

OVERVIEW AND INITIAL ACCESS – EXISTING VOLUNTEERS & CLUBS

All of the information about 4-H clubs, members, and volunteers are based on re-enrollments completed and new “profiles” completed since the start of the new project year.

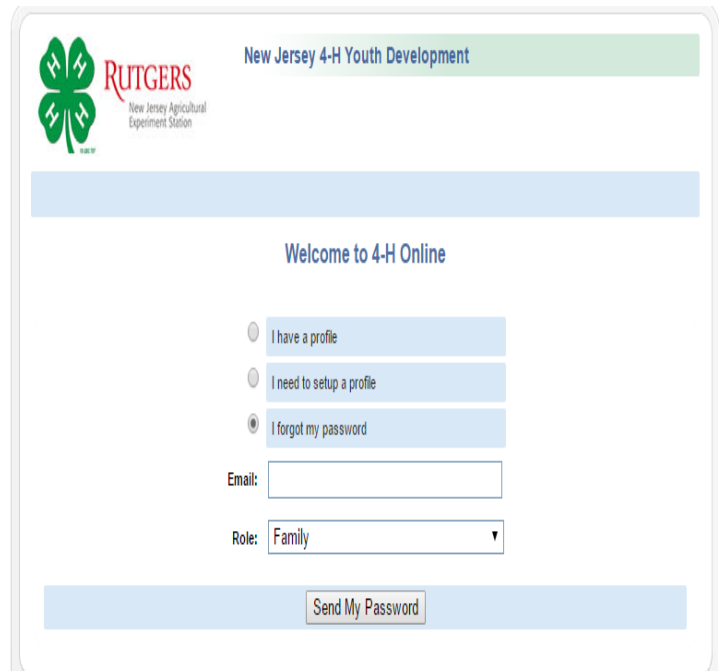
Adults with volunteer roles also have a Family profile and an *Adult Member* profile. 4-HOnline system refers to all volunteers as adult members – this is the only way an adult should be added to a family profile. In addition, designated club leaders are granted “Club Manager” status, which provides direct access to important member enrollment data related to club activities.

To access 4HOnline as a Volunteer (Adult Member), you must:

- Be enrolled as a screened adult volunteer in 4HOnline.
- Know the email address used by *your family* to enroll in 4HOnline.
- Know *Your Family* login password.

To log on to 4HOnline:

1. Go to <http://nj.4honline.com>
2. Select “I have a profile.”
3. Enter your family email address.
4. Type your password exactly as sent by 4HOnline – it is case sensitive.
5. Choose “Family” from the Role drop-down box.
6. Click “Log In.”
7. You can enter a new Family Password or enter and keep the password sent from 4HOnline.
 - a. Password must be at least 8 characters and contain 2 of the 3 – letters, numbers, symbols
 - b. Re-enter the password and hit “continue.”



This will take you to the Member List for your *Family*. This will include you, as a volunteer (Adult Member), and any children that are 4-H members.

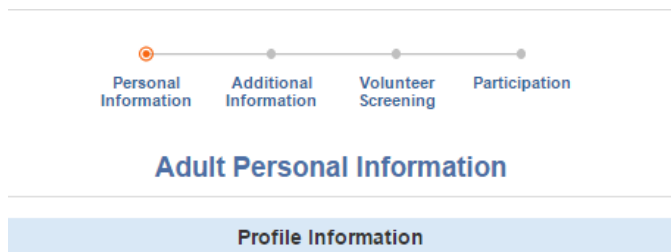
PERSONAL INFORMATION.

1. Click “edit” to the right of your name listed.
2. You will now be on your own Personal Information form.
3. Please change or complete all information that applies to you – the 4-H Office only completed basic information and generically filled in required fields.
 - Years in 4-H – includes the current year and is for all years as a 4-H volunteer
 - Ethnicity – these fields must be marked; you may feel free to keep as marked “prefer not to state” or change
 - Residence – every members, youth and adult, were all given the same residence – please change to reflect your community’s designation

- Military – this field needs to be marked to move forward; leave as pre-marked by office or change as needed
- Text Messaging – it is very UNLIKELY that the office will ever text you as a means of communication but possibly be used for last minute notices or emergencies. It is an option field – enter cell number and select provider from drop down menu if you want to provide.
- Emergency Contact – be sure to enter the name and at least one phone number for contact
 - For youth members – this should be someone OTHER than a parent. Parents are always contacted first – who should be called if parents are unavailable?
- Hit “continue.” This takes you to “**Additional Information**” page.

