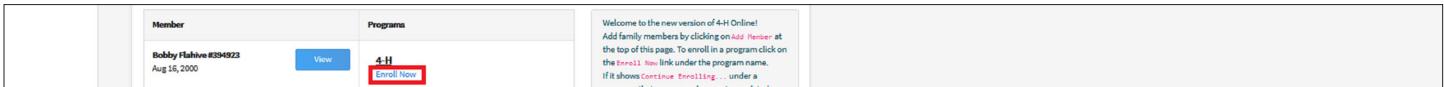


- Login to the family account
- Locate the member's name from the list and click the Enroll Now link.



A screenshot of a web page showing a list of members. The member 'Bobby Flahive #394023' is listed with the date 'Aug 16, 2000'. To the right of the member's name is a 'View' button and a '4-H Enroll Now' button, which is highlighted with a red box.

- Click the blue Enroll button to confirm enrollment information.



A screenshot of a modal dialog box titled 'Enrollment'. It contains a radio button for 'Confirm Enrollment' and a text area that says 'I'm confirming I want to enroll in Texas 4-H Youth Development as a Volunteer'. At the bottom is a blue 'Enroll' button, which is highlighted with a red box.

VOLUNTEER TYPE

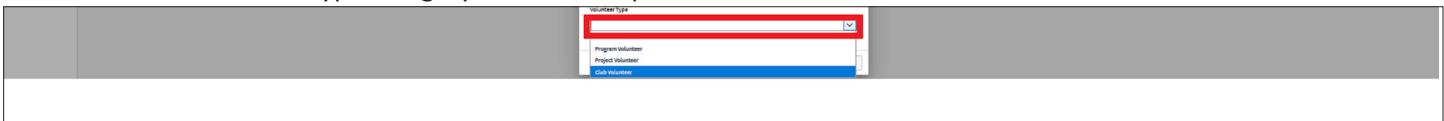
All adults must select at least one Volunteer Type during enrollment. The most common type will be Club Volunteer - Parent Volunteer/Activity Leader. If the volunteer would like to add projects, he/she must add Project Volunteer - Project Leader as a Volunteer Type.

- Click the Select Volunteer Types button.



A screenshot of a web page showing a table with columns for 'Hours', 'Invoice', 'Questions', 'Files', and 'Screening'. The 'Type' column shows 'Club Volunteer' and the 'Title' column shows 'Parent Volunteer/Activity Leader (Most common)'. At the bottom of the table is a red 'Select Volunteer Types' button.

- Select the Volunteer Type category from the drop-down menu.



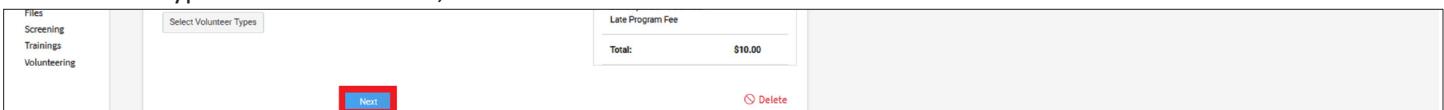
A screenshot of a web page showing a 'Volunteering' section. At the top is a 'Select Volunteer Types' button. Below it is a dropdown menu with the following options: 'Club Manager', 'Parent Volunteer/Activity Leader (Most common)', 'Project Volunteer', 'Project Leader', and 'Club Volunteer'. The 'Club Volunteer' option is highlighted with a red box.

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



A screenshot of a web page showing a 'Volunteering' section. It includes a 'Next' button, a table with 'Club Manager' and 'Parent Volunteer/Activity Leader (Most common)' rows, and an 'Add' button next to each. At the bottom is a red 'Done' button.

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



A screenshot of a web page showing a 'Volunteering' section. It includes a 'Next' button, a table with a 'Late Program Fee' row, and a 'Delete' button. At the bottom is a red 'Next' button.

CLUBS - UNITS

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



A screenshot of a web page showing a table with columns for 'Hours', 'Invoice', 'Questions', 'Files', and 'Primary Club'. The 'Primary Club' column has a red 'Select Units' button.

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



A screenshot of a web page showing a 'Volunteering' section. It includes a 'Back' button, a 'Next' button, and a table with a 'Volunteer Type' row and a 'State 4-H Test Club' row. The 'Add' button next to 'State 4-H Test Club' is highlighted with a red box.

