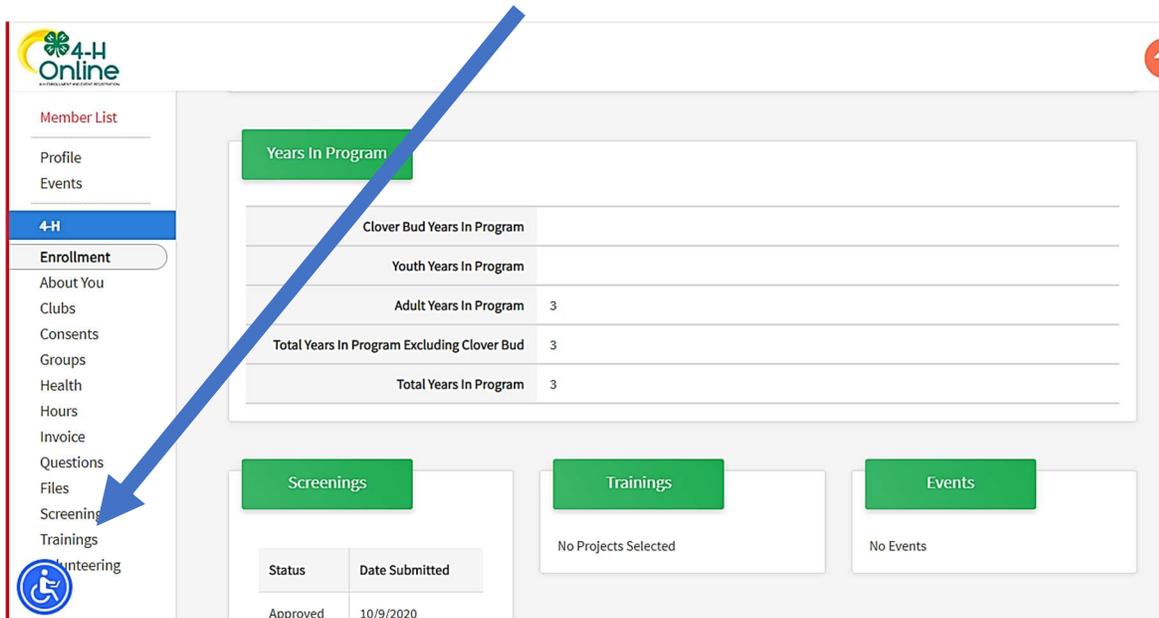


How to Sign Up to Take the 2021 Volunteer Orientation

1. Log into your profile. (Your profile must be complete before moving to step 2.)
2. From this screen, click on Trainings



