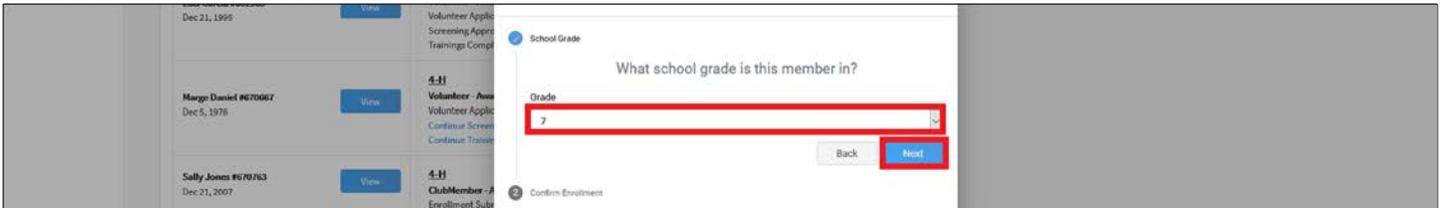


- Login to the family account
- Locate the member's name from the list and click the Enroll Now link.



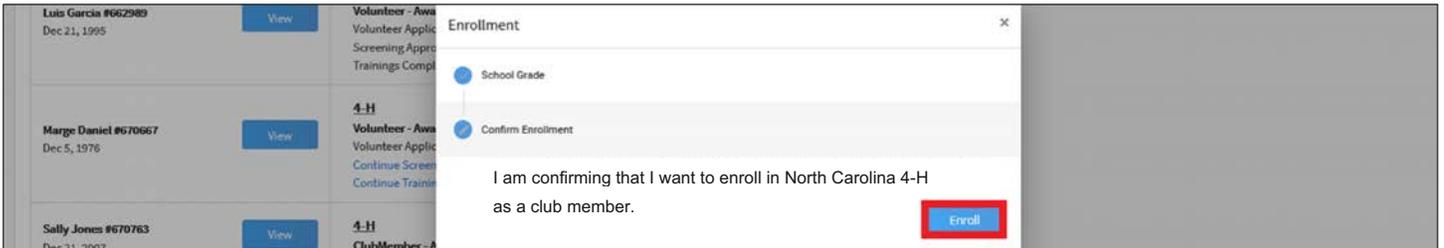
A screenshot of a member list. The first row shows a member named 'Kid Test #638240' with a date of 'Jul 4, 2011'. To the right of the name is a blue 'View' button and a red-bordered 'Enroll Now' button.

- Select the grade from the drop-down menu.
- Click the blue Next button.



A screenshot of the enrollment form. The 'School Grade' section asks 'What school grade is this member in?'. A dropdown menu is open, showing '7' selected. To the right of the dropdown are 'Back' and 'Next' buttons, with 'Next' highlighted in red.

- Read the screen to confirm the membership type and click the blue Enroll button.



A screenshot of the enrollment confirmation screen. It shows a list of members on the left and a confirmation dialog on the right. The dialog says 'I am confirming that I want to enroll in North Carolina 4-H as a club member.' and has a red-bordered 'Enroll' button.

- After reading the instructions for Clubs section, click the blue Select Clubs button.

Selecting clubs:

Youth Members:

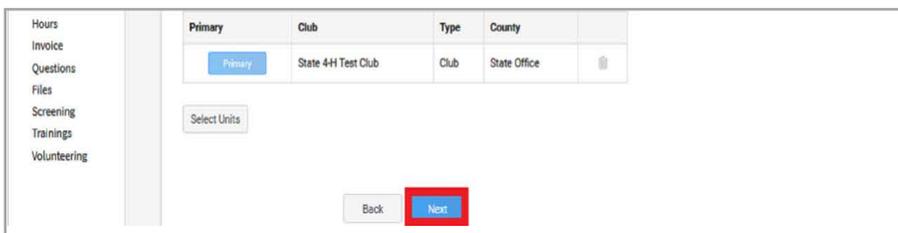
- Youth members who wish to select and/or re-enroll in a club please do so via the drop-down menu. Youth are welcome to join multiple clubs. "If multiple clubs are selected you will need to indicate which club is your "Primary."
- Youth members who do not wish to join and/or re-enroll in a club at this time should select the "Member at Large" option from the drop-down menu

Adult Volunteers:

- Level 1 Volunteers who wish to affiliate and/or re-enroll with a club should select it from the drop-down menu. Level 1 Volunteers are welcome to affiliate with multiple clubs. "If multiple clubs are selected you will need to indicate which club is your "Primary."
- Level 2 Volunteers should skip this section by clicking the "Next Button" at the bottom of the screen.
- Level 4 Volunteers can skip this section by clicking the "Next Button" at the bottom of the screen.