ADDITIONAL INFORMATION.

- Read and check the “I agree...” box or provide a digital signature at this time for the Code of Conduct and other releases.
- Click “Continue” – this will take you to the CLUB information page.



NOTE: You can click on the individual page names to go directly to that information or hit the “continue” button at the bottom of a page to take you to the next section.

VOLUNTEER SCREENING.

When you come to the “Volunteer Screening” page/screen, you will see that it is the same as the 4-H volunteer application you filled out when you applied to be a volunteer. **You do not need to complete this again.**

The 4-H Office has filled in volunteer records with information on:

- Application, training, and appointment dates
- Date of *RU Working with Minors Certification* completion
- Background Check – Tier and date completed. Volunteers with Tier 2 checks will note that there are “no restrictions” while Tier 1 volunteers will be restricted from serving as chaperones
- Approval – all current volunteers have had the “screening” approved by the 4-H Office.

PARTICIPATION.

- Under **CLUBS**, you will see your 4-H club(s) and advisory groups you are involved
 - The club you are officially the leader for should be marked as your primary club
 - You can add a club or advisory group by using the drop down menu for the Select a Club field
 - Use the drop down menu to select whether you are the key leader for the club (“Organizational Leader”) or a co-leader (“Assistant Leader”)
 - For Advisory Councils: only officers should be noted as “Organizational”
 - Use the “Delete” button to remove any club or advisory council you are no longer a part
- Under **PROJECTS**, you will see your 4-H club, the major project for the club, and the **number of years you have been with the club/project** – it may or may not be the same number of years you have been a volunteer
 - Years in this section are only connected with projects

- Only clubs carry projects, you will not be able to attach a project with any of the advisory councils
- Click "Submit Enrollment" – you must do this to finish!

Once this is completed, the 4-H Office will "approve" the re-enrollment and you will be able to access your club profile and membership.

Club Manager Access and Club Membership/Reporting

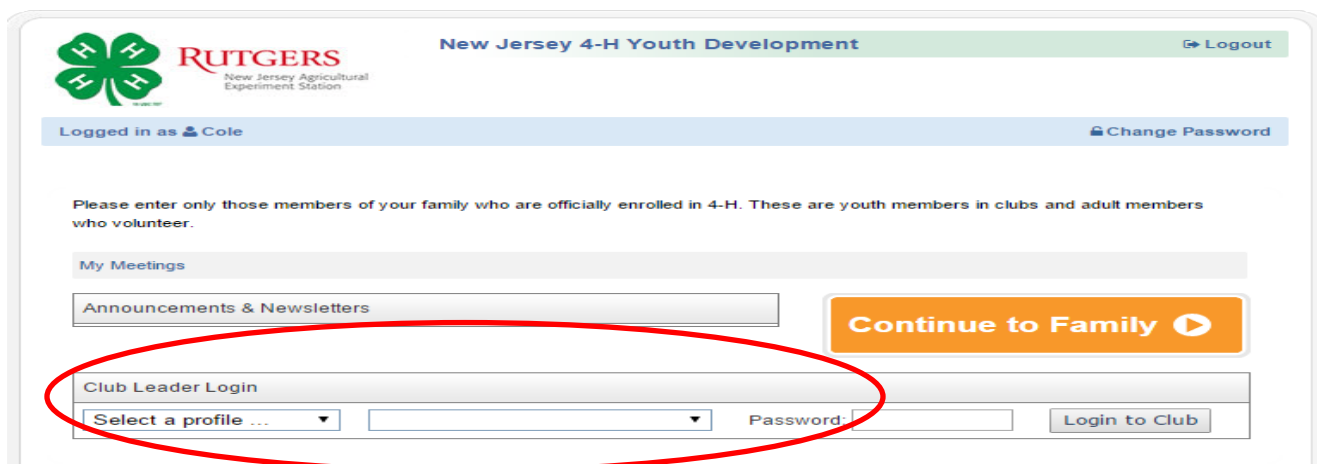
To access 4HOnline as a Club Manager, you must:

- Be enrolled as a screened adult volunteer in 4HOnline.
- Know the email address used by *your family* to enroll in 4HOnline.
- Know *Your Family* login password.
- Be granted "Club Manager" access by Extension staff.
- Be provided with the club password by Extension staff.

To log on to 4HOnline and get Your Family password:

1. Go to <http://nj.4honline.com> (notice that there is no "www" in that address).
2. Enter your family email address and password.

