



Adding Volunteer Hours in 4-H Online

This guide may assist Kansas 4-H volunteers in adding their volunteer hours directly into 4-H Online for record-keeping purposes.

Important Information – Before you can add volunteer hours to 4-H Online, you need to ensure the following:

- You have created an account in 4-H Online
- You have properly enrolled in your affiliated county or district
- Your Criminal Background Check is up to date and your file has been uploaded to 4-H Online.

Instructions

- 1. Log in to your volunteer 4-H Online account.
- 2. Your family profile screen will appear.
- 3. Find your name and click the blue 'View'



button.

| | ily@nomail.com | 🕀 Add Memb |
|--------------------------------------|----------------------|----------------------|
| Kansas 4-H Youth | Development | |
| addamsfamily@n | omail.com | |
| 570 S 8TH ST | | |
| MANHATTAN, KS | 56502 | |
| 654-531-0313 | | |
| Training County | | |
| Member | Programs | |
| | 4-H | |
| | Adult Volunteer - Ap | proved |
| adult addams #149373 | View | 22-2023 program year |
| adult addams #149373 Sep 18, 1984 | Volunteering for 202 | 1 0 7 |

4. On the far-left column, there is a list of tabs.

Click on the 'Hours' tab.



- 5. The Volunteer Hours screen will appear.
- 6. Select the blue 'Add Hours' button.

| 4-H | | | | 2022-2023 |
|-----|---------------|--|----------------|--|
| Vol | lunteer Hours | | | Add Hours |
| | | | Ed To Mi | lunteer Hours: 0 lucation Hours: 0 tal Hours: 0 les Driven: 0 |
| | | | To | tal Travel Time (Minutes): 0 |

- 7. An 'Add Volunteer Hours' pop-up page will appear.
- 8. Input the following information.
 - a. Volunteer Date and Project are required.
- Once you have added all of your data, select the blue 'Add' button.
- 10. Your 'Volunteer Hours' page will now show your

| dd Volunteer Hours | |
|------------------------------|------------|
| Volunteer Date required | |
| | Ē |
| Project required | |
| | ~ |
| Volunteer Hours | |
| Continuing Education Hours | |
| | |
| Miles Driven | |
| Travel Time (Minutes, Total) | |
| | |
| Comment | |
| | |
| | |
| | |
| | Add Cancel |

| updated | hours. |
|---------|--------|
| | |

| Volunte | er Hours | | | | | Add Hours |
|----------|--------------|-----------------|-----------------|--------------|-----------------------|---|
| | | | | | Edu Tota Mile | nteer Hours: 5 :ation Hours: 1 I Hours: 6 s Driven: 65 I Travel Time (Minutes): 120 |
| Date | Project Name | Volunteer Hours | Education Hours | Miles Driven | Travel Time (Minutes) | Comment |
| 2/3/2023 | Beef, Market | 5 | 1 | 65 | 120 | [insert comment] |

- 11. Repeat the process to add additional volunteer hours.
- 12. To edit or delete an entry, hover over the entry you want to edit it will turn yellow.

| Volunte | eer Hours | | | | | Add Hours |
|----------|--------------|-----------------|-----------------|--------------|-----------------------|--|
| | | | | | | Volunteer Hours: 5 Education Hours: 1 Total Hours: 6 Miles Driven: 65 Total Travel Time (Minutes): 120 |
| Date | Project Name | Volunteer Hours | Education Hours | Miles Driven | Travel Time (Minutes) | Comment |
| 2/3/2023 | Beef, Market | 5 | 1 | 65 | 120 | [insert comment] |

- 13. Click on the entry.
- 14. Edit the information you wish to change.
- 15. Select either the blue 'Update' button or the red 'Delete' button.

| Volunteer Date required | | | | | |
|--|------|---|--------|--------|--------|
| 2/3/2023 | | | | | Ē |
| Project required | | | | | |
| Beef, Market | | | | | ~ |
| Volunteer Hours <i>required</i> | | | | | |
| 5 | | | | | |
| Continuing Education Hours | | | | | |
| 1 | | | | | |
| Miles Driven <i>required</i> | | | | | |
| 65 | | | | | |
| Travel Time (Minutes, Total) ^{requ} | ired | | | | |
| 120 | | | | | |
| Comment | | | | | |
| [insert comment] | | | | | |
| | | | | | |
| | | | | | /i |
| | | _ | | | |
| | | | Delete | Update | Cancel |