MICHIGAN STATE UNIVERSITY | Extension

4-H Online Volunteer Guide

Michigan 4-H depends on the caring adult volunteers who are willing to offer their time and talents to make a difference. If you have already completed the Volunteer Selection Process (VSP) and are serving as a screened adult 4-H volunteer - thank you!

ADULT VOLUNTEER TYPES

When entering your club you must choose a volunteer type. "Administrative Leader" will be the volunteer type for the Administrative leader of the club. Other volunteer types include Project Leader, Activity Volunteer, Resource Volunteer, and Mentor. See the full description of each volunteer type below.

Administrative Leader - Individuals who have completed the Volunteer Selection Process (VSP) and provide Administrative leadership to a club or group. They are responsible for the organization of the project groups within the club or group. They may also be known as General or Club Leader.

Project Leader - Individuals who have completed VSP and provide on-going leadership to a project within a club or group. It is possible for a club to have more than one project leader per project. These volunteer leaders provide support to members enrolled in specific projects.

Activity Volunteer - Individuals who have completed VSP and provide leadership or assist with an activity or variety of activities in the 4-H Program. They may work independently or with a club, council, group or committee to carry out an activity.

Resource Volunteer – Individuals who have completed VSP and serve as a resource for the 4-H Program. They may provide leadership for a single learning experience, short term program or be utilized as needed for their expertise.

Mentor – Individuals who have completed VSP and serve as a designated mentor. 4-H mentors are matched with 1-4 youth for the purpose of developing a long-term mentoring relationship. This includes those who volunteer with 4-H Tech Wizards, one-on-one mentoring programs and other small group mentoring efforts.

YOUTH VOLUNTEER TYPES

Club Officer – A Youth who serves as a President, Vice President, Secretary, Treasurer or Reporter of their 4-H club.

Teen Leader - Youth between the ages of 13-19 years old who, in cooperation with their 4-H staff, administrative or project leader, are learning and developing leadership skills through various activities and projects.

ADDING NEW 4-H VOLUNTEERS

As a volunteer that has completed the VSP process, you may enroll yourself in the 4HOnline system by utilizing the 4-H Online Family Guide. Once you have submitted your profile in 4HOnline, you will need to wait until your account has been approved by your local Michigan State University (MSU) Extension staff, and one of two permission levels have been granted.

VOLUNTEER PERMISSIONS

Counties can give volunteers two different kinds of permissions:

1. Login permission. With this permission, volunteers can:

   - View member list and enrollment information
   - Get email lists
   - Create and run reports
   - Confirm pending members. *NOTE: Members confirmed by club leaders are not considered final until they've been confirmed by the county MSU Extension office.*

2. Login and manage permissions. With this permission, volunteers can:

   - Perform all of the above
   - Edit member profiles/club/project data

ACCESSING THE CLUB SITE
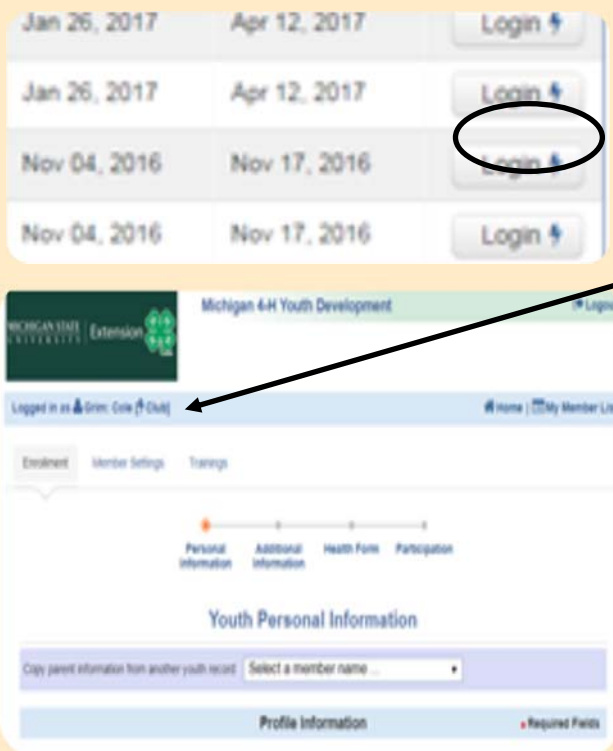
The county MSU Extension office will assign a password for each 4-H club. This password will be shared with club-associated 4-H volunteers (i.e. club leaders) with permissions. Once your 4HOnline account has been approved and your county MSU Extension staff person has granted you permissions, you will receive an email confirmation with the club password. As an approved volunteer with permissions, continue with the following steps.

