Guide for episodic 4-H adult volunteers to enroll
1. Go to v2.4honline.com
2. If you are new to 4-H, create select "don't have an account" (at bottom)
3. Select the state "Maryland"
4. Select the institution "University of Maryland"
5. Select county "Baltimore City"
6. Once logged in, click add member.
7. There are 2 parts. **Part 1** is an enrollment, **part 2** is a screening. Once **Part 1** is submitted you're still **not** done. You have to do the screening, so a background check can be done by the State office in College Park.
8. **Part 1**: Follow prompt. Complete Adult Personal Information, fill in required fields, click next.
9. "Select I want to join 4-H as a new/returning volunteer." Select Finish. Your profile is created but you're not done. This is the online application.
10. Registration collects personal, demographic, and involvement information about the Volunteer.
11. When you choose a volunteer type from the drop-down menu, the roles for that type will appear. Select **Program volunteer**, click the **episodic volunteer option**
12. Write your name and accept to move forward.
    ***Contact the Educator with any questions.**
13. On the right there's an invoice, ignore, it will always be $0 for adults, if enrolling a youth, it'll populate $10 for each youth (contact the educator for discounts).
14. Questions, come up, click show questions, fill in required fields, click next.
15. Click show consents. It is a required field.
16. Click "yes" to Maryland 4-H Adult Code of Conduct, enter name (signature).
17. Click "yes" (optional) to Maryland 4-H Publicity Release. If "no" adults cannot participate in any 4-H photo opportunities, enter name (signature).
18. Submit. **Part 1** is done.
19. **Part 2:** Screening. Click show screening. Follow prompt, fill in required fields, click next. Submit.
20. A Tier 1 case search background check is done by college park.
21. **Part 2** - Screening collects periodic review and background screening information about the new/returning Volunteer.
22. If it asks what you'll do as 4-H volunteer just write **"Outreach events"**
23. You will need 3 references from none family members or University of Maryland Extension Employees (UME).
24. Once done you'll know your status.
25. The 4-H Educator will approve you on 4honline, and send you an appointment agreement to sign. Then you're done. Congrats! You're a 4-H volunteer.

*Don't forget to start with a paper application.