Select Club

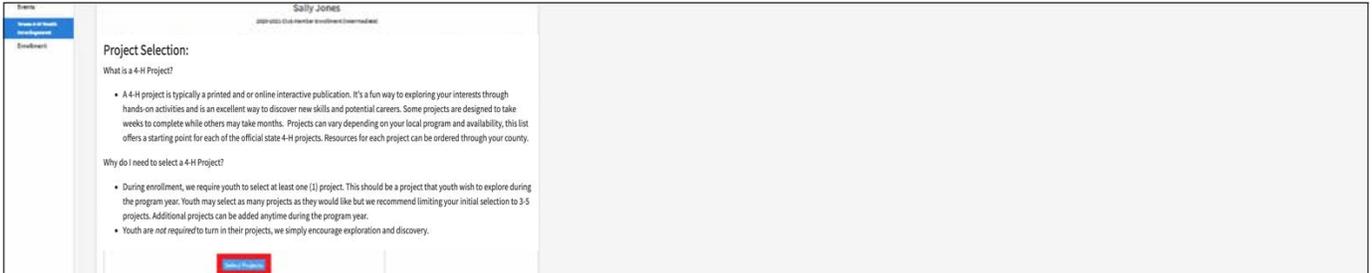
- Click the blue Select Units (Clubs) button to add additional clubs.
- Once all clubs have been added, click the blue Next button.



A screenshot of the club selection screen. It shows a table with columns for 'Primary', 'Club', 'Type', and 'County'. The first row shows 'State 4-H Test Club' as a 'Club' in 'State Office'. Below the table is a 'Select Units' button. At the bottom are 'Back' and 'Next' buttons, with 'Next' highlighted in red.

PROJECTS

- After reading the instructions for the Projects section, click the blue Select Projects button.



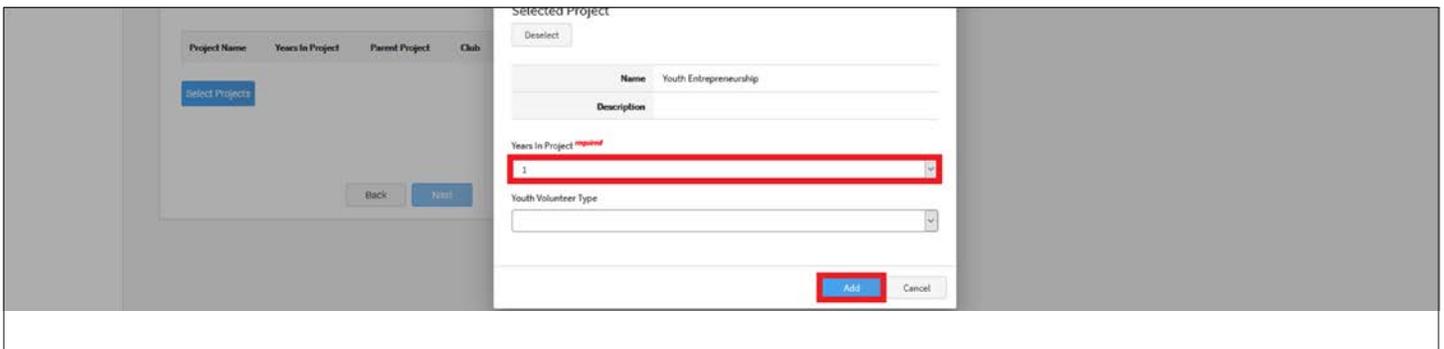
The screenshot shows the 'Project Selection' page. It includes a sidebar with 'Enrollment' selected. The main content area has a heading 'Project Selection:' followed by explanatory text and a red 'Select Projects' button at the bottom.

- Click the blue Select button next to the project to add to the enrollment.



This screenshot shows a list of project options. 'Youth Entrepreneurship' is highlighted with a red box around its blue 'Select' button.