1. Access 4-H Online at https://mi.4honline.com.
   Login using your **Family Login** and **Password**.

2. Choose **Continue** to Family Button or Login to your **Club profile.**

3. Select your **Profile** from the drop down menu.

4. Enter the **Club Password** (NOT your Family account password) and click "**Login to Club.**"
   You will now be logged into the club **Dashboard**.
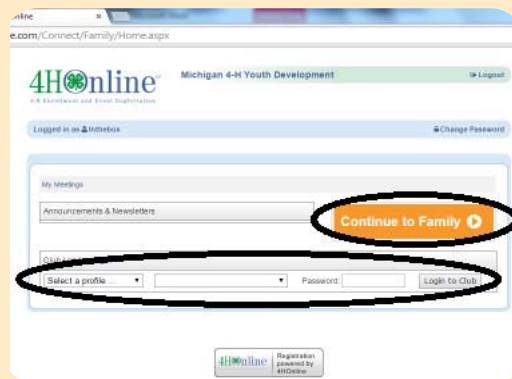
EDITING A MEMBER'S PROFILE, CLUB OR PROJECT

As a club volunteer, you have the ability to edit a member's profile, club or project areas. This can be done by using the "**Search**" function on the dashboard.
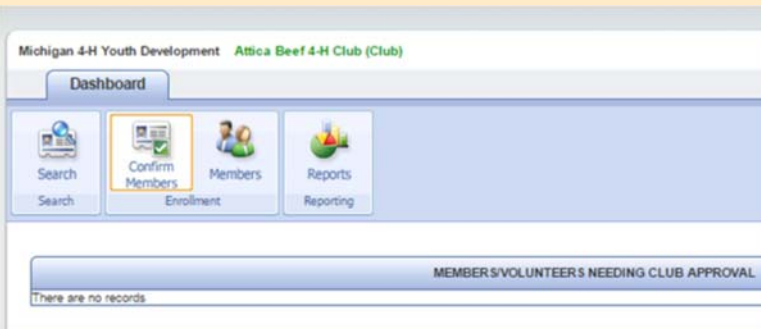

1. Click the **Login** button for the person you want to edit.

   *NOTE: You are now logged in as the person you have selected. When you are finished editing, click "**Club**" next to the member's name at the top to return to your login.*

2. Make necessary edits. Leaders may only edit their primary club members' information. Families will have the ability to edit their information with the exception of name, date of birth and years in 4-H) until April 1.

3. Scroll to the bottom and click "**Return to Member List.**"

   NOTE: The changes you have made will be saved even though there is not a 'save' button.

CONFIRMING CLUB MEMBERS

As a club volunteer, you have the ability to confirm a member's enrollment in your club. NOTE: Members confirmed by club leaders are not considered final until they've been confirmed by the county MSU Extension office. Confirming club members can only be done by using the "**Confirm Members**" function on the dashboard. By clicking on **Confirm Members** and you will see all the members that need to be confirmed for club enrollment.

1. Click the "**Edit**" button next to the member you want to confirm.

2. Review the information.

3. You may now "**Confirm**" or "**Reject**" the member.

NOTE: Rejecting a member will delete the record from club manager view but not the MSU Extension county level.

The member can still be confirmed at the county level but will not be assigned to your club.

