



4HOnline Tip Sheet:

Entering Adult Volunteers (Long-Term)

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Entering Adult Volunteers (Long-Term)

- Create a new family profile or if the volunteer's family has already been entered, click families tab under enrollment tab.
- Click login for the family you want to enter the volunteer under.
- Click continue on the Family Information Screen
- Under member list, select a member type and click "Add Member".
- Complete enrollment fields.
- Click Continue
 - At the Additional Information Screen Units can't see this information when entering data on family's behalf because unit can't provide consent for family. Only the family member can provide consent and signatures. If unit is entering data on family's behalf, paper copies of authorization forms will need to be collected (Code of Conduct, Equine Waiver, Standards of Behavior)
- Scroll to volunteer position section and enter information
- Click Continue
- Enter Health Information
- Click Continue
- Add volunteer to clubs, projects, activities, awards and groups, if needed
- Click Continue
- At profile information screen review information. If something needs to be edited, click back button. If not, click "Accept Member".