

Only state-funded positions may select the Volunteer Type of Program Volunteer – AgriLife Extension Employee since this will be tied to Screening. State-funded positions have received a background check through AgriLife Extension HR.

County employees (such as secretaries, office managers, county program assistants, etc.) may enroll as a volunteer but will be processed like all other volunteers. County-funded positions have not had the same screening and trainings. These positions do not qualify for a 4HOnline level 2 employee profile.

## VOLUNTEER TYPE

When you enroll/re-enroll, select the Volunteer Type of Program Volunteer- AgriLife Extension Employee. This is the trigger for you to be designated as an employee in 4HOnline. You may also add additional types such as Club Manager or Project Leaders.

## PAYMENT

Submit your registration/enrollment including a payment method (credit card or check). The state office will waive this fee before approving your screening. You will not be charged if charged if employee verification is successful.

## SCREENING

Click to show screening and sign the Volunteer Background Screening verification to continue. If you are directed to the Sterling Volunteers website to enter your information for a background check, you are not listed correctly as an employee. Please STOP right here. Your member profile in 4HOnline must be readjusted at the STATE level before you can proceed as an employee. If you do go through and submit your background check through Sterling Volunteers, the state cannot undo the \$10 application fee. You will be required to pay the \$10 fee. Email request to fix to: [lhuebinger@ag.tamu.edu](mailto:lhuebinger@ag.tamu.edu)

## TRAINING

Skip the Child Protection Training since you take this training as a state employee through Train Traq. You are encouraged to watch the Volunteer Orientation so you know what your volunteers are seeing.

## APPROVAL

Once all components are submitted, the AgriLife Extension Volunteer Standards office will review to verify you are a state employee. Then, the EVS office will waive your \$10 fee, mark your trainings as completed, and change your Screening status to Approved.

## CONTACT

Volunteer Development: Laura Huebinger: [laura.huebinger@ag.tamu.edu](mailto:laura.huebinger@ag.tamu.edu)  
Volunteer Screening: Connor Cook: [connor.cook@ag.tamu.edu](mailto:connor.cook@ag.tamu.edu)  
Website: <https://texas4-h.tamu.edu/minors/> (Scroll to bottom)

# TEXAS 4HONLINE EMPLOYEE COUNTY MANAGER ACCOUNT VERSUS EMPLOYEE MEMBER ACCOUNT

## EMAIL ADDRESSES FOR EACH 4HONLINE ACCOUNT CANNOT BE THE SAME

Tip: Use [firstname.lastname@ag.tamu.edu](mailto:firstname.lastname@ag.tamu.edu) for one login and [firstname.lastname@agnet.tamu.edu](mailto:firstname.lastname@agnet.tamu.edu) for the other login

### FAMILY/ADULT MEMBER ACCOUNT

A family/adult member account is needed if you will be registering for events like 4-H Summit, Texas 4-H Roundup, District 4-H Leadership, etc. A family profile is what your families have and use to enroll, watch trainings (adults), and register for events.

### COUNTY MANAGER ACCOUNT

The county manager account allows you to see members in your county, review enrollments, approve event registrations, build reports, etc.

### WORK EMAIL ADDRESS

Example: [username@ag.tamu.edu](mailto:username@ag.tamu.edu)

Submit account information:  
<https://fs4.formsite.com/state4h/manager/index.html>

## PERSONAL EMAIL ADDRESS OR ALIAS WORK EMAIL ADDRESS

Alias example: [first.last@agnet.tamu.edu](mailto:first.last@agnet.tamu.edu)

### CREATE FAMILY ACCOUNT (or login to)

Create a Family account to add an adult volunteer (employee) member to.

### CREATE ADULT ACCOUNT (or re-enroll)

AgriLife Extension employees can create an adult volunteer member account at no charge. In the family account, click to add member or enroll now if an account was previously created.