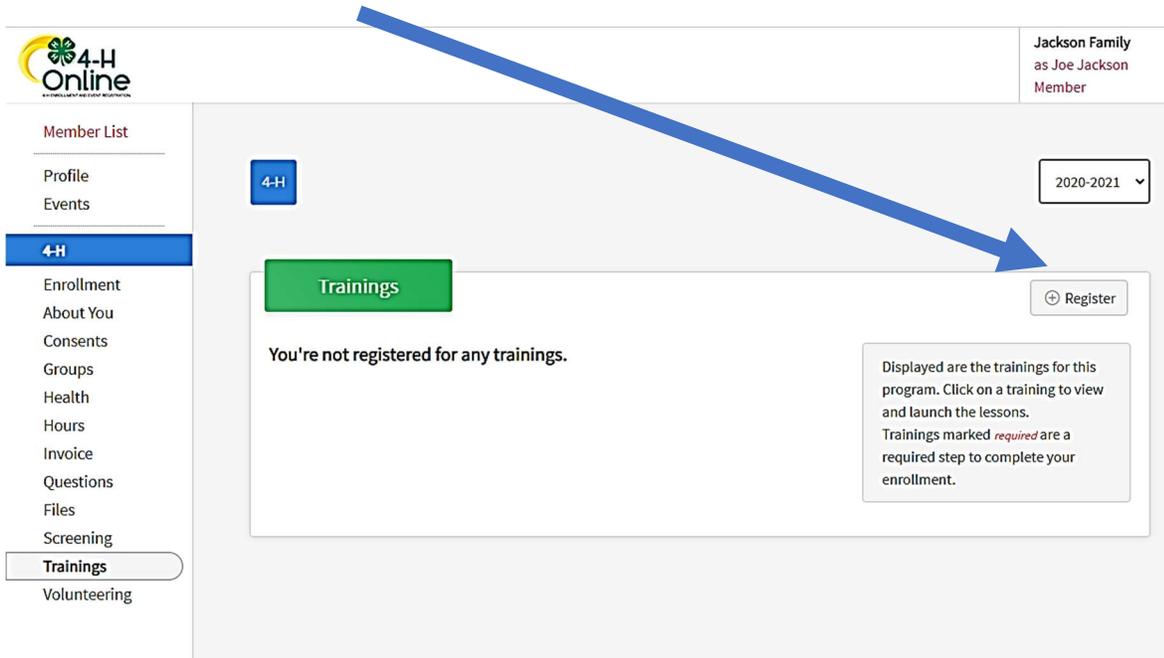
The screenshot shows the 4-H Online profile page. The left sidebar contains navigation options: Member List, Profile, Events, 4-H, Enrollment, About You, Clubs, Consents, Groups, Health, Hours, Invoice, Questions, Files, Screening, Trainings, and Volunteering. The main content area has a 'Years In Program' section with a table:

Years In Program	
Clover Bud Years In Program	
Youth Years In Program	
Adult Years In Program	3
Total Years In Program Excluding Clover Bud	3
Total Years In Program	3

Below the table are three buttons: Screenings, Trainings, and Events. The Trainings button is highlighted with a blue arrow. Below the buttons is a table with columns 'Status' and 'Date Submitted':

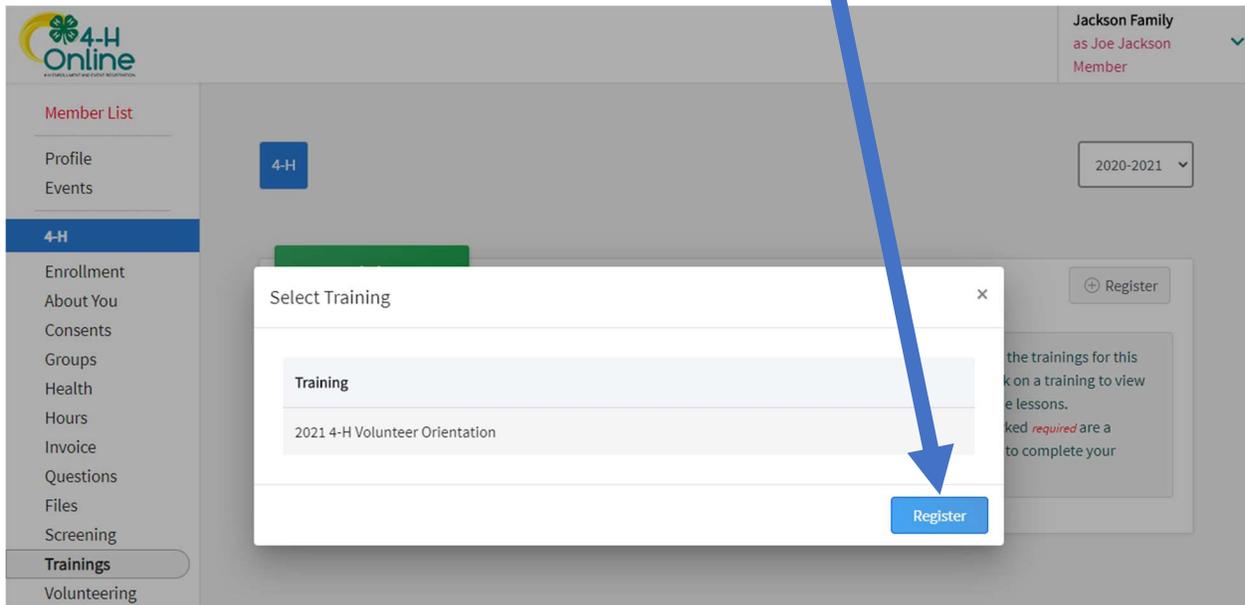
Status	Date Submitted
Approved	10/9/2020