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

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Invoice
Questions
Files
Screening
Trainings
Volunteering

Primary State 4-H Test Club Club State Office

Invoice
Texas 4-H and Youth Development - Volunteer Late Program Fee
Total: \$10.00

Back Next

PROJECTS

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



Hours Invoice Questions Files	Project Name	Years in Project	Parent Project	Club	Volunteer Type	Invoice
	Soil and Crop Science	1			Project Leader	Texas 4-H and Youth Development - Volunteer Late Program Fee Total: \$10.00

Select Projects

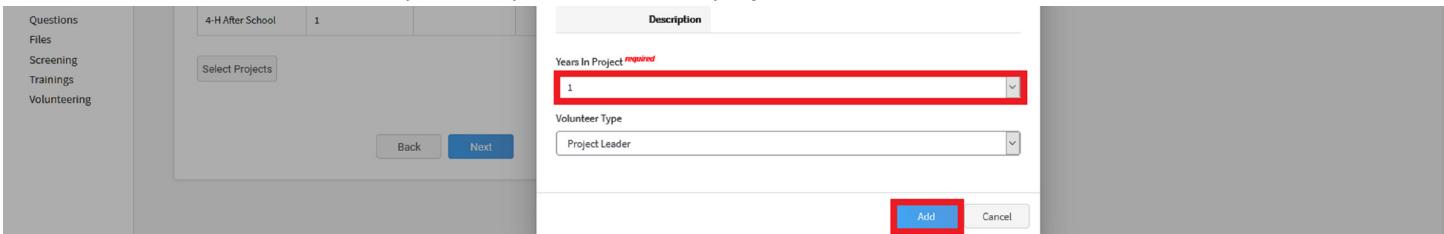
- Click the blue Select button next to the project to add to the enrollment.



Soil and Crop Science Select

Sportfishing Select

- 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.

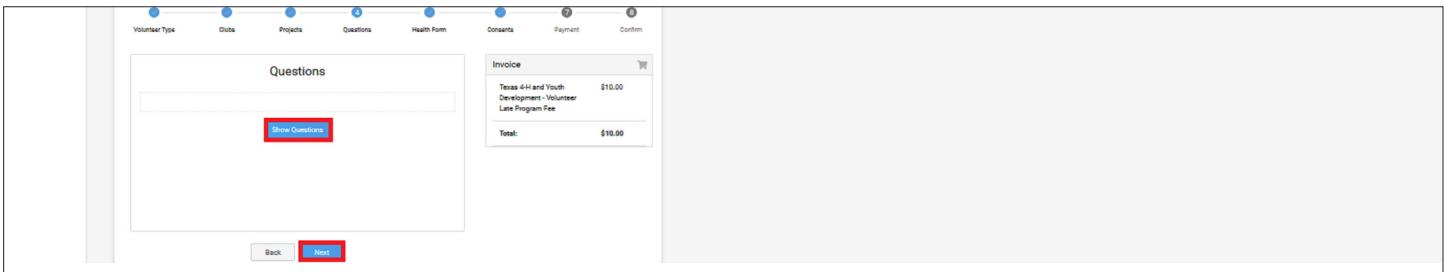


Questions Files Screening Trainings Volunteering	4-H After School	1		Description
	Select Projects			Years In Project <small>required</small> 1 Volunteer Type Project Leader Add Cancel

Back Next

QUESTIONS

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



Volunteer Type Dues Projects Questions Health Form Consents Payment Confirm	Questions	Invoice Texas 4-H and Youth Development - Volunteer Late Program Fee Total: \$10.00
	Show Questions	

Back Next

HEALTH SECTION

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



Questions Health Form Consents Payment Confirm	Late Program Fee Total: \$10.00
Show Health Form	

