Navigating 4-HOnline: A Guide for Volunteers
**The Extension Staff to contact for Enrollment and 4HOnline questions is**:  
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**Logging On**

Current Website Address: [https://v2.4honline.com/](https://v2.4honline.com/)

Login Information: email used to create account & password

**TIPS**

- If you are re-enrolling and you receive a password error, create a new password. The new website has different password requirements and your original password may not meet them. *It is recommended that you write the login information down and keep track of it for ease of use.*

- Sometimes autofill will result in the wrong information being filled into the login boxes. Check that the email and password are correct if you receive an error message.

- If you are still having trouble accessing your account, contact Extension staff and they can reset the password on their end.
Login Page

**TIPS**

- Ensure you are using the correct version of the 4HOnline Website
- Email is in the first box, password is in the second
After you log in, you will be brought to this page (below):

This is your homepage

About your homepage

This page shows:

1. Current contact information
2. Member list
3. Programs involved in (4-H)
4. Your current status in the program
FYI: Program Status Meanings

The program status that is listed next to "Volunteer" will be different depending on your stage in the enrollment process.

- **Volunteer - Incomplete**
  - A required part of the enrollment process has not been completed

- **Volunteer - Awaiting Review**
  - The enrollment application has been submitted for Extension Staff to review. If there is a missing document or Volunteer Screening information that needs to be updated, the enrollment will not be approved. The volunteer will be contacted by Extension staff to complete the needed information.

- **Enroll Now**
  - You have not started the enrollment process and you must complete the enrollment application to be an active volunteer
**FYI: Program Status: Club Members**

In case you have member contact you about their enrollment and the status of their enrollment, **below is a diagram that explains the enrollment status for club members.** It will appear in the same location as the Volunteer enrollment status.

<table>
<thead>
<tr>
<th>4-H</th>
<th>4-H</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ClubMember - Payment Due</strong></td>
<td><strong>ClubMember - Incomplete</strong></td>
</tr>
<tr>
<td>Enrolled for 2020-2021 program year</td>
<td>Continue Enrollment</td>
</tr>
<tr>
<td>Payment Required</td>
<td>A required part of the enrollment process has not been completed. Complete this and then submit for review.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4-H</th>
<th>4-H</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ClubMember - Awaiting Review</strong></td>
<td><strong>Enroll Now</strong></td>
</tr>
<tr>
<td>Enrollment Submitted</td>
<td>You have not started enrollment.</td>
</tr>
</tbody>
</table>

Payment has not been received and is required to complete enrollment and activate the member.

Enrollment has been submitted but has not been approved, most likely you are missing the Assumption of Risk Form.
Navigating the 4HOnline Website

On the left hand side of this screen there is a column with four different tabs to choose from.

- **Member List**: This is the home page
- **Family**: This displays the Family contact information and address
- **Events**: Events available for members appear here. Only Extension Staff can register members.
- **Credit Cards**: This show the credit cards that have been used with the account, if applicable
Selecting "View"

The area that will be most frequently used and that will also contain the most information occurs after you click "View" which is the blue button located next to your name. (Circled in red in above photo)
Once you click view, it will bring you to your 4-H Page. This page contains basic information on your profile and emergency contacts.

**The column on the left has additional tabs that are utilized:**

- **Enrollment**: shows enrollment status and years in program
- **About You**: demographics, schools attended, military service
- **Clubs**: Lists the clubs you are a part of
- **Consents**: status of consents
- **Groups**: This tab is not currently utilized by members and volunteers
The column on the left has additional tabs that are utilized (continued):

- **Health**: *This tab is not currently being utilized*
- **Hours**: An area where you can track your volunteer work
- **Invoice**: shows the invoice for payment of program fees for youth
- **Questions**: Answers to enrollment questions (special accommodations, mailing preference, languages spoken, etc.)
- **Files**: *This tab is not currently being utilized*
- **Screening**: *This tab is not currently being utilized*
- **Trainings**: *This tab is not currently being utilized*
- **Volunteering**: displays volunteer type and role
1. After selecting "View" (see page 8 if unsure), click the "Clubs" tab from the left side column.
2. Select "Manage" under the Management column.
After selecting "Manage", this pop up box will appear. **You will need a Leader Login Code** which is provided to you by Extension staff.

The code is the same for all clubs: **MCLEAN**
**The green bars are only shown here to redact the club member information for privacy. The information for your club members and volunteers will appear here.**

- Once the Leader Login Code has been put in, then the club roster will appear.

- This page shows Name, Program Age, Email, Role, County, Club, Last Active, and Status.

- For more information such as addresses and phone numbers, you can click on "Download Roster" to download an Excel Sheet with more information.