Once you have been through County Review, approved, and granted Club Manager Access, you will see the Club Leader Login toolbar after you login to 4HOnline.



3. To access your club member information,
 - a. Under "Club Leader Login", choose your name under "Select a profile"
 - b. Select your club
 - c. Enter in the club "Password" given to you by the 4-H Office
 - d. Click on "Login to Club"

4. You will now be at the Dashboard and, by default, you will be on the Confirm Members screen. You may see a screen with "There are no records", depending on the time of year. In the fall, you will see a list of members to be confirmed.
 - a. Note that members refers to youth members and adult volunteers



5. Confirming Members

- a. Click on the "Edit" button to the right of the member's name – this

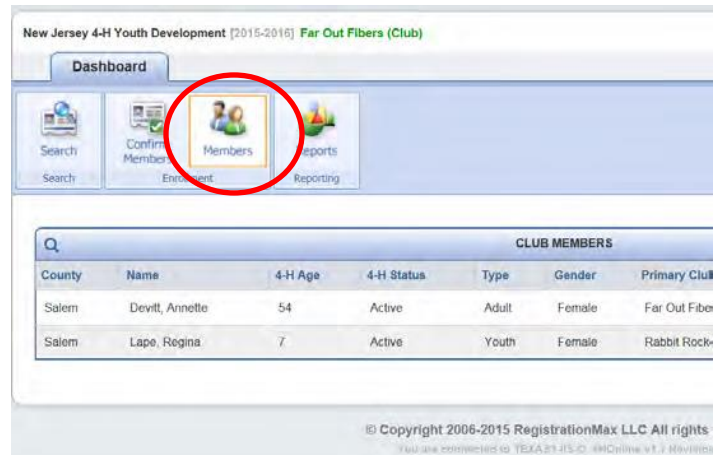
- opens a page with the member's contact information.
- b. Scroll to the bottom of the form, click either "Confirm" or "Reject".
- c. The member will not appear on your "Members" tab until after the county has approved them as a member

****For members in multiple clubs, this becomes tricky. Check your member list to see if the member has been activated.**

****With members in multiple clubs, they may never show up on your "Confirm Member" list because they were confirmed in their primary club.**

6. Members Icon

- a. Clicking the Members icon returns a list of all the **ACTIVE** members of your club—the ones who have enrolled or re-enrolled, and been approved by the county 4HOnline manager once the club leader has approved. Members that have not been approved/confirmed will not be included on this list.



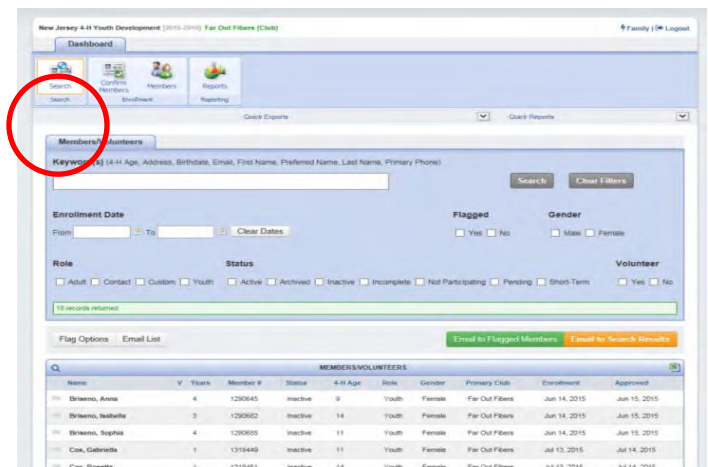
*****This list may not include all club members if they are in multiple clubs and the primary club did not yet "approve".**

This is the main complaint we get from leaders but is out of our control. We suggest you have your members switch their primary club if this is a problem.

- b. Clicking on the "Edit" button next to the member's name will display enrollment details.
- c. To return from viewing a member's details, either click the "Close" button at the bottom of the screen or click on any one of the Dashboard icons
- d. Clicking on "Family" in the upper right corner of the screen will log you out of the club and return you to your Family account
- e. To get back to your club, click on the "Home" button and complete the Club Leader Login section again.

7. Search Icon

- a. To see a list of members and leaders associated with your club including those who are not active yet, click on the Search icon. If necessary, click "Clear Filters" to see a list of all youth/leaders that have been associated with your club, regardless of whether they have enrolled for the current year yet.



****The Search screen only lists members and leaders who have this club listed as their primary club.**