*NOTE: Remember 4-H is open to all. There are only **two** reasons why a member may be rejected: 1) The club is at full capacity and cannot take new members or 2) The club does not offer the project(s) the member is requesting.*

DISPLAYING A LIST OF CLUB MEMBERS

As a club volunteer, you have the ability to display a list of all club members and volunteers in your club. This can only be done by using the "**Members**" function on the dashboard. You may export this list to Excel using the Excel icon on the right side of the blue bar, directly above the **"Members/volunteer list."**

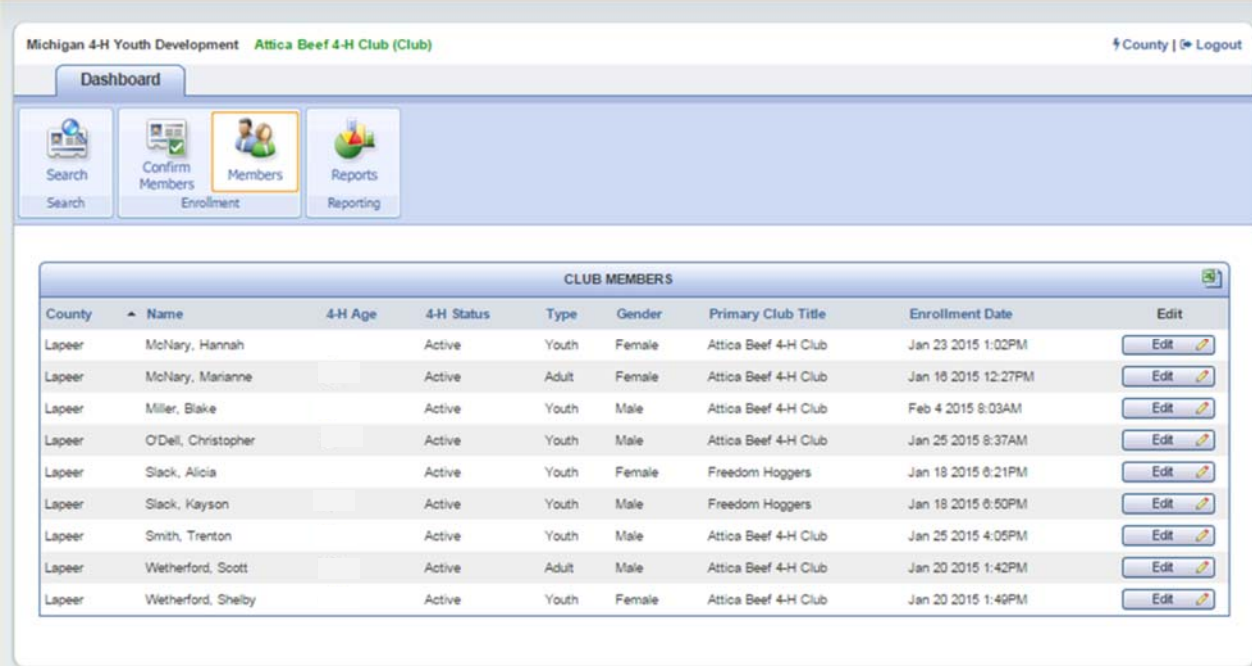*NOTE: There is an* ***'Edit'*** *button for members on this screen but at this time it is not functional.*

In this example, you will see all the member that have chosen Attica Beef as their primary club.

DISPLAYING A LIST OF CLUB MEMBERS CONTINUED

By clicking on **Members,** you will see all the members that are in the club, including all active, pending, incomplete and secondary club members and volunteers.


CREATING REPORTS

The '**Reports**" section of club dashboard has not been fully researched at this time. There may be standardized reports created for volunteers to use in the future. However, until then, club leaders may be able to create custom reports as follows.

1. Click "**Create Report**."
2. Give your report a name and description then click "**Create**."
3. Select items to be contained in your report from the box on the left and 'arrow' them over to the box on the right.
4. Save your report.
5. You may filter, format, set view parameters, etc., by using the menu bar directly below the Dashboard icons.

