

Enrolling in 4HOnline for the First Time!

VOLUNTEERS

THINK BIG  WE DO™



COOPERATIVE EXTENSION

Rhode Island 4-H Program, 75 Peckham Farm Rd, Kingston, RI 02881 USA F: 401.874.2435 uri.edu/4H

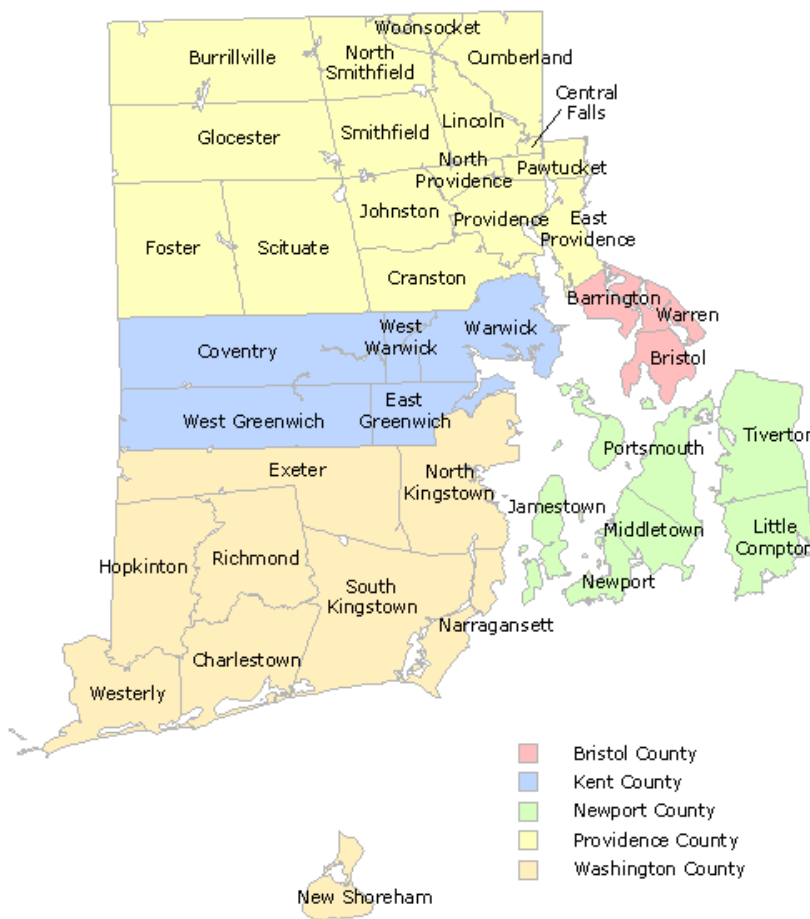
1) Go to <http://rhodeisland.4honline.com>

2) Select "I need to setup a profile."

- Check if you are a military family
- Select the county you live in.
- Type your email
- Type your last name
- Create a password: Must be at least 8 characters, 1 number, 1 capital or symbol (- + # \$ % _ *)
- Select Role: Family
- Click CREATE LOGIN

3) Enter Family information

- Email of main parent, Last Name, Address, City, State, Zip Code, Phone Number with area code included, If you want email first or mail first, if you are in a military club, County that you live in. To save you time, click update member records with the same address. This makes it so you won't have to enter everything for each member of the family! Password updating is completely optional.
- Click CONTINUE



Enrolling a Volunteer- parents do not need to enroll as adults- unless they want to become a volunteer.

- 1) On the screen that says Member List -Add a New Family Member (on right)
 - Choose Adult from the drop down and click ADD A MEMBER
 - Answer all applicable and required questions.
 - As you scroll down the heading labeled Volunteer in blue, Are you a Volunteer? Click Yes.
 - Continue answering questions then Click CONTINUE
- 2) On the Additional Information page, enter the addresses and names of 4 people as character references. Everyone should do this, even though we are not rechecking references for existing volunteers
- 3) **Step 3 will be different for already existing volunteers and New volunteers.**
 - **NEW VOLUNTEERS THAT HAVE NOT ALREADY BEEN APPROVED.** At the bottom of the page in club, click on the statement, "You must click here, print, sign and mail these 2 pages." Then print out the forms and close this popup. Click Continue>> If you do not do this step, you will not become a 4-H Volunteer, so make sure you mail those paper signatures in. This is a requirement of the University of Rhode Island lawyers that we have paper signatures for these 2 volunteer papers.
 - **ALREADY APPROVED VOLUNTEERS.** For this year we do not need you to resign all the documents. So you can skip through this step and click Continue>>
- 4) Participation Screens-
 - Add a club. If you don't work with a club- use .4-H volunteers not in a club. Then choose the appropriate volunteer type. Most will be Project Leaders. Click ADD A CLUB then Continue>>
 - Adding a project is optional. So you can click Continue>>
 - You DO NOT need to ADD a group, so click Continue>>
- 5) Invoice- should read \$0, click Continue>>
- 6) Check off box at the bottom you will owe no money and then Submit Enrollment!

If you are new, make sure you mail in your signature forms. If you already were a registered volunteer before 2014, you are all done! If you have difficulties, email kstone@uri.edu.

Sincerely,



Kristina L Horan, URI 4-H Program Coordinator