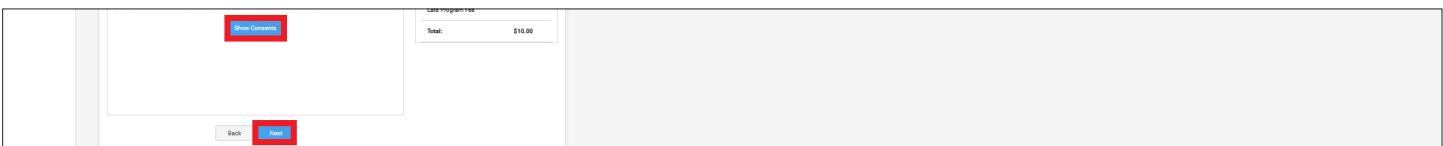
Back Next

CONSENTS SECTION

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

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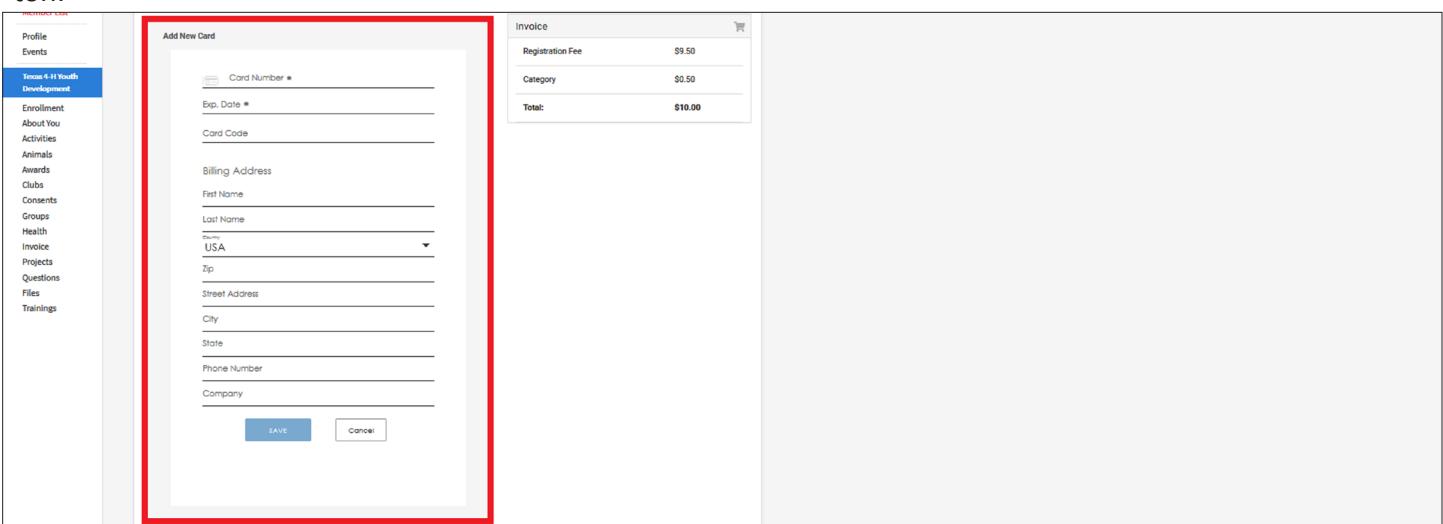
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PAYMENT SCREEN

Payment By Card

If there is not a credit card saved in the family profile, add the card information and click the blue Save button.



Add New Card

Card Number #

Exp. Date #

Card Code

Billing Address

First Name

Last Name

Phone USA

Zip

Street Address

City

State

Phone Number

Company

Invoice

Registration Fee \$9.50

Category \$0.50

Total: \$10.00

Payment By 4H Check

Click the blue Pay By Check button.



Payment for this invoice will be collected by State Office County/Area

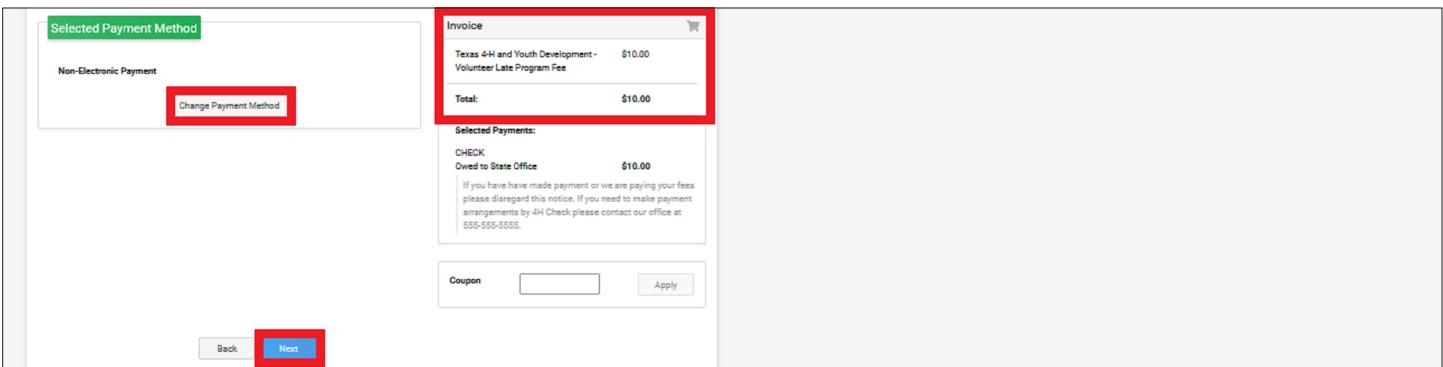
- By applying this option you are accepting responsibility for the non-electronic payment method.
- Click the blue Confirm button to confirm the payment option.



