



Welcome to Chemung County 4-H!

New Volunteer Enrollment

If at any point in the process you need assistance, please contact 4-H Staff! We are glad to help.

Step 1: Set up a family profile with 4honline

1. In your browser type **ny.4honline.com**
 - **Note:** there is no “www”
2. Select the “I need to set up a profile button.”
3. Select your County of 4-H participation.
4. Enter a valid **family** email address.
 - The email address entered will be the account login for the entire family. It must be valid address for you to receive 4-H information and reset your password.
5. Enter your family/household Last Name.
6. This will be the name that appears on mailing labels – “The Brown Family”, for example
7. Create and confirm a password.
8. Click Create Login.

Note: Emails can only be used once. If you forgot your password, please select “I forgot my password” to reset the password.

Step 2: Add a family member

1. In the dropdown box under “Add a New Family Member”
 - For members select: **Youth**
 - Volunteers should select: **Adult**
2. Click

Note: Parents and guardians who are not volunteers should not add themselves. You will receive information and contact via your family email.

Step 3: Member Information

1. Please fill in your information completely.
2. You may update the members email, but the family email will automatically be entered.
3. Any time you see **4-H County** please select Chemung even if you live in a different county.
4. Select **Continue** when all information has been added.

Step 4: Additional Information

1. Please use this space to enter you're estimated hours of service to 4-H and hours of training you have received as a 4-H volunteer.
2. Enter your emergency contact information under VIPP.

Logged in as Diederich, Sasha Home | My Member List

Enrollment | Member Settings | Trainings

Personal Information | **Additional Information** | Participation

Additional Information

Join Date: mm/dd/yyyy

Volunteer Hours of Service: X

Volunteer Hours of Training: X

VIPP

Emergency Contact Info:

<< Previous | Clear Authorizations | Continue >>

Step 5: Select a Club

1. To add a club, in the drop down box, select your primary club.
 - A primary club is the club you are most active in.
2. Select the type of volunteer you are for that club in the drop down box.
 - Activity Leader- you help with a variety of activities and fundraisers, but no specific project.
 - Project Leader- you run a specific project for the club.
 - Organizational Leader- You run or assist in running the club.
3. After you have selected the club, click: **Add Club**
4. You may add other clubs by selecting them in the drop down list and clicking add club.
5. Once you have selected the clubs you intend to participate in you may either"
 - Submit your enrollment or
 - Add project, activities or groups you work with. If you need to update any information at any time you can select "Previous" and you can click through the top tabs by selecting continue.

Personal Information | Additional Information | **Participation**

Clubs | **Projects** | Activities | Awards | Groups

Add a Club

Select a Club:

Select a Volunteer Type:

Add Club

Primary	Club	Volunteer Type	Edit
<input checked="" type="radio"/>	Rustic Roots	Activity Leader	Edit

<< Previous | Continue >>

Submit Enrollment

Note: Once you have submitted the enrollment for your member the member enters "pending status" and is NOT officially enrolled until a staff member approves the enrollment. There are final steps to complete with the office before an enrollment can be completed.

Step 8: Finishing your enrollment with office staff

1. Ensure that all volunteer application items are on file with 4-H Staff.
2. **New volunteers** must turn in:
 - CCE Volunteer packet
3. **NEW!** You must show proof of completing the Child Harassment Video and provide the date to 4-H Staff.
4. Once all above steps are completed, your enrollment will be approved. **You are not covered under 4-H's liability coverage until you are entered and approved in 4honline. You must re-enroll annually just as 4-H members do.**
5. Log into 4honline regularly to update your information as it changes and to find 4-H newsletters, forms and information.