3. Click REGISTER

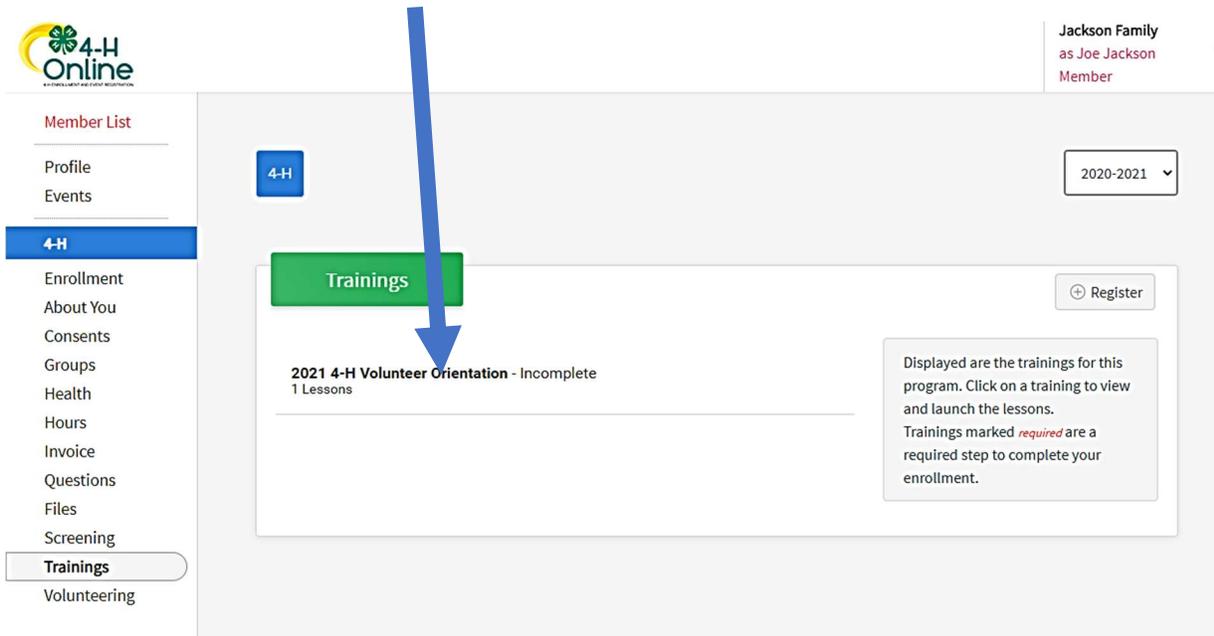


The screenshot shows the 4-H Online Trainings page. The left sidebar is the same as in the previous screenshot, but 'Trainings' is highlighted. The main content area has a 'Trainings' section with a 'Register' button highlighted by a blue arrow. Below the button, it says 'You're not registered for any trainings.' A dropdown menu shows '2020-2021'. A text box explains: 'Displayed are the trainings for this program. Click on a training to view and launch the lessons. Trainings marked *required* are a required step to complete your enrollment.'

