



Navigating 4-HOnline: A Guide for Volunteers



Illinois Extension

COLLEGE OF AGRICULTURAL, CONSUMER & ENVIRONMENTAL SCIENCES

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Early requests are strongly encouraged to allow sufficient time for meeting your access needs.

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The Extension Staff to contact for Enrollment and 4HOnline questions is:

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Logging On

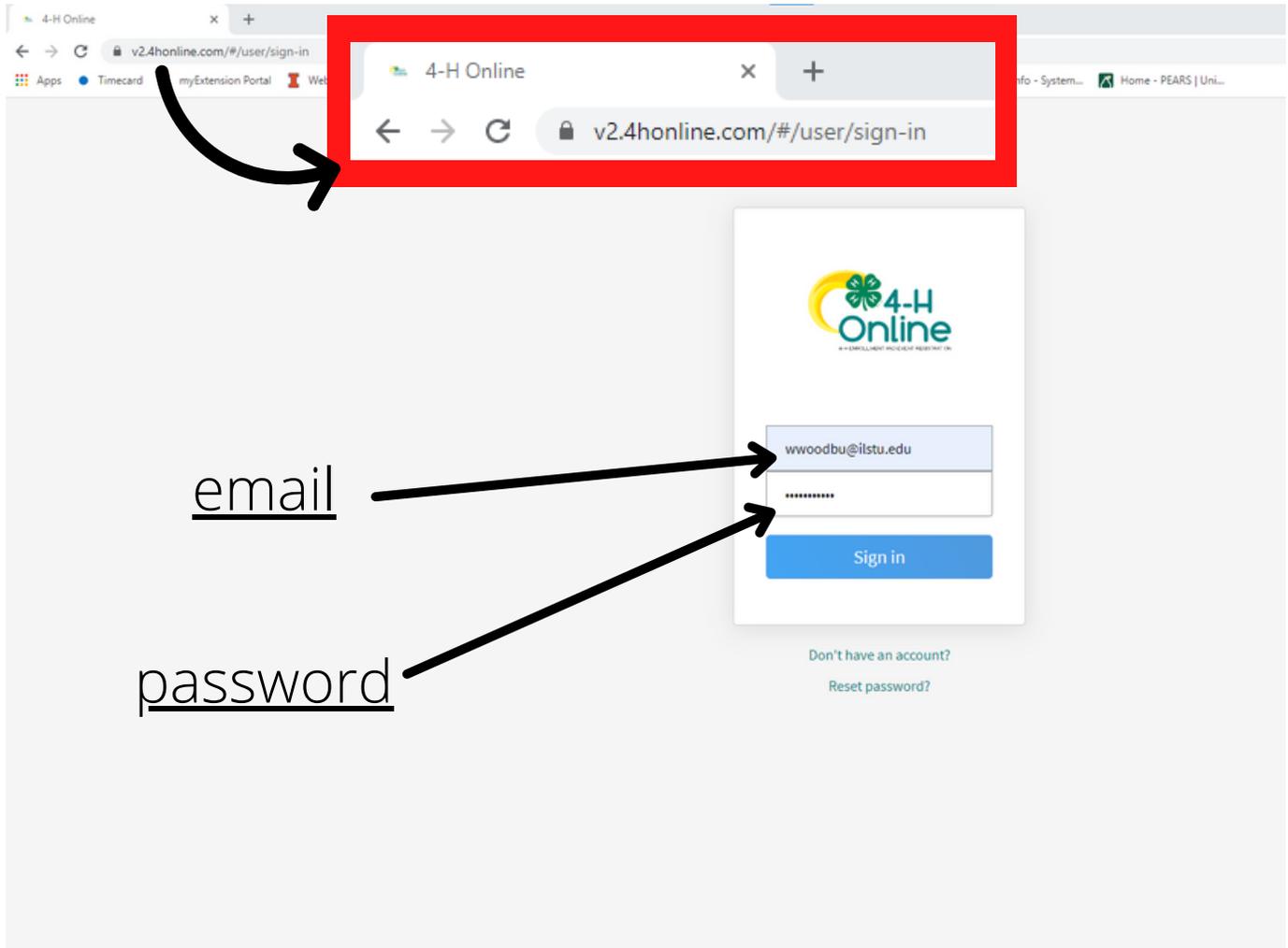
Current Website Address: <https://v2.4honline.com/>

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):

The screenshot shows the 4-H Online homepage for a family member. The page is titled "Member List" and features a sidebar with links for "Family", "Events", and "Credit Cards". The main content area displays the following information:

- 1.** Contact information for Olivia: wwoodbu@ilstu.edu, 310 E LOCUST ST, NORMAL, IL 61761, 815-383-5368, McLean County. An "Add Member" button is located to the right.
- 2.** Member list table with one entry: Wren Olivia #141558, Nov 4, 1997. A "View" button is next to the entry.
- 3.** Programs section showing "4-H Volunteer - Approved" and "Volunteering for 2020-2021 program year".
- 4.** A "View" button next to the program name.

