**4-H Online: NEW Volunteer Enrollment**

**4-H Online no longer supports internet explorer due to security concerns. For best results use either Mozilla Firefox or Google Chrome.**

* Go to <https://va.4honline.com>
* At “Welcome to 4-H Online Screen”
	+ Select “I need to setup a profile”
	+ Select your respective county or city
	+ Enter your email address and confirm
	+ Enter your last name
	+ Enter your password and confirm
	+ Make sure role says “Family”
	+ Click “Create Login”
* At the Family Info Screen
	+ Enter your mailing address, city, zip, and phone
	+ Choose correspondence preference
	+ Check “update member records with the same address”
	+ Update password if you are using a temporary one
* At Member List Screen
	+ Start adding members (adult or youth)
	+ Under “Add a New Family Member” select adult
	+ Click “Add Member”
	+ Complete enrollment fields. Red asterisks = required fields
	+ Choose “yes” for “Are you a volunteer?”
	+ Second household is for divorced families or similar situations
* At additional information screen
	+ Complete authorizations
* At health form screen
	+ Enter all health information
* Participation screen
	+ Click on the triangle pull down beside “select a club.” You should see a list of all active clubs in your respective unit (county or city). Select the club you want and then click “add club.” If you are in multiple clubs, select another club and then click “add club.” Under the club list you can select which club is your primary club.
* Submitting enrollment
	+ Submit enrollment. When enrollment is submitted you will receive an email stating that your enrollment is awaiting approval from the unit office.