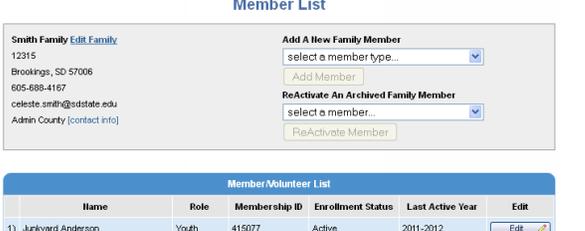
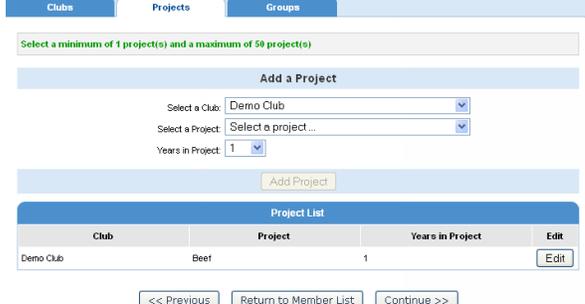
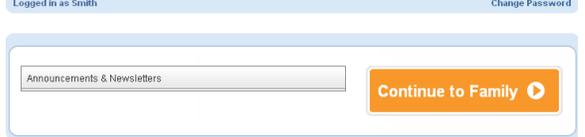


Re-Enrolling as a Volunteer through 4HOnline

Re-enrollment is required each year

<ol style="list-style-type: none"> Go to the state login page located at http://ma.4honline.com or click on button on 4-H website homepage. First time log in; the county 4-H office created a profile for you. This system works on a family basis, even for families of one person. Each family profile was set up with the email address of the parent. If you don't know what parent address the 4-H office used contact them to ask. Enter your email address and select "I forgot my password." Select Family as your role. Click Send My Password. 	
<ol style="list-style-type: none"> Check your email account for your temporary password. Once you receive your password, select "I have a profile". Enter the temporary password from the email message to the login page. Click Login. 	
<ol style="list-style-type: none"> Once you log in, you will be prompted to create a new password. Enter a new password. Click Continue to go to your Family Member List. 	
<ol style="list-style-type: none"> The Member List will show all of the youth members and adult volunteers in your family who were enrolled in the previous year. Click "Edit" next to the Inactive volunteer family member you wish to re-enroll. To update a your family information, click Edit Family. 	
<ol style="list-style-type: none"> Scroll to the bottom of the record review page and click Enroll for 2016-2017. 	



<p>16. Update any personal information and click Continue at the bottom of the page. Update club information if needed.</p>	 <p>The screenshot shows a 'Profile Information' form with fields for Email (joe@gmail.com), First Name (Celeste), Middle Name, Last Name (Smith), Preferred Name, Mailing Address (12315), City (Brookings), State (South Dakota), and Zip Code (57006).</p>								
<p>17. Review and edit projects as needed.</p>	 <p>The screenshot shows the 'Add Project' section with dropdowns for 'Select a Club' (Demo Club), 'Select a Project' (Select a project...), and 'Years in Project' (1). Below is a 'Project List' table:</p> <table border="1"> <thead> <tr> <th>Club</th> <th>Project</th> <th>Years in Project</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Demo Club</td> <td>Beef</td> <td>1</td> <td>Edit</td> </tr> </tbody> </table> <p>Navigation buttons at the bottom include '<< Previous', 'Return to Member List', and 'Continue >>'.</p>	Club	Project	Years in Project	Edit	Demo Club	Beef	1	Edit
Club	Project	Years in Project	Edit						
Demo Club	Beef	1	Edit						
<p>18. There is no enrollment fees for volunteers. 19. Click Submit Enrollment.</p> <p>20. Your County will receive notification of your enrollment. 21. You will receive email notification when your County has reviewed and accepted your enrollment.</p>									
<p>TIPS:</p> <ul style="list-style-type: none"> • After your initial login, you will see the Families Home Page when you first log in. • To access your family member list, click "Continue to Family." • If you would like to change your password at any time after your initial login, click "Change Password." • If you forget your password, please select "I forgot my password" from the login page. County and State offices do not have access to Family passwords. 	 <p>The screenshot shows the user is logged in as 'Smith'. It features a 'Change Password' link and a 'Continue to Family' button with a right-pointing arrow.</p>								
<ul style="list-style-type: none"> • If, at any point, you would like to return to your start page, click on "Home." • To return to your member list from any page, click on "My Member List." • For quick navigation between the four member enrollment pages, simply click on the page title under the navigation bar. 	<ul style="list-style-type: none"> • When you log in after the first time simply select "I have a profile", enter your family email address, enter your password and select family as your role. • Remember the entire family is accessed with one family email address and this is the address that broadcast emails will be sent to. 								