## LOGIN USING FAMILY PROFILE USERNAME AND PASSWORD

<b>4HONLINE STEPS AND REQUIREMENTS</b> <a href="#">Youtube Instructions</a>	TYPE	<p>Select Program Volunteer-AgriLife Extension Employee. Add club manager or project leader if need.</p> <p>AgriLife Extension employees already have a background check conducted by AgriLife Extension Human Resources(HR). County-based employees may NOT select that they are an employee within 4HOnline:</p> <ul style="list-style-type: none"> <li>Employee designation is NOT available for COUNTY employees such County Program Assistants, county secretaries, county office managers, etc.</li> <li>These employees are support staff of AgriLife Extension, but do not have a background check conducted by AgriLife Extension Human Resources.</li> </ul>
	PAYMENT	<p>Must submit payment method (credit card or check). The fee will be waived before employee verification and screening approval but a payment method must be selected.</p>
	SCREENING	<p>Click to show screening and sign the Volunteer Background Screening verification to continue. If you are directed to the Sterling Volunteers website to enter your information for a background check, you are not listed correctly as an employee. Please STOP right here. Your member profile in 4HOnline must be read-justed at the STATE level before you can proceed as an employee. If you do go through and submit your background check through Sterling Volunteers, the state cannot undo the \$10 application fee. You will be required to pay the \$10 fee. Email request to fix to: <a href="mailto:lhuebinger@ag.tamu.edu">lhuebinger@ag.tamu.edu</a></p>
	TRAINING	<p>You may skip the Child Protection Training since you take this training as a state employee through Train Traq. Register for and complete the Volunteer Orientation so you know what your volunteers are seeing.</p>

### EMPLOYEE VERIFICATION

Verify on your Member List that it shows "Volunteer Application Submitted" and "Screening Submitted." If either of these are Incomplete, we cannot approve you as an employee.

### EMPLOYEE VERIFICATION

Once all components are submitted (registration, payment, screening), the AgriLife Extension Volunteer Standards office will review to verify you are a state employee. Then, the EVS office will waive your \$10 fee, mark your trainings as completed, and change your Screening status to Approved. A County Manager will then need to approve your enrollment on the Enrollments – Awaiting Review page.

## ENROLL OR RE-ENROLL EVERY PROGRAM YEAR

### ENROLL

- Create a Family account and login.
- Click the blue Add Member button.

Smith  
Texas 4-H and Youth Development  
4hevents@ag.tamu.edu

[+ Add Member](#)

- Click the box labeled Texas 4-H Youth Program.
- Click the blue Next button.

Which program would you like to join?

Texas 4-H Youth Program

[Cancel](#) [Next](#)

- Complete this screen as accurate as possible. The birthdate field helps to determine the membership role.
- Click the blue Next button.

First Name *required* John

Middle Name

Last Name *required* Smith

Preferred Name

Birth Date *required* 12/21/1992

Email

Mobile Phone

Number Of Previous Adult Years In Program

[Next](#)

- Complete this screen as accurate as possible.
- Click the blue Next button.

About You

Gender *required* Female

Demographics

Residence *required* Town Under 10,000 or Rural - Non Farm

Are you of Hispanic or Latino ethnicity? *required* Hispanic or Latino

Race

American Indian or Alaskan Native  
 Asian  
 Black or African American  
 Native Hawaiian or Pacific Islander  
 Other (race not listed)  
 White  
 Prefer Not To State

Emergency Contact

Full Name *required* Sally Smith

Relationship to member *required* Wife

Contact Phone *required* 555-555-5555

Contact Email

[Back](#) [Next](#)

### RE-ENROLL

- Login to the employee's family account.
- Locate the member's name from the list.
- Click the Enroll Now link.

Member	Programs
OSally Jones #728049 Jul 9, 1992	<a href="#">View</a> 4-H <a href="#">Enroll Now</a>

- Click the blue Enroll button to confirm enrollment information.

[Confirm Enrollment](#)

I'm confirming I want to enroll in Texas 4-H Youth Program as a Volunteer

[Enroll](#)

**CONTINUE TO VOLUNTEER TYPE SCREEN**

## VOLUNTEER TYPE

- Click the blue Select Volunteer Types button.

Type	Role	Remove
<div style="border: 2px solid red; padding: 5px; display: inline-block;">Select Volunteer Types</div>		

- Select the Program Volunteer Type from the drop-down menu.
- Click the blue Add button next to the AgriLife Extension Employee (NOT 100% county-funded positions) option.
- Repeat as needed for other volunteer types. Add additional types if needed. (Club Manager or Project Leader).