- Select the Years In Project from the drop-down menu. The default value is set to 1.
- Click the blue Add button. Repeat the process for each project.



The screenshot shows the 'Selected Project' form. The 'Years In Project' dropdown menu is highlighted with a red box and set to '1'. The 'Add' button at the bottom right is also highlighted with a red box.

- Complete the About You, Demographics, Address, Emergency Contact, Parent/Guardian, Second Family, School, Military and Other information.
- Click the blue Next button.



The screenshot shows the 'About You' form. The 'Gender' dropdown is set to 'Female' and the 'Grade' dropdown is set to '7'. A sidebar on the left lists various form sections.

HEALTH SECTION

- Click the blue Show Health Form button to display and update / answer all questions and sign were designated.
- Click the blue Next button.



This screenshot shows a red box highlighting the 'Show Health Form' button on the page.



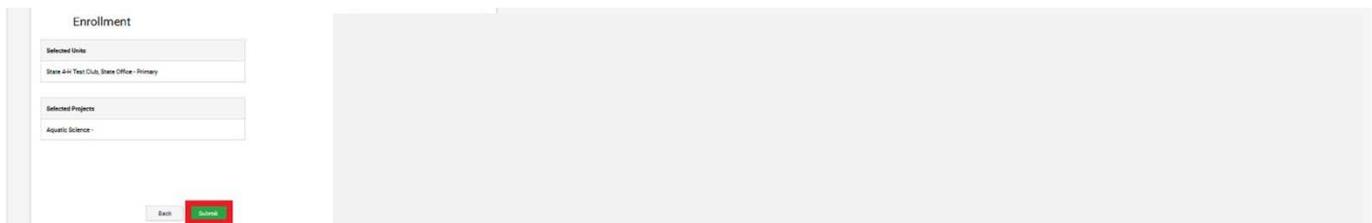
NORTH CAROLINA 4-H ONLINE RESOURCE GUIDE

YOUTH RE-ENROLLMENT

- Click the blue Show Consents button to display and answer all questions and sign were designated.
- Click the blue Next button.



- Click the green Submit button once updates are complete. Youth enrollments / re-enrollments only require county approval.



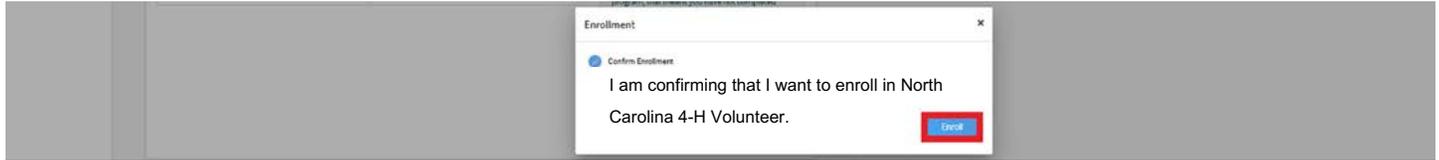
NORTH CAROLINA 4-H ONLINE RESOURCE GUIDE

ADULT VOLUNTEER RE-ENROLLMENT

- Login to the family account
- Locate the member's name from the list and click the Enroll Now link.



- Click the blue Enroll button to confirm enrollment information.



VOLUNTEER TYPE

All adults must select at least one Volunteer Type during enrollment. Level 1 Volunteers can work directly with youth. Level 2 Volunteers work in roles that are not linked directly with youth and /or have limited/supervised youth interaction. Level 1 volunteer types include: Club Volunteer, Program Volunteer, and Project Volunteer. *Level 1 volunteers are required to complete a background check once every three years. Our Level 2 volunteer is an Activity Volunteer. Level 2 volunteer types include: presentation judge, advisory member, etc.

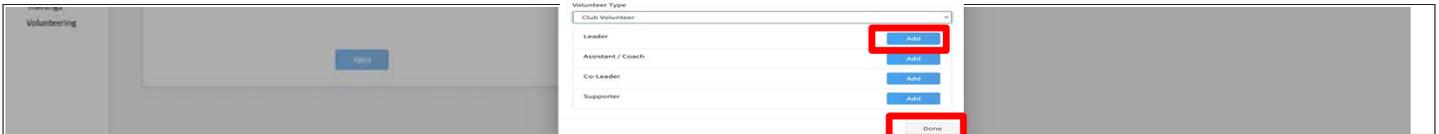
- Click the Select Volunteer Types button.