4. The 2021 4-H Volunteer Orientation will show. Click REGISTER



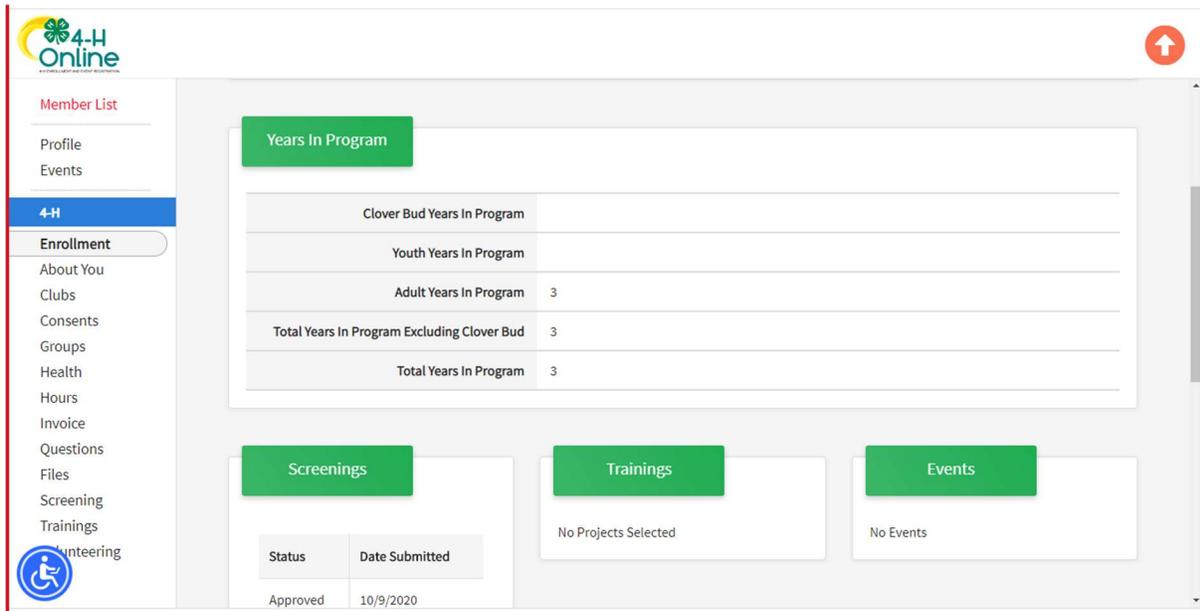
5. Click the “2021 4-H Volunteer Orientation” to launch the training.



You may complete the training now, or begin it the next time you log in. The orientation training will take about 40 minutes to complete. You may exit the training at any time and pick up where you left off when you return.