Volunteer Type

Program Volunteer ▼

AgriLife Extension Employee (NOT 100% county-funded positions)

Add

- Once all types have been added, click the blue Next button.

Program Volunteer	AgriLife Extension Employee (NOT 100% county-funded positions)	
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Select Volunteer Types



Next

**CONTINUE TO CLUBS SCREEN  
CLICK THE BLUE NEXT BUTTON TO CONTINUE THROUGH SCREENS**

## CLUBS - NOT REQUIRED

- Click the blue Select Clubs button or click the blue Next button to skip clubs.

### Clubs

#### INSTRUCTIONS

- Click the Select Clubs button at the bottom of the page.
- Click the Add button beside the club(s) to added to your profile.
- Repeat each step for each club that needs to be added.

Select at least one 4-H club that you want to be a member of. Contact your [local county office](#) to find out what is available in your area.

Select Clubs

Back Next

- Click the blue Add button next to all clubs to add to the profile. Repeat for additional clubs if needed.
- Click the blue Next button.

4-H Club
Add

Primary	Club	Type	County	Remove
<span style="background-color: #007bff; color: white; padding: 5px 10px;">Primary</span>	4-H Club	Club	Training	

Select Units

Back Next

**CONTINUE TO PROJECTS SCREEN  
CLICK THE BLUE NEXT BUTTON TO SKIP ON THE FOLLOWING SCREEN**

## PROJECTS - NOT REQUIRED

- Click the blue Select Projects button or click the blue Next button to skip projects.

### Projects

- Click the blue Select button next to the project to add to the enrollment. Repeat for additional projects if needed.

4-H After School	<input type="button" value="Select"/>
Aquatic Science	<input type="button" value="Select"/>

- Select the number of years in the project and the volunteer type(if applicable).
- Click the blue Add button to finish the project entry.

**Years In Project** *required*

1

**Volunteer Type**

- Click the blue Next button.

Project Alias	Years In Project	State Project	Club	Volunteer Type	Remove
Aquatic Science	1		4-H Club		

**CONTINUE TO THE QUESTIONS, HEALTH AND CONSENT SCREENS**

## QUESTIONS

- Click the blue Show Questions button and answer all questions.

<h3>Questions</h3> <div style="border: 1px dashed gray; height: 20px; width: 50%; margin: 10px auto;"></div> <div style="text-align: center;"> <input type="button" value="Show Questions"/> </div>	<table border="1"> <thead> <tr> <th colspan="2">Invoice </th> </tr> </thead> <tbody> <tr> <td>Texas 4-H and Youth Development - Volunteer Program Fee</td> <td style="text-align: right;">\$10.00</td> </tr> <tr> <td><b>Total:</b></td> <td style="text-align: right;"><b>\$10.00</b></td> </tr> </tbody> </table>	Invoice 		Texas 4-H and Youth Development - Volunteer Program Fee	\$10.00	<b>Total:</b>	<b>\$10.00</b>
Invoice 							
Texas 4-H and Youth Development - Volunteer Program Fee	\$10.00						
<b>Total:</b>	<b>\$10.00</b>						

- Click the blue Next button.

## HEALTH

- Click the blue Show Health Form button to display, answer all questions and sign where designated.

### Health

- Click the blue Next button.

## CONSENTS

- Click the blue Show Consents button to display, answer all questions and sign where designated.

### Consents

- Click the blue Next button.