A welcome message on the right side of the page reads: "Welcome to the new version of 4-H Online! Add family members by clicking on **Add Member** at the top of this page. To enroll in a program click on the **Enroll Now** link under the program name. If it shows **Continue Enrolling...** under a program, that means you have not completed enrollment, no worries, just click on the link to pick up where you left off. To navigate to a family member click on the **View Button** to the right of the name. When you are finished viewing the selected member click on the **Member List** link at the top of the menu to the left."

At the bottom of the page, there is a section for "Inactive Members:".

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.

4-H
ClubMember - Payment Due
Enrolled for 2020-2021
program year
Payment Required

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

4-H
ClubMember - Incomplete
Continue Enrollment

A required part of the enrollment process has not been completed. Complete this and then submit for review.

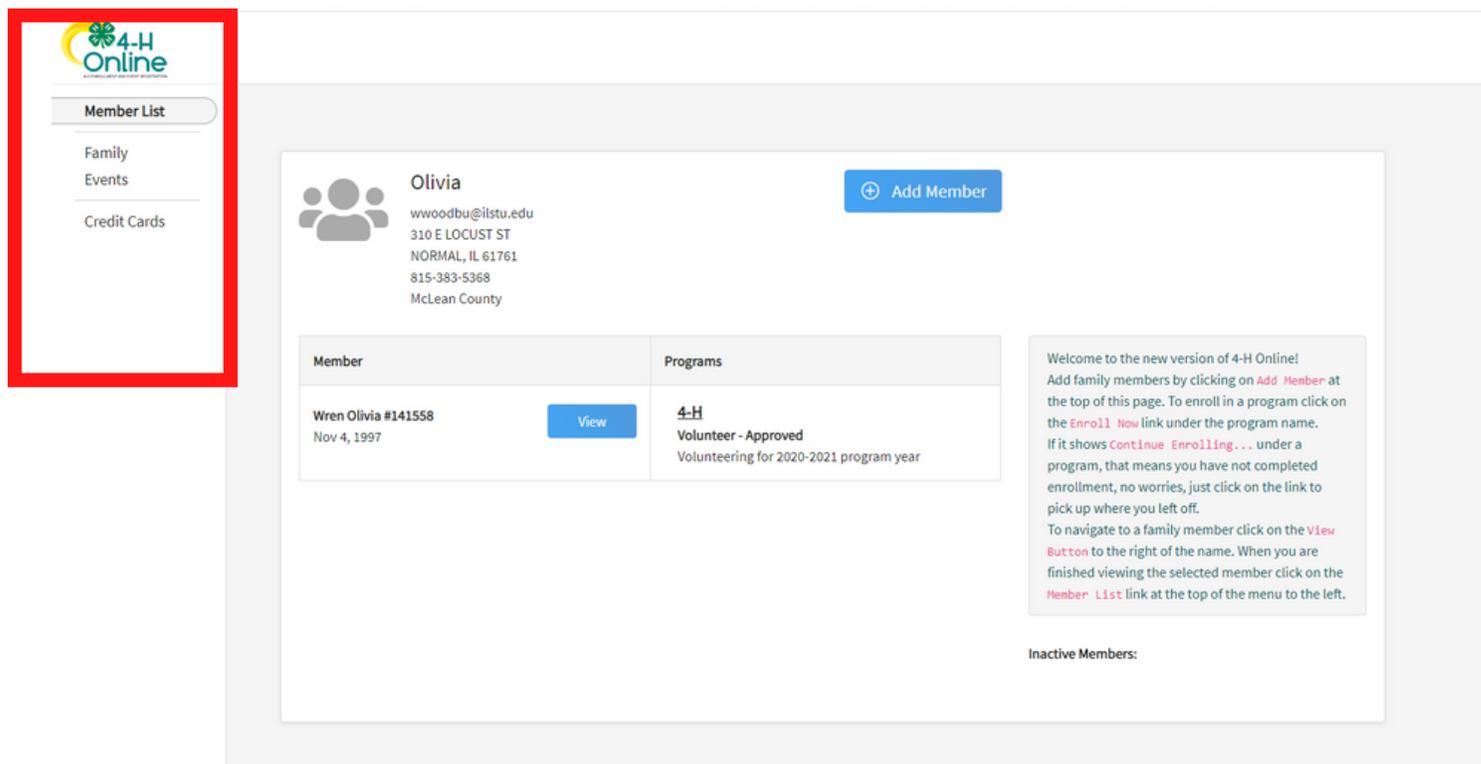
4-H
ClubMember - Awaiting
Review
Enrollment Submitted