Once you have created a custom report, you will be able to run the report, edit, export it to Excel, etc. Examples of custom reports that can be run follow in subsequent pages.

SAMPLE REPORTS
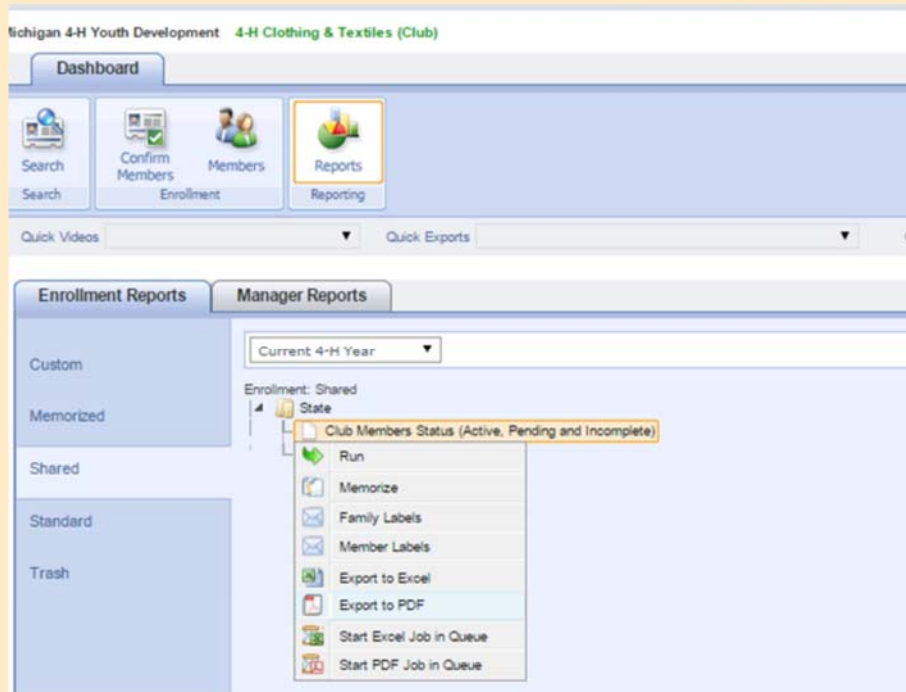
1. To create a **Club Members Status Report**, click on the Reports button on your dashboard.
2. Under **"Enrollment Reports,"** highlight the **"Club Members Status"** title and right click **"Export to PDF."**
3. The report will download at the bottom of your screen and you can open and print. See sample report below.

4-H Program Coordinator - Admin
2014-2015

Report: Club Members Status

Member: Status	Member: Full Name (First Last)	Enrollment: Enrollment Status	Member: 4-H County	Member: Email
Active	Joann Schmidt	Active	Livingston	
Active	Kaitlyn Schmidt	Active	Livingston	
Active	Karen Marsh	Active	Livingston	
Active	Kevin Marsh	Active	Livingston	
Active	Kim Patawaran	Active	Livingston	
Incomplete	Robin Schmidt	Incomplete	Livingston	
Incomplete	Sydney O'Brien	Incomplete	Livingston	
Pending	Alexander Byl	Pending	Livingston	
Pending	Alexis Marsh	Pending	Livingston	
Pending	Cadel Robinson	Pending	Livingston	
Pending	Cali Lindbeck	Pending	Livingston	
Pending	Christopher Byl	Pending	Livingston	
Pending	Derek Beltz	Pending	Livingston	
Pending	Eden Ackroyd	Pending	Livingston	
Pending	Elizabeth Patawaran	Pending	Livingston	
Pending	Esther Schmidt	Pending	Livingston	
Pending	Grace Schmidt	Pending	Livingston	
Pending	Kenton Beltz	Pending	Livingston	
Pending	Norah Robinson	Pending	Livingston	
Pending	Rachel Patawaran	Pending	Livingston	
Pending	Rebecca Kettel	Pending	Livingston	
Pending	Tate Zeleznik	Pending	Livingston	

Emails will appear in an actual report.