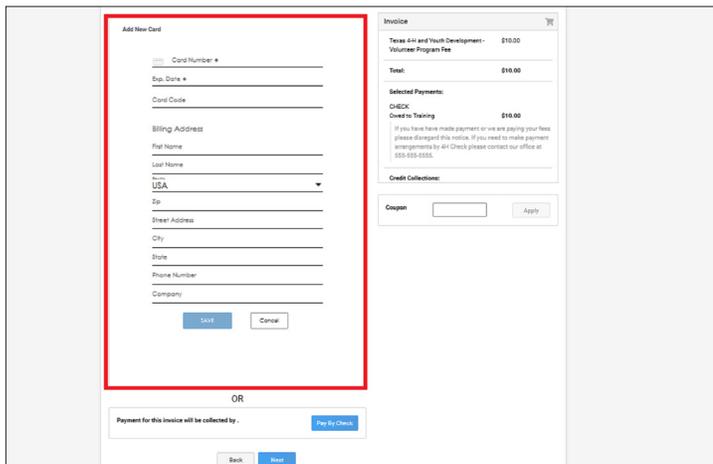
**CONTINUE TO THE PAYMENT SCREEN**

## PAYMENT SCREEN - MUST ENTER A PAYMENT TYPE - TO BE WAIVED

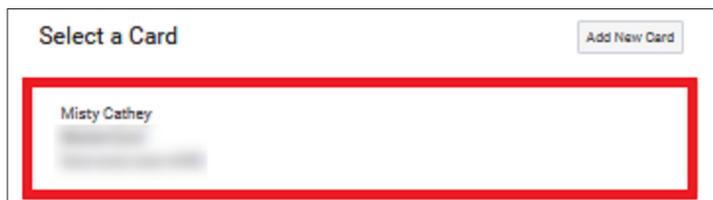
### CREDIT CARD

**MUST LOGIN USING FAMILY EMAIL AND PASSWORD**

- Enter the card information to add a new one. (or select card)
- Click the blue Save button.



- Select the card to use from the list on the screen.

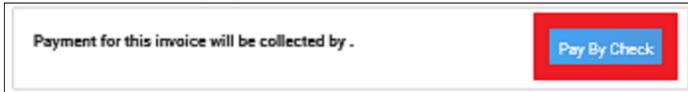


If the credit card screen above does not appear as displayed here please [download the tip sheet](#) for working through browser/device issues on this screen. Also, confirm that your county accepts credit cards.

### CHECK

**LOGIN AS MANAGER IF COUNTY CHECK TURNED OFF**

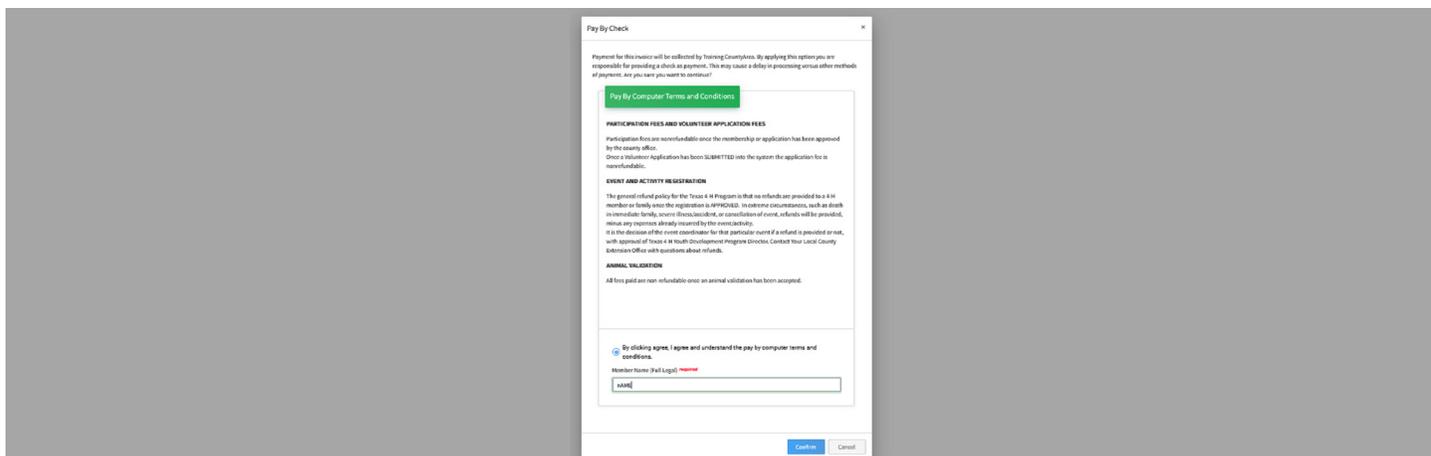
- Click the blue Pay By Check button.



- By applying this option you are accepting responsibility for the non-electronic payment method. This payment method is payment with a 4-H county or club check only.

