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Registering with Escambia County 4-H

After you have found a club you are interested in participating in as part of 4-H, you can register with us online so we have all your information and can get important information to you. This is very important because it includes any relevant medical information for youth who are attending 4-H events in case of any emergency. Volunteers can also give permission through this system for 4-H to do necessary background checks required for your volunteer screening.

This process is simple and should take around 15 minutes. Please let us know if you have any questions.

New 4-H Members:

- 1) Go to fl.4honline.com
- 2) Setup a new profile. If you are registering as the parent or guardian for a youth, create a profile for your youth unless you are responsible for youth from multiple families. In this case, you will create a profile as an adult and will be asked to add members of your family. If you are responsible only for youth from your family you will be asked to create a simple "family profile" under which you can register your youth.
- 3) You will be asked to give personal information and to select a club. If you do not already have a club, please contact the 4-H office and we will help get you connected.
- 4) You will also be asked to provide the type of project the youth will be pursuing during the 4-H year. If you have questions about project opportunities, contact the 4-H office and we will let you know the many projects you can take part in.

New Volunteers:

- 1) Go to fl.4honline.com
- 2) Setup a new profile for yourself.
- 3) You will be asked for personal information as well as to indicate whether or not you will be serving as a volunteer. Make sure you note that you are participating as a volunteer.
- 4) Indicate what club you will be working with when prompted. If you do not have a club, please contact the 4-H office and we will connect you with a club that needs your help and can use your specific skills. If you are part of a new club and your club is not listed and you believe this is in error, contact the 4-H office. Sometimes it takes us a week to process new charter requests. Remember that your club has to be fully chartered and approved for any volunteers to register with them.
- 5) Indicate what type of volunteer you will be when prompted. There are many types of volunteers with 4-H. Many of these require a specific level of screening to participate with youth according to Florida Youth Protection laws. If you are uncertain what type of volunteer you would like to serve as, contact the 4-H office and we will help you learn what role best suits your desire to

help and the type of background checks we will need for you to help in that role. We hope you enjoy helping with Escambia County 4-H, we are delighted to have you.

Club Leaders:

- 1) Go to fl.4honline.com
- 2) If you are a new club leader, please first follow the steps for New Volunteers listed above.
- 3) When prompted to select your volunteer role, choose "Club Organizational Leader". If your club has not already been approved through the 4-H office, talk to a 4-H Agent about how to get your club going. We are happy to help.
- 4) The 4-H office will be responsible for giving you managerial rights to log in to your club account.
- 5) Once you have permissions, go to the "participation" tab of your profile. You should see your club listed there with your volunteer role and a link to "edit". Select "edit"
- 6) You will be able to approve members once logged in to your club's profile. Make sure you know all the youth that are registered and approve their membership status. Approving their status is very important for us being able to get them the appropriate information about what is happening at the county level.
- 7) If you are missing members from your registration list, please contact these families and encourage them to register with the "new 4-H member" instruction from above. Thank you for all you do and thank you for your help with Escambia County 4-H.