- Select Volunteer Type from list.



- Click the blue Add button next to all volunteer types that apply and click the Done button if needed to proceed.



- Once all types have been added, click the blue Next button.

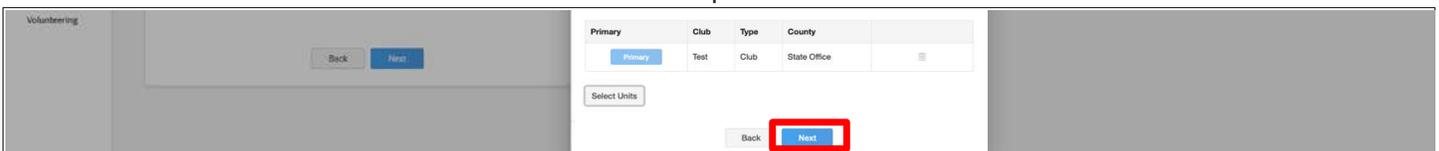


* CLUBS - UNITS

- Only Club volunteers are required to select their club(s). For the Clubs section, click the blue Select Units (Clubs) button.



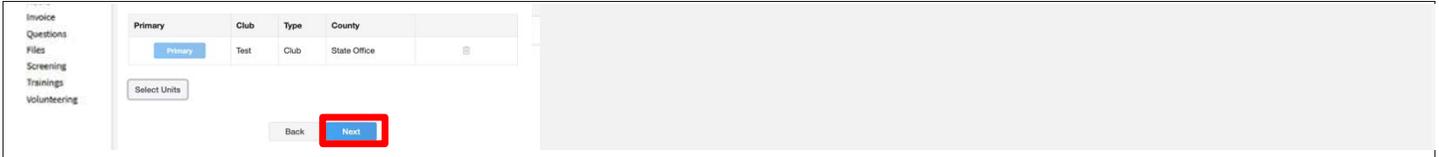
- Click the blue add button next to all clubs to add to the profile.



NORTH CAROLINA 4-H ONLINE RESOURCE GUIDE

ADULT VOLUNTEER RE-ENROLLMENT

- Click the blue Select Units (Clubs) button to add additional clubs.
- Once all clubs have been added, click the blue Next button.



* PROJECTS

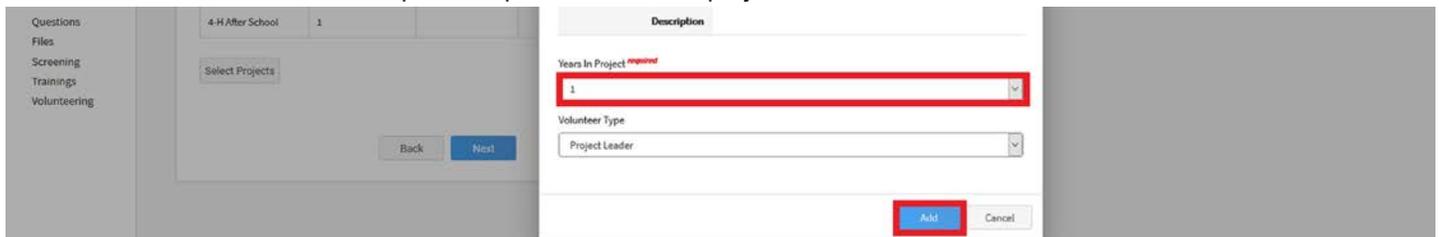
- Only Project Volunteers are required to list their project(s) areas. After reading the instructions for the Projects section, click the blue Select Projects button.



- Click the blue Select button next to the project to add to the enrollment.

