How to Login

- Go to 4honline.com
- Scroll down and click on Maine in ‘The 4HOnline community’ section
- Select I Have a Profile; enter your email address and password.
- In the “Role” drop down box select County.

This will bring you to the 4HOnline dashboard, or home page, for County Managers. The next section will guide you through the steps to add a family.
How to Add a Family and Adult Member

If not already logged in, log in to your County’s account.

- Click on the ‘Enrollment’ tab
- Click on ‘Add Family’

- Enter the Family information
- The Family email and phone are not required, but highly recommended
- Click ‘Add Family’

- Verify this is not a new family
- Click ‘Add Family’
How to add a Family and Adult Member, continued

- Enter the Profile Information
- Click ‘Continue’

Now select the type of member to add:
- Adult – adult volunteer
- Contact - any other adult who may be affiliated with 4-H but is NOT a volunteer and should not count on the ES237 (examples: committee/board members, sponsors, judges).
- Click ‘Add Member’
- Enter the member’s Personal Information
- Information in **Bold** is required
- Select “Yes” for “Are you a volunteer?”
- Click “Continue.”

- Using the member’s paper enrollment form, enter that the document was received, when it was received, and if consent was given for each authorization.
- Click ‘Continue’
How to add a Family and Adult Member, continued

• Complete the Volunteer Screening form
  (If a Volunteer Screening form does not appear, return to their Personal Information and confirm the “Are you a Volunteer?” field is checked “Yes”)
• Click ‘Continue’
• If the volunteer is associated with a particular Club, select a Club and Volunteer Type
• Click ‘Add Club’ and ‘Continue’
• If the Volunteer is not associated with specific projects, activities or groups, click “Submit Enrollment.”

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How to add a Family and Adult Member, continued

- The Adult will appear on the Member List as ‘Pending’
- After the State 4-H Office receives notification of a cleared background check, the State Administrator will approve the volunteer.
- After the State 4-H Office approves the volunteer, the County needs to approve
- Click the ‘Enrollment’ tab
- Click ‘Confirm Members’
- Click “Login” next to the member

- Click on the “County Review” page
- Review the volunteer’s information
- If everything is correct and complete, click ‘Accept Member’ at bottom of page

The Volunteer enrollment status is now ‘Active’
If the background check results return any restrictions, the restrictions are noted next to the form on the Member List.