How to Access the 2020/2021 Volunteer Orientation From Your Profile

1. You (the volunteer) log into your profile. You will see the screen below:

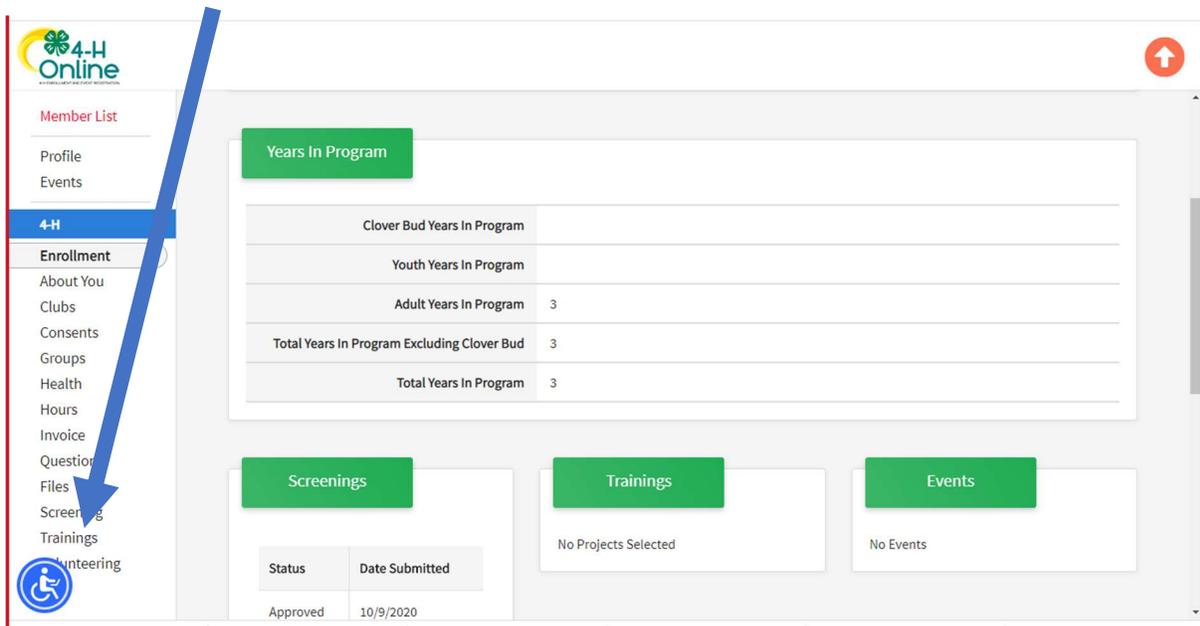


The screenshot shows the 4-H Online profile page. The left sidebar contains a menu with options: Member List, Profile, Events, 4-H, Enrollment, About You, Clubs, Consents, Groups, Health, Hours, Invoice, Questions, Files, Screening, Trainings, and Volunteering. The main content area features a 'Years In Program' section with a table. Below this are three green buttons: Screenings, Trainings, and Events. The Trainings button is highlighted with a blue arrow in the second screenshot.

Years In Program	
Clover Bud Years In Program	
Youth Years In Program	
Adult Years In Program	3
Total Years In Program Excluding Clover Bud	3
Total Years In Program	3

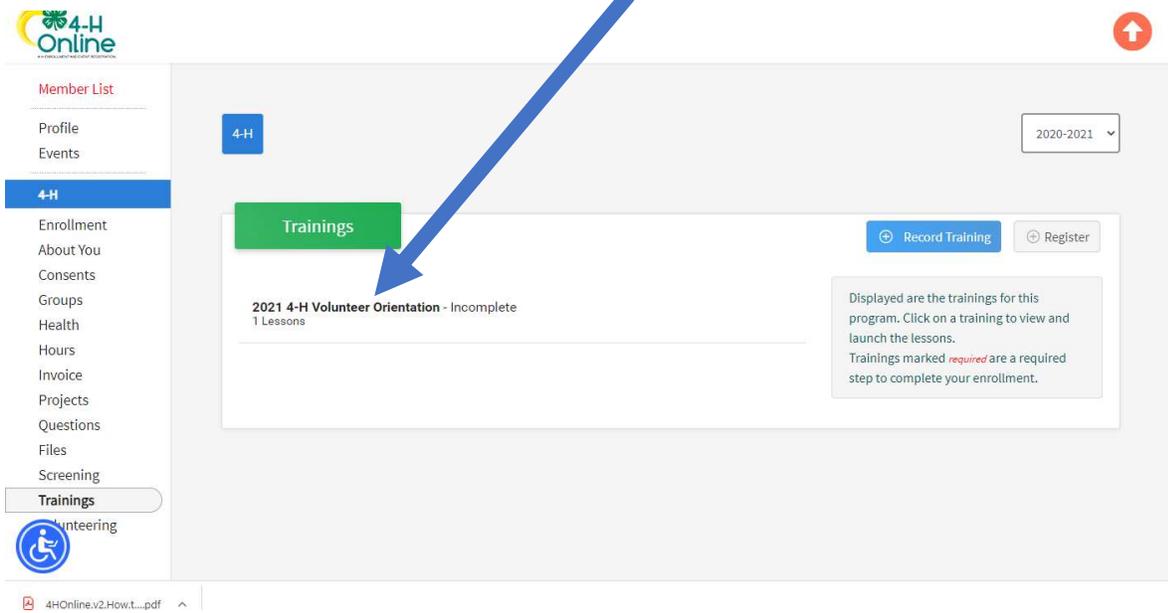
Status	Date Submitted
Approved	10/9/2020

2. Then CLICK Trainings



This screenshot is identical to the first one, but a large blue arrow points from the top left towards the 'Trainings' button in the main content area, indicating the next step in the process.

3. Next **CLICK** on the “2021 4-H Volunteer Orientation” to launch the training.



The orientation training will take about 40 minutes to complete. You may exit the training at any time and pick up where you left off when you return.

Thank you!