

Re-Enroll Members/Leaders

Created: July 15, 2014

Updated: September 3, 2014 - added Enroll as Youth/Adult choice; added post 12th grade.

Edited: September, 2017 for specific Winnebago County Information

OVERVIEW

This document explains the process of a family re-enrolling members and leaders in 4HOnline.

New information for 2017-2018 has been highlighted.

GETTING STARTED

1. To get started with the re-enrollment process, log into 4HOnline with your family email and password.
2. On the family home screen, click on the orange button labeled **Continue to Family**.
 - a. On your Member/Volunteer list, find the family member you wish to re-enroll and click on Edit next to their name.
-OR-
 - b. If you are adding a family member this year (adult volunteer or youth), go to the “Add Family Member” section in the first blue box on your family home page.
Youth who are graduating but continuing in 4-H as an Adult Volunteer should create either:
 - A new record by using “add a family member” or
 - A new family record for themselves on the homepage of 4HOnline**This allows us to keep records of both your time as a youth and your time as an adult.**
Do not add records for:
 - i. Someone who is already listed in your Member/Volunteer List **(except 4-H graduates)**
 - ii. Parents. The only adults who should be listed are those who want to be Volunteer Leaders

RE-ENROLL

At the bottom of the next screen, click on the button for **Enroll for 2017-2018**.

- If the youth is over 17 years old, a box will appear asking if you wish to enroll as a youth or an adult.
 - If the youth is continuing as a 4-H member, select **Enroll as Youth**.
 - **If the youth is graduating from 4-H and wants to continue as an adult leader, STOP.**
You will want to “Add a Family Member” or create a New Family Record (see above).

You will now see the **Personal Information** that you entered when you first enrolled. Look over the information and make any corrections. If the youth was in 12th grade last year, you must select the grade for this year, either **Post High School Education** or **Not in School**.

Please double check that your “Years in 4-H” are correct. For adult volunteers this should match the number of years you have been an ADULT Leader (not including years as a youth member or parent). This can be a total of non-consecutive years as a leader and can include leadership in another 4-H county or state. We use this information to identify relevant communication you will need as a leader and to provide volunteer recognition throughout the year.

When you are done, click on **Continue**.

Next is the **Additional Information** screen where you will need to accept the following agreements (these agreements are required to participate in 4-H).

- Assumption of Risk and Hold Harmless, Indemnity & Release
- Consent for Emergency Treatment
- Code of Conduct (Behavior Expectations both for youth and adults)

On this screen you will also:

- Answer the Photo Release and Accommodations questions
- Record your Volunteer Hours

Volunteer Hours for Adult Leaders:

Record the approximate number of volunteer hours you provided last year to 4-H. This helps us tell a story about the impact volunteers make here in our county and statewide.

Youth Volunteer Hours - Community Service

Community Service is fundamental to the 4-H experience. Please share the number of hours you spent doing community service with your club or individually. This should be activities like volunteering at a food bank, visiting a senior center, raising money for natural disaster relief, etc.

We want to communicate with others how youth are contributing in their communities beyond 4-H.

Click **Continue** when done.

The **Health Form** for members is optional at enrollment, but you could be asked to complete it in the future if you attend any events that require one. Click **Continue** when done.

If you are an adult volunteer and see the **Volunteer Screening page**, you will need to complete a background check this year. You need to check over the answers to the questions and correct as needed. This page will only appear every 4 years.

This year Winnebago County has about 120 volunteers (leaders) that will need to complete a **background check** when they re-enroll. This is to bring us current on National Background Check screenings that were started in Spring of 2016. After this, returning leaders will need a background check every 4 years. Instructions have been mailed to leaders we are expecting to need this check. The same information is available on our website (<http://winnebago.uwex.edu/4-h-youth-development/forms-and-applications/>) or by reading and following the process in 4-H Online.

Click **Continue** when done.

On the **Participation -> Club screen**, confirm the correct club is listed. If you are a county-wide volunteer who is not associated with a club, please select "Key Leaders" in the club list.

- **Organizational Leaders:** In "Volunteer Type" please designate if you are the Organizational or Co-Organizational leader of your Club. Click on **Edit** and select the volunteer type if your role is not already listed.
- **Project Leaders** will be selected on the next screen - so if this is your only leader role you will leave volunteer type blank on the Participation -> Club screen.
- If your primary role is not an Organizational or Project Leader, you may choose one of the other available volunteer types (Club Manager, Club Enrollments, Activity Leader, County Committee, etc).

Click on **Update** to save the change. Click on **Continue** when done.

On the **Participation -> Projects** screen, verify that all the projects you are enrolled in are listed.

- Add any missing projects.
- If you are dropping a project, click on **Edit** for that project and then click on **Delete**.
- If you wish to be a project leader - you should choose the project title with "Ldr" in it.
- The Winnebago County Enrollment Guide groups projects by category. Please note that 4HOnline lists the projects alphabetically (not by category). There are several project areas that have similar titles - so make sure you are selecting the correct one. (Cage Birds vs. Birds, Bicycles vs. Bicycling, Exploring vs. Exploring your Environment).
- **NOTE:** project additions and deletions can be made at any time until January 31.

After making sure all your projects are listed correctly, click on **Submit Enrollment**.