Enrollment has been submitted but has not been approved, most likely you are missing the Assumption of Risk Form

4-H
Enroll Now

You have not started enrollment.

Navigating the 4HOnline Website



The screenshot displays the 4HOnline website interface. On the left, a navigation menu is highlighted with a red box, containing four tabs: "Member List", "Family", "Events", and "Credit Cards". The main content area shows a member profile for "Olivia" with contact information: email (wwoodbu@ilstu.edu), address (310 E LOCUST ST, NORMAL, IL 61761), phone (815-383-5368), and location (McLean County). A blue "Add Member" button is located at the top right of the profile. Below the profile is a table with two columns: "Member" and "Programs". The "Member" column lists "Wren Olivia #141558" with a birth date of "Nov 4, 1997" and a blue "View" button. The "Programs" column lists "4-H Volunteer - Approved" with a sub-note "Volunteering for 2020-2021 program year". To the right of the table is a welcome message: "Welcome to the new version of 4-H Online! Add family members by clicking on **Add Member** at the top of this page. To enroll in a program click on the **Enroll Now** link under the program name. If it shows **Continue Enrolling...** under a program, that means you have not completed enrollment, no worries, just click on the link to pick up where you left off. To navigate to a family member click on the **View Button** to the right of the name. When you are finished viewing the selected member click on the **Member List** link at the top of the menu to the left." Below this message is the text "Inactive Members:".

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

Olivia
wwoodbu@ilstu.edu
310 E LOCUST ST
NORMAL, IL 61761
815-383-5368
McLean County

[+ Add Member](#)

Member	Programs
Wren Olivia #141558 Nov 4, 1997	4-H Volunteer - Approved Volunteering for 2020-2021 program year

Welcome to the new version of 4-H Online!
Add family members by clicking on [Add Member](#) at the top of this page. To enroll in a program click on the [Enroll Now](#) link under the program name. If it shows [Continue Enrolling...](#) under a program, that means you have not completed enrollment, no worries, just click on the link to pick up where you left off. To navigate to a family member click on the [View Button](#) to the right of the name. When you are finished viewing the selected member click on the [Member List](#) link at the top of the menu to the left.

Inactive Members:

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)

The screenshot shows the 4-H Online Member List interface. On the left, a navigation menu is highlighted with a red box, containing options: Member List, Profile, Events, 4-H (selected), Enrollment, About You, Consents, Groups, Health, Hours, Invoice, Questions, Files, Screening, Trainings, and Volunteering. The main content area displays a profile for 'Wren Olivia' with the following information:

First Name	Wren
Middle Name	
Last Name	Olivia
Member #	141558
Preferred Name	
Email	
Mobile Phone	
Birthdate	Nov 4, 1997

An 'Edit' button is visible in the top right corner of the profile card. The top right of the page shows the user's name 'Olivia Family as Wren Olivia Member' and a dropdown arrow.

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):