By applying this option you are responsible for providing a check as payment. This may cause a delay in processing versus other methods of payment. Are you sure you want to continue?

Changing Payment Method

- If the payment method needs to be changed, click the Change Payment Method button. This is the only time a payment method can be changed.
- Click the blue Next button to advance to the submission screen.



Selected Payment Method

Non-Electronic Payment

Invoice

Texas 4H and Youth Development - \$10.00
Volunteer Late Program Fee

Total: \$10.00

Selected Payments:

CHECK Owed to State Office \$10.00

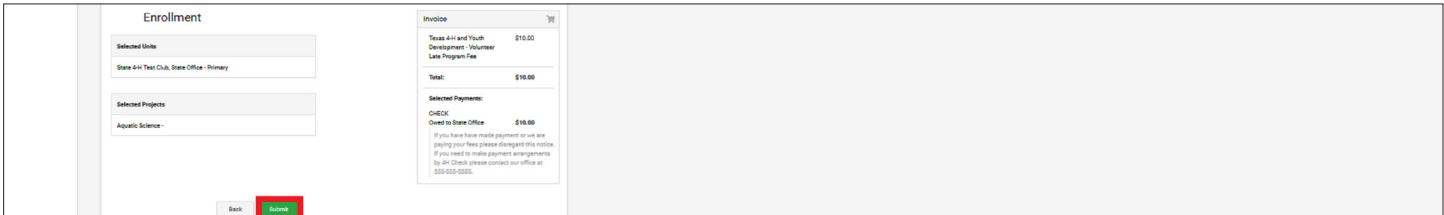
If you have made payment or we are paying your fees please disregard this notice. If you need to make payment arrangements by 4H Check please contact our office at 555-555-5555.

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SUBMIT SCREEN

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

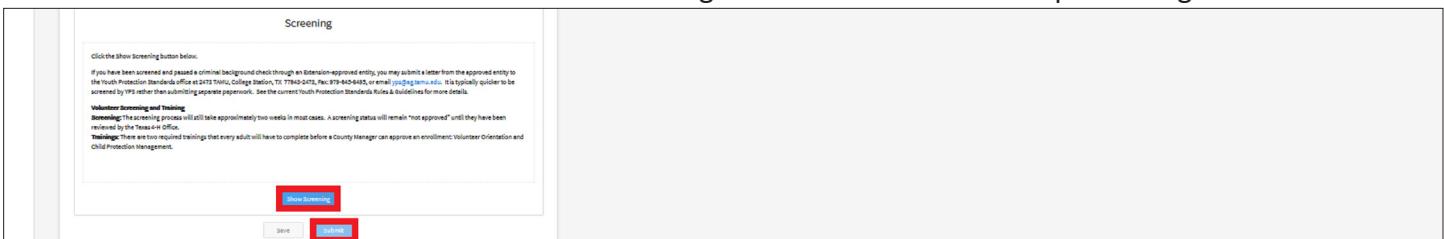


- Click the blue Confirm screen to submit to the county office for approval.



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

- Click the blue Show Screening button to display and answer all questions and sign were designated.
- Click the blue Submit button to send the screening to the state 4-H office for processing.



VOLUNTEER TRAINING (If trainings are required for the current 4-H year)

There are two required trainings that each volunteer needs to take in order to enroll.

- Click the title of the training to bring up the scorm training window.
- Complete the entire training and submit at the end.



VOLUNTEER STATUS

Active volunteer enrollments must have:

- Approved enrollment by the county office
- Screening completed and passed
- 2 required trainings completed and passed
- Application Fees Received/Paid

William George #639022 Aug 20, 1965	View	4-H Volunteer - Approved Volunteering for 2020-2021 program year Screening Approved Trainings Complete	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.
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