## PAY BY COMPUTER TERMS AND CONDITIONS

- Type in full name and click the blue Confirm button on the Pay By Computer Terms and Conditions popup screen.
- Click the blue Confirm button.



## CONTINUE TO THE SUBMIT SCREEN

## SUBMIT SCREEN

- Review the invoice and the amount to make sure it matches with the role you are signing up for.
- Review any payment notes from the county office on the right side of the screen.
- Click the green Submit button at the bottom of the screen.

### Adult's Enrollment



**Birth Date:** 12/21/1990, **Age:** 31  
**Role:** Volunteer

**Invoice**

Texas 4-H and Youth Development - Volunteer Program Fee	\$10.00
<b>Total:</b>	<b>\$10.00</b>

**Selected Payments:**

CHECK  
Owed to Training **\$10.00**

If you have have made payment or we are paying your fees please disregard this notice. If you need to make payment arrangements by 4H Check please contact our office at 555-555-5555.

**Credit Collections:**

- Click the blue Confirm screen to submit to the county office for approval.

### Confirm Submission

Are you sure you want to continue? Once you complete this step your application will be submitted and you will no longer be able to go back. You may need to complete additional steps in order to be an Active Volunteer

**CONTINUE TO THE VOLUNTEER SCREENING SCREEN**

## SCREENING

- Click the blue Show Screening button to display.

### Screening

Click the Show Screening button below.

**Volunteer Screening and Training**

**Screening:** The screening process will still take approximately two weeks in most cases. A screening status will remain "not approved" until they have been reviewed by the Texas 4-H Office.

**Trainings:** There are two required trainings that every adult will have to complete before a County Manager can approve an enrollment: Volunteer Orientation and Child Protection Management.

- Read the information shown on the Volunteer Background Screening employee verification screen.
- Click the Yes radial button.
- Type the first and last name to verify the information.
- Click the blue Submit button.

**Volunteer Background Screening**

By clicking the checkbox below and typing my name I am certifying that I am an employee of Texas A&M AgriLife Extension Service. My background check for employment has been conducted by AgriLife Extension Human Resources.

I am NOT a county-only employee such as a county secretary, county office manager, or county program assistant. These employees are support staff of AgriLife Extension, but do not have a background check conducted by AgriLife Extension Human Resources.

If you get to this screen and you are NOT an employee of Texas A&M AgriLife Extension Service, please STOP right here. Reach out to your County Extension Office to get assistance. Your profile in 4HOnline must be readjusted at the STATE level before you can proceed properly with your background check. Your County Extension Office will be notified once that change is made and you can proceed with your enrollment application and background screening.

YES

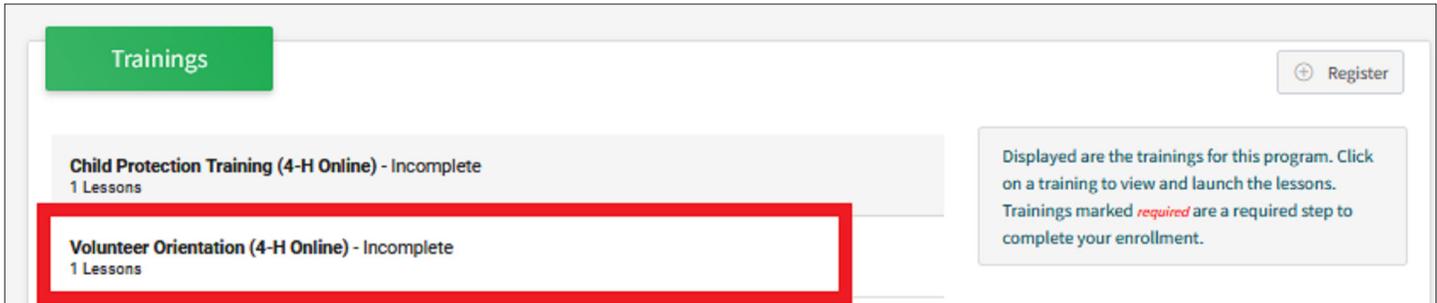
Member Name (Full Legal) *required*

**CONTINUE TO THE VOLUNTEER TRAINING SCREEN**

## TRAINING

Employees can skip the Child Protection Training since this training is taken as a state employee through Train Traq.

