



CONFIRM MEMBERS

The Club Enrollment Specialist (ES) must “Confirm” EACH Member and Volunteer in the 4hOnline system AFTER they have received AND verified their enrollment forms.

NO ENROLLMENT FORMS ARE TO BE SUBMITTED TO THE 4-H OFFICE WITHOUT FIRST BEING CONFIRMED IN 4HONLINE BY THE CLUB LEADER OR ENROLLMENT SPECIALIST. *The EXCEPTION to this is the Adult Volunteer packets for the Club Leaders and Enrollment Specialists that are due in MAY.*

To CONFIRM MEMBERS (this is for BOTH Youth AND Adult):

1. Receive the enrollment forms from the youth / adult.
2. While the youth / adult is still with you;
 - a. Review EACH form for completeness.
 - i. Return ALL forms to be completed and tell the youth / adult what is missing and have them complete the form.
 - ii. Review the forms again and repeat steps 2 through 2ii until the forms are complete.
 - b. Review that EACH required form is received.
 - i. Provide the youth / adult a new copy of ALL missing forms and tell them they did not provide you the form and have them complete it.
 - ii. Review the forms again and repeat steps 2 through 2bii until all of the forms are received complete.
 - c. Receive the Enrollment Fee(s).
3. Log into 4hOnline.
4. Log into your Club Login. The system will take you to the “Dashboard” “Confirm Members” screen.
5. Review the online record for EACH youth / adult for completeness/accuracy one at a time by locating their name in the list then click the “Edit” button at the far right end of their row. The screen will change to show all information for that individual (you will not be able to Edit anything).
 - a. COMPLETENESS: You are making sure they have;
 - i. A mailing address.
 - ii. Birth Date provided.
 - iii. Primary phone number.
 - iv. 1 as the Years in 4-H for NEW youth / adult.
 - v. Listed projects.
 - b. ACCURACY: You are making sure that;
 - i. Their information is correct to the best of your knowledge.
 - ii. The Volunteer Type they selected under the Club List applies to them.
 - iii. The Volunteer Type they selected under the Project List for each project applies to them.

NOTE: If a member / leader does not show on your “Members / Volunteers needing club approval” list but show up at meetings and events; you must follow-up with them on fees, their online enrollment and paperwork. **Do Not assume** there isn’t a problem. If someone gives you paperwork and fees, but you do not see their name on your online “Confirm Members” list; follow-up with them about their online enrollment. If they say that they did it, ask them;

- A. If they saw that their status read “Pending”, if it did not read pending, have them go back in and click the “Submit Enrollment” button to receive a “Pending” status (when they go back in, they will see that their status is “Incomplete”), their name should then appear on your list as long as their answer to question B is Yes.
 - B. If they selected a Club when they were enrolling; if they didn’t, have them go back in and select and add the correct club name. Instruct them to add projects after they add the club as the system will not allow anyone to add any projects to their personal project list until AFTER they have listed their club. Their name should then appear on your list.
6. Discrepancies: If you find any discrepancies, click the “Close” button. **DO NOT USE THE “REJECT” BUTTON.**
 - a. List the discrepancies in the Left side column of the;
 - i. Waiver of Liability **for Youth**
 - ii. Enrollment Form **for Adult**
 - b. Contact the youth parent/guardian or adult you found the discrepancy(ies) for and have them correct the discrepancy(ies) (walk them through the process while on the phone or list the process in an e-mail to them with a deadline for completion).
 - i. Follow-up with them until the discrepancy(ies) are corrected.
 7. NO Discrepancies: If you do not find any discrepancies; click the “Confirm” button. You will no longer see this person on the Confirm Members List. By clicking the “Confirm” button you are saying that you completed steps 1 through 7 above.
 8. Complete steps 1 through 7 for EACH member / volunteer you have received enrollment packet from.
 9. Alphabetize the enrollment packets by Last Name, First Name.
 10. Prior (minimum of 2 days) to the deadline mail the enrollment packets to the 4-H Office ATTN: Enrollments. If the mail won’t make it to the office by the deadline you must deliver them no later than the deadline.
 - a. ALL new enrollments that come in throughout the program year must be submitted to the 4-H Office within a week of receipt AND **PRIOR** to the new member / volunteer participating in any projects / events. The process for the new members and for the club is the same throughout the year.

To Logout:

When you have completed everything you logged in to do and are ready to logout;

1. Click the bold “Logout” found in the upper right corner of your screen.