colorado by joining the Colorado 4-H youth development program! How do you become a 4-H leader? **Enroll using the instructions below and you will be contacted the El Paso County, CSU Extension Office with additional instructions.**

The safety of 4-H members is paramount. You will be asked to fill out an application and undergo a national background and motor vehicle check in order to become a volunteer. <u>Volunteer Resources</u> can be found on the <u>Colorado 4-H</u> website as well.

New enrollment

Log into co.4honline.com.

1) Click on "Don't have an account?"

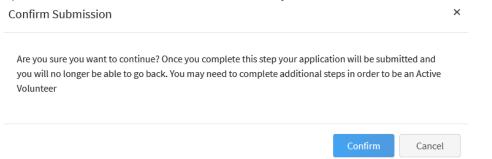


- a) Select the state of Colorado and then click on "Colorado 4-H Youth Development"
- b) Select "El Paso" when choosing a county and complete the required information to create your account. When you are done, click 'Create Account'.
- c) Create your password using the parameters below:
 - 1. Must be at least 10 characters long and contain a capital, lowercase and a number
 - Please ignore any instructions that tell you to include a special character
 - 3. (for example: !, \$, #, @, ?)



- 1) Once logged in you will be prompted to enter your address and then begin enrollment
- 2) You will then be taken to a screen titled 'Add Member', select **4-H** and then click **Next** at the bottom of the screen completing the required information and then moving to the next screen
- 3) Once your contact information is complete, click on I want to join as a new or returning volunteer
- 4) When you see "I'm confirming I want to enroll in 4-H as a Volunteer," click "Enroll."

- 5) Select Volunteer Type(s): Activity Volunteer, Program Volunteer and Coach are not currently being utilized, please don't select any roles under these categories. Only the two categories below are being utilized:
 - a) Club Volunteer
 - b) Project Volunteer (see image below) you must enroll in this category to be able to select projects
- 6) Select Clubs
 - a) If you do not currently belong to a club, find El Paso County Volunteers and click "Add."
 - b) If you do belong to a club, find that club and click "Add."
 - c) Click "Next."
- 7) Select Projects
 - a) This will only appear if you selected the Project volunteer type.
 - b) Select whether you work on this project (or would like to) at the county or club level.
 - c) Select the project and click "Add."
 - d) Click "Next" when finished adding projects.
- 8) About You
 - a) Click "Show Questions."
 - b) Review data that is carried over and fill in any blank required fields.
 - c) Click "Next" when done.
- 9) Review Consents.
 - a) Type your full name and click "Agree."
 - b) Click "Next."
- 10) Click "Submit," then "Confirm."
 - a) You will receive an email confirmation that your enrollment has been submitted.



b) Additional Information will be needed once the initial enrollment has been submitted.

11) Click "Show Screening" - REQUIRED to enroll

- a) Complete all required fields
 - i) the references entered will be contacted as part of the required volunteer background screening
- b) Enter N/A under middle name if you don't have one
- c) Scroll to the bottom of the page and sign and agree with the statement.
 Background checks will be completed on NEW volunteers or volunteers with a non-active status greater 12



12) You will receive an email from 4-H Online with a confirmation. Please allows for several business days for final approval. Should you have any questions please contact Karla Wiesner at karla.wiesner@colostate.edu.

Thank you for wanting to be a part of El Paso County 4-H!