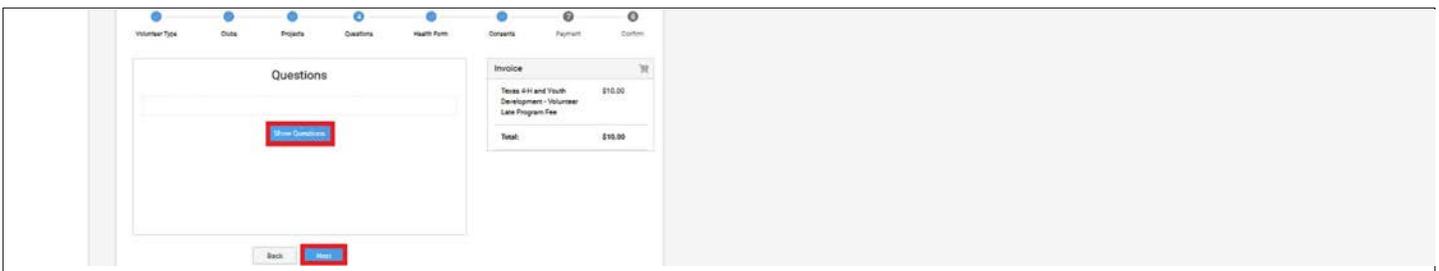


- Select the Years In Project from the drop-down menu. The default value is set to 1.
- Click the blue Add button. Repeat the process for each project.



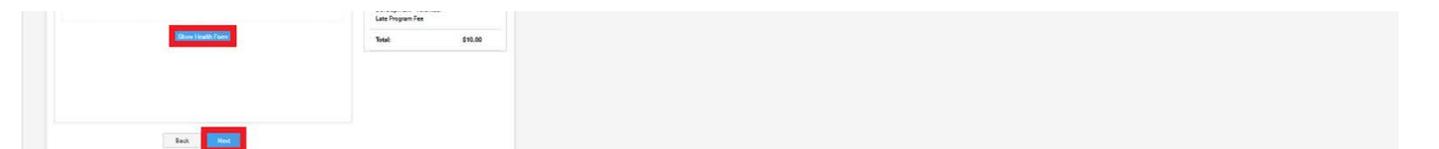
QUESTIONS

- Click the blue Show Questions button to display and answer all questions.
- Click the blue Next button.



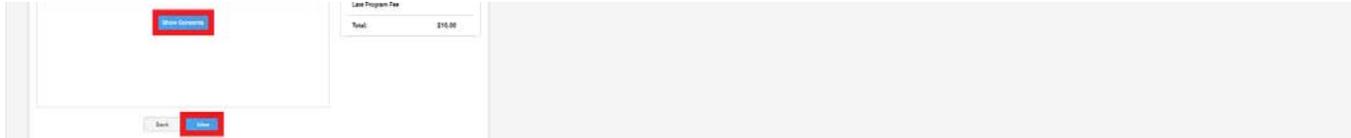
HEALTH SECTION

- Click the blue Show Health Form button to display and review answers /questions and sign were designated.
- The Health section is option for volunteers. Click the blue Next button.

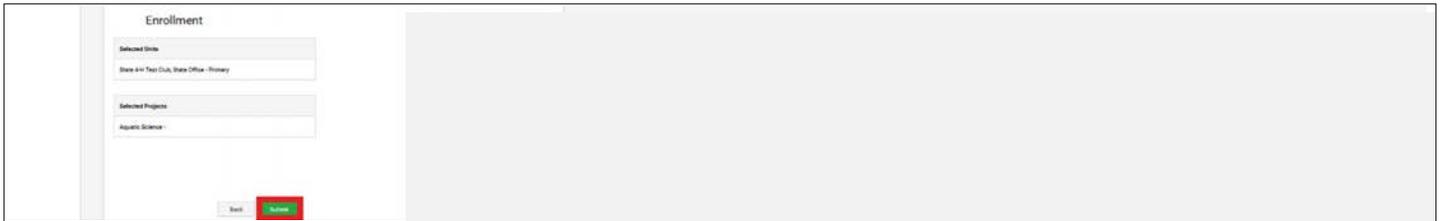


CONSENTS SECTION

- Click the blue Show Consents button to display and answer all questions and sign were designated. Click the blue Next button.



- Click the green Submit button at the bottom of the screen.

