

Online 4-H Volunteer Training Instructions

Thank you for your interest in trying the online 4-H Volunteer Training Modules. It is our hope that this option will provide an easy to use, alternate opportunity for volunteers to complete training.

Please plan 90-120 minutes. The time needed will vary by person.

Current 4-H Volunteers in Clermont County who have completed at least 2 years of previous, continuous service (2016 and 2017) are able to do this.

Instructions:

- Log in to your FAMILY account on 4H Online (4honline.com) using **Firefox**.
Firefox is the only browser that will work for online trainings.
- Choose Ohio as the state.
- **Please re-enroll yourself as a volunteer and update information prior to completing the trainings.** Your status will show as " Pending" .
- Select "Continue to Family" (orange button).

The screenshot displays the Ohio 4-H online portal. At the top left is the Ohio 4-H logo. To its right, the text "Ohio 4-H Youth Development" is visible, along with a "Logout" link. Below this, a blue bar indicates the user is "Logged in as Uhlenbrock" and provides a "Change Password" link. A large red banner reads "WELCOME TO OHIO 4-H". Below the banner, a grey box titled "Attention Club Advisors" contains a message: "If you have been granted access to view and/or manager your club information, the 'Club Leader Login' option will be listed below. Contact your county Extension Office to request your Club Password." Further down, there are sections for "My Meetings" and "Announcements & Newsletters". A large orange button labeled "Continue to Family" with a play icon is positioned at the bottom right, with a red arrow pointing to it from the right side of the page.



- You will see a list of all family members who are members or volunteers.
- Find your name and select “Edit”.

Logged in as **Uhlenbrock** [Home](#) | [My Member List](#)

Member List

Please take a moment to review your family information and make any necessary changes by clicking on [Edit Family](#).

The volunteers and 4-H members in your family/household are listed below. To begin enrolling, click on [Edit](#) and complete the requested informational pages by clicking [Continue](#) at the bottom of each page.



Uhlenbrock Family [Edit Family](#)

1664 Beechshire Dr
Cincinnati, OH 45255-3168
513-658-3173
brandy_uhlenbrock@yahoo.com
Clark, 2652 Clermont County Manager County [contact info]

Add A New Family Member

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Brandy Uhlenbrock	Adult	1673197	Pending	2016-2017	Edit
Volunteer Screening Approved (2015-2016): No Restrictions Event Registrations 10/01/2016-09/30/2017 Event Registrations 10/01/2017-09/30/2018						
...	38011)	10/19/2017: 2017 Older Youth Empowerment In-Service	Approved			View / Print
...	38008)	11/02/2017: 2017 Camping In-service	Incomplete			Edit
2)	Luke Uhlenbrock	Youth	1203700	Inactive	2016-2017	Edit
Quality Assurance Quality Assurance Expires: 04/04/2018 Event Registrations 10/01/2015-09/30/2016						

- Select “Trainings”.
- Click “Sign Up for a Training”.

OHIO 4-H Ohio 4-H Youth Development [Logout](#)

Logged in as **Uhlenbrock: Brandy** [Home](#) | [My Member List](#)

Enrollment Member Settings **Trainings**

Personal Information Additional Information Health Form Participation

Adult Personal Information

Profile Information • Required Fields

Email:

Prefix:

• First Name:

Middle Name:

• Last Name:

Suffix:

Preferred Name:

Job Title:

• Mailing Address:

Mailing Address 2:

• City:

• State:

• Zip Code: 12345

• Birth Date: mm/dd/yyyy

• Gender:

• Primary Phone: 555-555-1234

Correspondence Preference:

OHIO 4-H Ohio 4-H Youth Development [Logout](#)

Logged in as **Uhlenbrock: Brandy** [Home](#) | [My Member List](#)

Enrollment Member Settings **Trainings**

Your Trainings Completed or In Progress

[Sign Up for a Training](#)

Trainings Completed or In Progress			
Training	Type	Status	Edit / View
2) OSU Policy 1.50 Child Abuse & Neglect QUIZ (Online)	Adult Volunteer	Incomplete	Edit / View

Learn Grow Courses				
Organization		Course		
Type	Status	Certificate	Completion	Expiration

- Click “Sign Up” beside the trainings you would like to complete.
- Choose “Edit/View” to begin each module.

The screenshot shows the Ohio 4-H Youth Development website interface. At the top, there is a navigation bar with the Ohio 4-H logo and the text 'Ohio 4-H Youth Development'. Below this, a user is logged in as 'Uhlenbrock: Brandy'. The main content area is titled 'Sign Up for a Training' and includes a sub-header 'Your Trainings Completed or In Progress'. A table lists various training modules, each with a 'Sign Up' button. A red arrow points to the 'Sign Up' button for the first training: '1) Year 1 OSU Policy 1.50 Child Abuse & Neglect'.

Training	Type	Sign Up
1) Year 1 OSU Policy 1.50 Child Abuse & Neglect	Adult Volunteer	Sign Up
TRAINING (Online)		
Volunteer Training Module- 8 Key Elements	Adult Volunteer	Sign Up
Volunteer Training Module- Club Chartering	Adult Volunteer	Sign Up
Volunteer Training Module- Club Financials	Adult Volunteer	Sign Up
Volunteer Training Module- Club Structure	Adult Volunteer	Sign Up
Volunteer Training Module- Fundraising	Adult Volunteer	Sign Up
Volunteer Training Module- Membership	Adult Volunteer	Sign Up
Volunteer Training Module- Mission, Vision, Values	Adult Volunteer	Sign Up
Volunteer Training Module-		

To meet requirements you must complete three modules by May 22

1. Year 1 OSU Policy 1.50 Child Abuse and Neglect Training
2. OSU Policy 1.50 Child Abuse and Neglect Quiz
3. Any Additional module of your choice:
 - 8 Key Elements
 - Club Financials
 - Club Structure
 - Mission, Vision, Values
 - Membership

You may complete them all in one sitting or do them at three different times, but it doesn't work well to pause in the middle of a module. You must receive a passing score on each quiz to receive credit. Trainings may be repeated if needed.

Please note: At least one volunteer for each club must still attend an in person training to obtain a club packet.

Every volunteer must complete ONE approved training each year to remain active . This training meets that requirement.