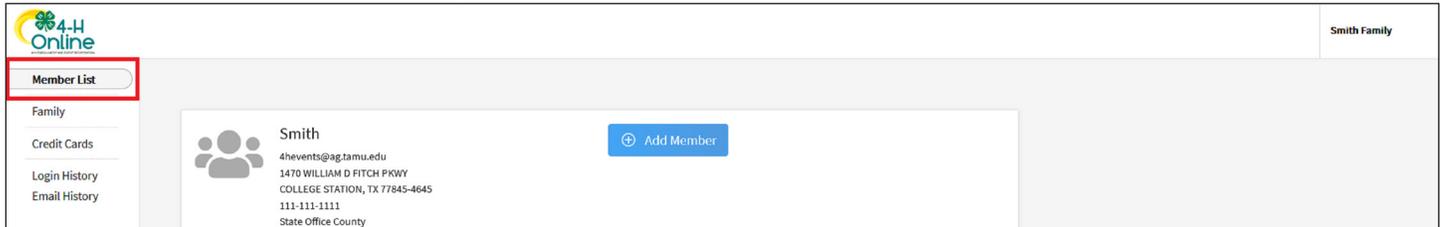


- Login to the Family profile.
- Click the Member List link from the navigation pane on the left side of the screen.



The screenshot shows the 'Member List' page for the 'Smith Family'. A red box highlights the 'Member List' link in the left navigation pane. The main content area shows a profile for 'Smith' with an 'Add Member' button. The profile information includes: 4hevents@ag.tamu.edu, 1470 WILLIAM D FITCH PKWY, COLLEGE STATION, TX 77845-4645, 111-111-1111, and State Office County.

- Click the Continue Trainings link beside the adult volunteer's name.



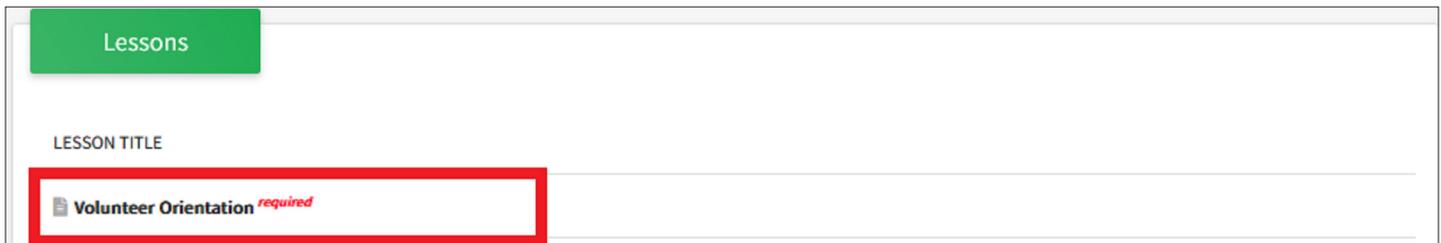
The screenshot shows the '4-H Volunteer - Resubmit' page. It displays the name 'OSally Jones #728049' and the date 'Jul 9, 1992'. A 'View' button is next to the name. On the right, there are three links: 'Resubmit Volunteer Application', 'Continue Screening', and 'Continue Trainings'. The 'Continue Trainings' link is highlighted with a red box.

- On the Trainings screen, all of the trainings due will appear on the list after the volunteer application is started for the 4-H year. The training statuses are located beside the title names. Click the training title from the list that says incomplete.



The screenshot shows the 'Trainings' screen. A green 'Trainings' header is at the top left, and a 'Register' button is at the top right. Two training items are listed, both marked as 'Incomplete required': 'Child Protection Training (4-H Online) - Incomplete required' and 'Volunteer Orientation (4-H Online) - Incomplete required'. A red box highlights the 'Volunteer Orientation' item. A text box on the right 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.'

- On the Lessons screen, click the Lesson title.



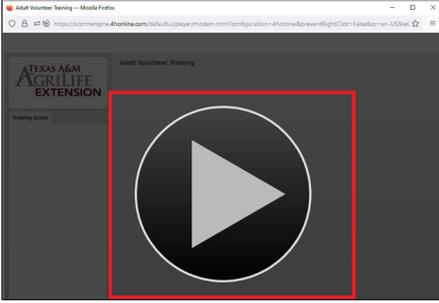
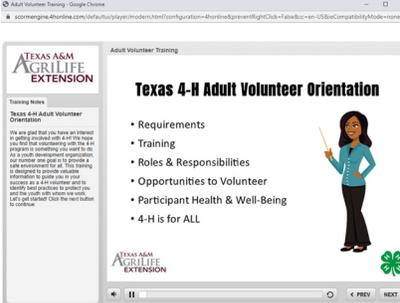
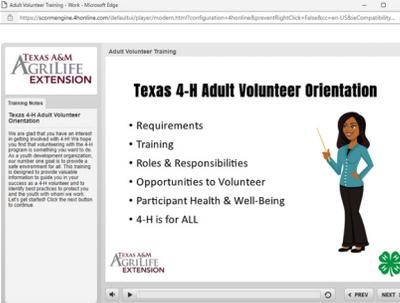
The screenshot shows the 'Lessons' screen. A green 'Lessons' header is at the top left. Below it, the text 'LESSON TITLE' is displayed. A red box highlights the lesson title 'Volunteer Orientation required'.

- On the training launch screen, click the link that says "Click here to launch the course." The online software that launches the training is called SCORM.



The screenshot shows the training launch screen. A red arrow points down to a button labeled 'Click here to launch the course.'. Below the button is a link labeled 'Return to 4-H Online'.

- Every browser displays the scorm training windows differently. Switching browsers may fix most browser issues.

MOZILLA FIREFOX	GOOGLE CHROME	MICROSOFT EDGE
 <p>Click the play button in Mozilla Firefox.</p>	 <p>In Chrome the training starts when launched.</p>	 <p>In Edge the training starts when launched.</p>

- Note: Phones and Tablets may be unable to show the window correctly or completely submit a training after completed. Using a computer is recommended for best results.
- Advance through the screens until the final screen appears. 4HOnline will receive a message from SCORM that the training is complete. The status change can take up to 10 minutes to appear on the screen correctly. Click to refresh/reload the browser to view the updated information.

Trainings
+ Register

**Child Protection Training (4-H Online) - In Progress *required***  
1 Lessons

---

**Volunteer Orientation (4-H Online) - Complete *required***  
1220565262 Exp. 2023-2024  
1 Lessons

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.

## TRAINING EXPIRATION

- Trainings expire so they must be retaken every two 4-H years. On the Trainings screen, the expiration 4-H year will be displayed under the training title. The expiration information can take up to 10 minutes to appear on the screen correctly. Click to refresh/reload the browser to view the updated information.

Trainings

+ Record Training
+ Register

**Child Protection Training (4-H Online) - Complete *required***  
1212402422 Exp. 2021-2022  
1 Lessons

**Volunteer Orientation (4-H Online) - Complete *required***  
1817316466 Exp. 2021-2022  
1 Lessons

**Child Protection Training (4-H Online) - Incomplete *required***  
1 Lessons

**Volunteer Orientation (4-H Online) - Incomplete *required***  
1 Lessons

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.