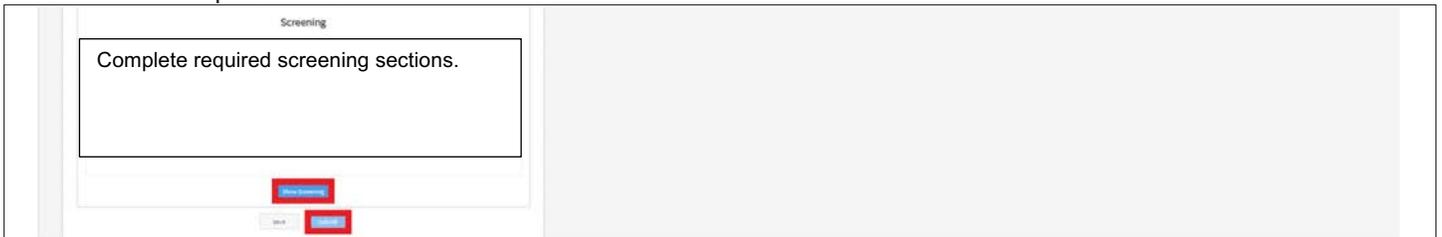


- Click the blue Confirm screen to submit to the county office for approval.



VOLUNTEER SCREENING (If screening is due for the current 4-H year)

- Level 1 Volunteers are required to have a background check ran once every three years. Level 2 volunteers are not required to have a background check.
 - Click the blue Show Screening button to display and answer all required questions and sign were designated.
 - Click the blue Submit button to send the initial screening to county office. The county office will submit a background check request to NC State University. *NC State University will contact you via email with the official procedures.

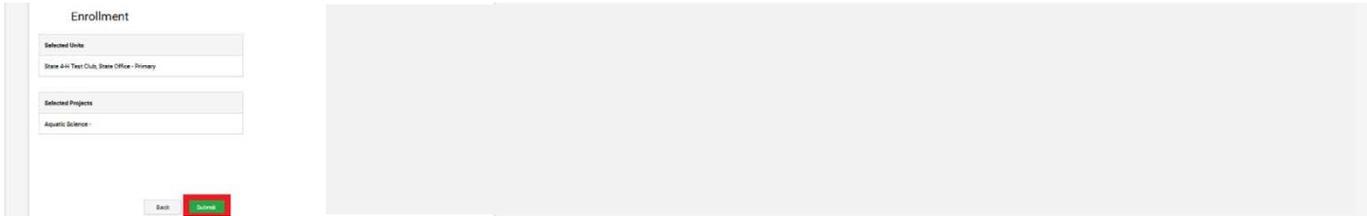


VOLUNTEER TRAINING (Annual Requirement)

- NC 4-H has one required training that every registered volunteer must complete annually (video).
 - Click the title of the training to bring up the training window. Pop-up window will open with video.
 - Complete the entire training and submit at the end. **The entire video must be viewed for the system to mark the training as complete.*



- Click the green Submit button once updates are complete. Volunteer enrollments / re-enrollments require county approval.



The screenshot shows the 'Enrollment' form. It includes fields for 'Selected Units' (State 4-H Team Club, State Office - Primary) and 'Selected Projects' (Aquatic Science). At the bottom, there are 'Back' and 'Submit' buttons.

VOLUNTEER STATUS

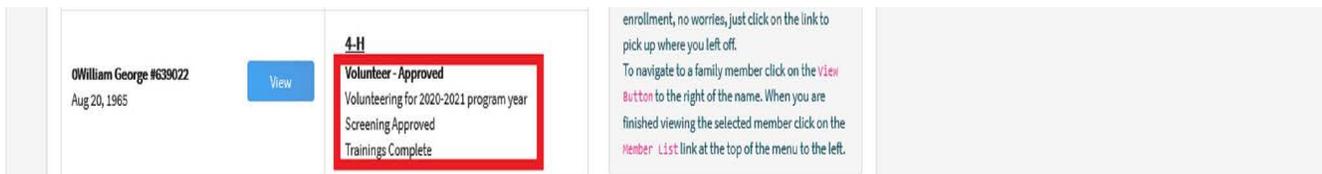
Active volunteer enrollments must have:

Level 1 Volunteer:

- Approved enrollment by the county office
- Screening completed and passed background check
- 1 state required training completed

Level 2 Volunteer:

- Approved enrollment by the county office
- Screening completed
- 1 state required training completed



The screenshot shows a volunteer status card for William George #639022, born Aug 20, 1965. A blue 'View' button is next to the name. The status is '4-H Volunteer - Approved' with sub-statuses: 'Volunteering for 2020-2021 program year', 'Screening Approved', and 'Trainings Complete'. To the right, a text box explains: 'enrollment, no worries, just click on the link to pick up where you left off. To navigate to a family member click on the View Button to the right of the name. When you are finished viewing the selected member click on the Member List link at the top of the menu to the left.'