



4HOnline Tip Sheet:

Entering Adult Volunteers (Short-Term)

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Entering Short-Term Adult Volunteers

First: Create a group

- Click on “Groups” icon (Blue/Green People) under enrollment tab
- Click on “Add Group” at the top left corner
- Enter group information
 - Title – Short Term Volunteers – Name of Event
 - Description – Describe program short-term volunteers are participating (Reality Store, County Fair, etc.)
 - Select appropriate group type
 - Select appropriate delivery mode
 - Leave reporting method and parent group as none.
- Enter group details
- Under settings, check appropriate boxes
 - Explain what they mean:
 - Managers: allows others in unit to add members
 - Members: allows members or not to register for group
- Click Save
- Once save has been clicked you will see a list of your active groups.
- If a group needs to be edited, click on “Edit” beside the group name

Second: Enter Short-Term Family Profiles

- Click on “Search” icon (magnifying glass) under enrollment tab
- Click on Families tab under enrollment tab
- Click on “Add Family” in the middle of the page
- Enter Family Name (Last name of family)
- Enter Email Address

- E-mail addresses are a required field, but a bogus account may be set up for families who don't have an email account. To create a bogus email address, enter [familyname]@noemail.com. Since this domain does not host actual e-mail accounts, you won't risk sending messages to real people. If families do not have a functional e-mail address they will not be able to receive information or password re-set information. You can edit family profiles to add a functional email address at a later time, if their situation changes.
- Enter Phone Number
- Click confirm "Add New Family" (check box)
- Click "Add Family" – may need to click this twice
- At Family Information Screen
 - Enter mailing address, city, zip and choose correspondence preference
 - Click update member records with the same address. Clicking this will update the records of all family members if the family profile is edited.
 - Click continue
- At Member List Screen
 - Start adding family members
 - Under "Add a New Family Member" select Contact
 - A contact is a non 4-H member associated with 4-H in some way. Contacts can include board members, committee members, donors, etc. Contacts do not count on your ES237.
 - Click "Add Member"
 - Complete Enrollment Fields.
- At the Group screen
 - Select appropriate group from pull down menu
 - Click "Add Group"
 - The groups they have been added to will appear.
 - Repeat these steps to add the short-term volunteer to additional groups, if needed.
 - Click Continue when done.