- Click the Volunteer Orientation training title from the Trainings screen list.



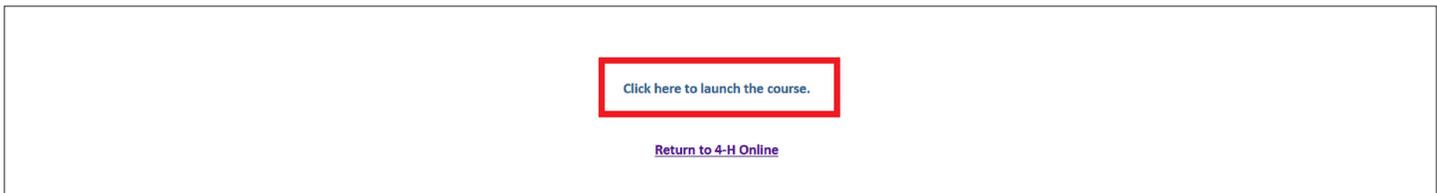
The screenshot shows a 'Trainings' screen with a green header. A 'Register' button is in the top right. Two training items are listed: 'Child Protection Training (4-H Online) - Incomplete' and 'Volunteer Orientation (4-H Online) - Incomplete'. The latter is highlighted with a red box. A text box on the right explains that required trainings are marked 'required'.

- Click the Volunteer Orientation title from the Lessons screen list.



The screenshot shows a 'Lessons' screen with a green header. A table with one row is visible, containing the lesson title 'Volunteer Orientation' with a red 'required' label. The row is highlighted with a red box.

- Click on the link to launch the training in the browser window.



The screenshot shows a button labeled 'Click here to launch the course.' with a red border. Below it is a link labeled 'Return to 4-H Online'.

- Click to play and complete the entire Volunteer Orientation training close window at the end to accept the completion.



The screenshot shows a video player interface for 'Adult Volunteer Training'. It features a large play button in the center, a progress bar at the bottom, and navigation controls for 'PREV' and 'NEXT'. The Texas A&M AgriLife Extension logo is in the top left corner.

**MAKE SURE YOUR EMPLOYEE PROFILE IS READY FOR STATE REVIEW**

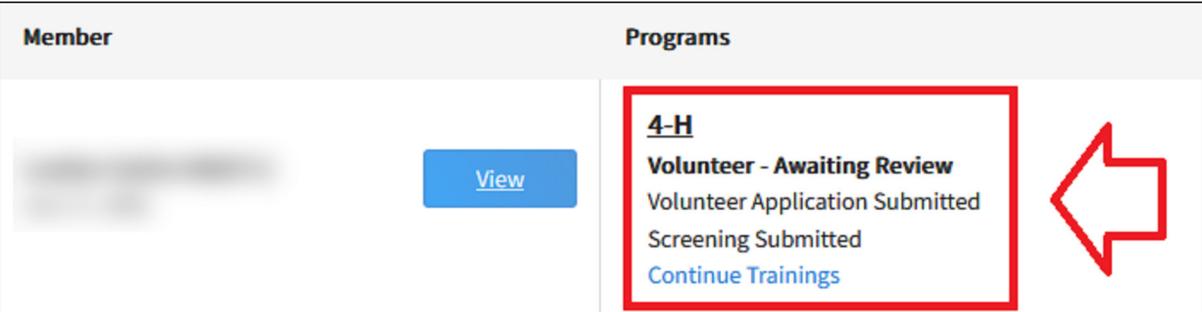
## MAKE SURE YOUR EMPLOYEE PROFILE IS READY FOR STATE REVIEW

The state office needs the employee profile to be ready for review before the employee verification process can begin and be successful!

