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.
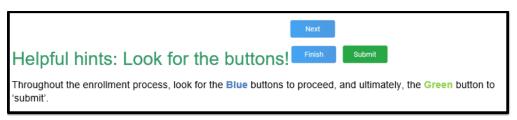
Be sure to contact your <u>local county extension </u>office prior to beginning your online enrollment.

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
  2. Please ignore any instructions that tell you to include a special character
  3. (for example: _!, $, #, @, ?)

Helpful hints: Look for the buttons!

Throughout the enrollment process, look for the **Blue** buttons to proceed, and ultimately, the **Green** button to 'submit'.
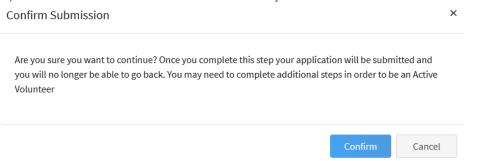
1) Once logged in you will be prompted to enter your address and then begin enrollment
2) You will then be taken to a screen titled 'Add Member', select **4-H** and then click **Next** at the bottom of the screen completing the required information and then moving to the next screen
3) Once your contact 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** <u>are not currently being utilized</u>, please don't select any roles under these categories. Only the two categories below are being utilized:
   a) **Club Volunteer**
   b) **Project Volunteer**

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.

Confirm Submission ✕

Are you sure you want to continue? Once you complete this step your application will be submitted and you will no longer be able to go back. You may need to complete additional steps in order to be an Active Volunteer

Confirm Cancel

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

months. Click "**Submit**"

Member Name *required*

Your Name Here

◉ I agree with all information outlined above

Save   Submit

12) You will receive an email from 4-H Online with a confirmation. Please allow for several business days for approval and next steps. Should you have any questions please contact the extension office at 719-520-9690 or email Charity.Cagle@colostate.edu

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

COLORADO STATE UNIVERSITY
EXTENSION