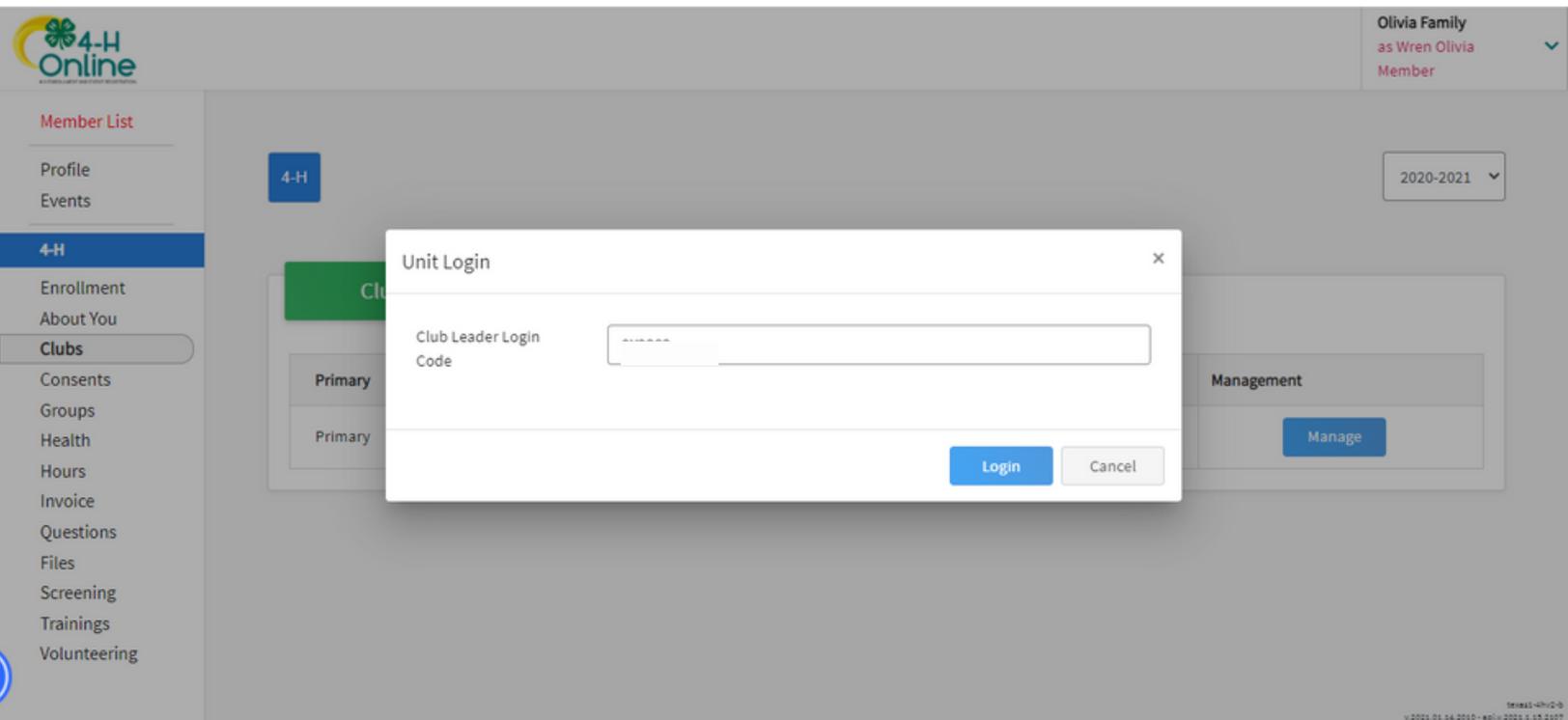
- Health: *This tab is not currently being utilized*
- Hours: An area where you can track your volunteer work
- Invoice: shows the invoice for payment of program fees for youth
- Questions: Answers to enrollment questions (special accommodations, mailing preference, languages spoken, etc.)
- Files: *This 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

Viewing Members Enrolled in Your Club

The screenshot shows the 4-H Online Member List interface. The top right corner displays the user's name, 'Olivia Family as Wren Olivia Member'. The left sidebar contains a menu with 'Clubs' highlighted and circled in red, with a large red '1.' next to it. The main content area shows a 'Clubs' table with columns: Primary, Club Name, County, Volunteer Type, and Management. The 'Management' column for the 'Lucky 4's' club has a 'Manage' button circled in red, with a large red '2.' next to it.

Primary	Club Name	County	Volunteer Type	Management
Primary	Lucky 4's	McLean	Club Leader/Volunteer	Manage

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**

Lucky 4's										Download Roster
Last Name	First Name	Program Age	Email	Role	County	Primary Club	Last Active	Status		
				Club Member	McLean	Lucky 4's	2020-2021	Approved		
				Volunteer	McLean	Lucky 4's	2020-2021	Approved		
				Club Member	McLean	Lucky 4's	2020-2021	Approved		
				Volunteer	McLean	Lucky 4's	2020-2021	Approved		
				Volunteer	McLean	Lucky 4's	2020-2021	Approved		
				Club Member	McLean	Lucky 4's	2020-2021	Approved		
				Club Member	McLean	Lucky 4's	2020-2021	Approved		
				Club Member	McLean	Lucky 4's	2020-2021	Approved		
				Club Member	McLean	Lucky 4's	2020-2021	Approved		

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.