# 1

Check that the following appears next to your name on the member list screen of your family:

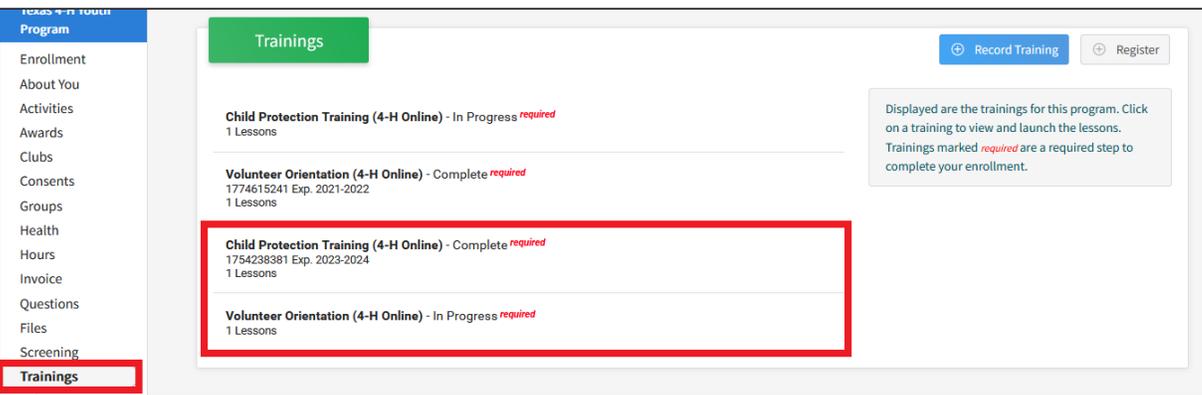
- Volunteer Application Submitted
- Screening Submitted



The screenshot shows a member profile with a 'View' button. To the right, a red box highlights the status: '4-H Volunteer - Awaiting Review', 'Volunteer Application Submitted', 'Screening Submitted', and 'Continue Trainings'. A red arrow points to this box.

# 2

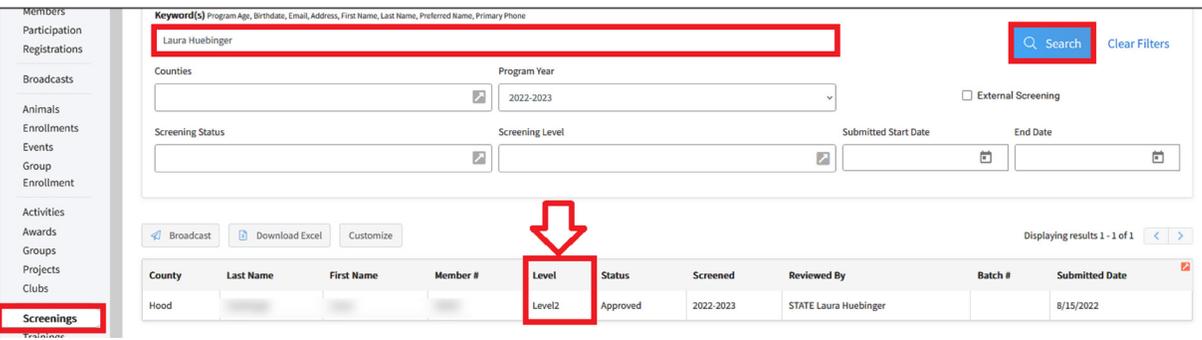
Check that the trainings screen shows that you have taken and completed the Volunteer Orientation training. This allows you to see what the volunteers are viewing in your county. You can skip the Child Protection Training since you take this training as a state employee through Train Traq. Click the blue View button on the member list screen and then the Trainings link.



The screenshot shows the 'Trainings' screen with a list of training modules. A red box highlights the 'Child Protection Training (4-H Online) - Complete required' entry. A red arrow points to this entry.

# 3

A level 2 volunteer is a designation meant for AgriLife Extension employees only. Since a level designation in a previous year does not carry over to the next 4-H year the level needs to be checked each year.



The screenshot shows a search for 'Laura Huebinger' in the member list. A red box highlights the search input. Below the search, a table shows the results. A red box highlights the 'Level' column, and a red arrow points to the 'Level2' value in the first row.

County	Last Name	First Name	Member #	Level	Status	Screened	Reviewed By	Batch #	Submitted Date
Hood				Level2	Approved	2022-2023	STATE Laura Huebinger		8/15/2022

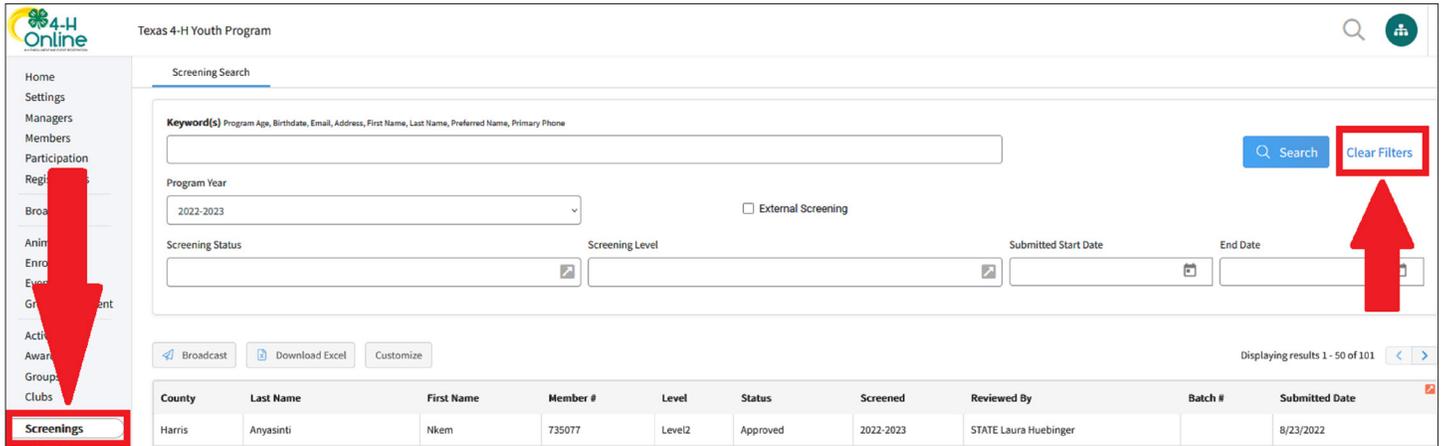
Once all components are submitted, the AgriLife Extension Volunteer Standards office will review to verify you are a state employee. Then, the EVS office will waive your \$10 fee, mark your trainings as completed, and change your Screening status to Approved.

**A County Manager will need to approve your enrollment on the Enrollments–Awaiting Review screen**

**EMPLOYEES SHOULD MAKE SURE THEY ARE LEVEL 2 VOLUNTEERS AFTER SUBMISSION**

A level 2 volunteer is a designation meant for AgriLife Extension employees only. Since a level designation in a previous year does not carry over to the next 4-H year the level needs to be checked each year.

- Login to the county manager account.
- Click the Screenings link on the left navigational pane.
- Click the Clear Filters link in the search area.



Texas 4-H Youth Program

Screening Search

Keyword(s) Program Age, Birthdate, Email, Address, First Name, Last Name, Preferred Name, Primary Phone

Program Year: 2022-2023

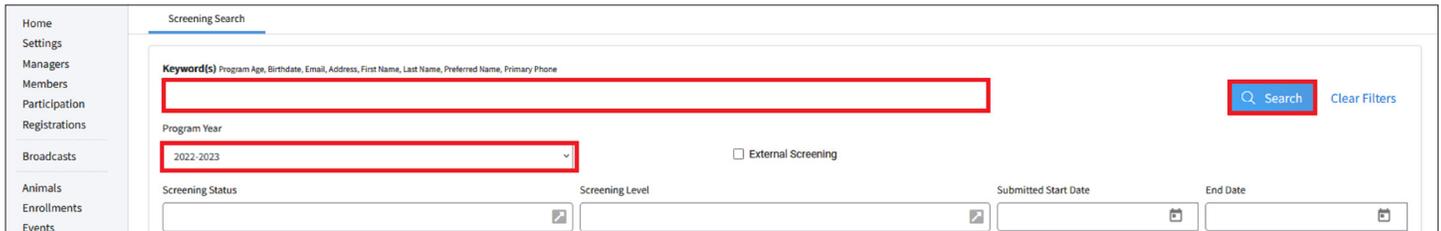
Screening Status: [ ] Screening Level: [ ] Submitted Start Date: [ ] End Date: [ ]

Buttons: Broadcast, Download Excel, Customize

Displaying results 1 - 50 of 101

County	Last Name	First Name	Member #	Level	Status	Screened	Reviewed By	Batch #	Submitted Date
Harris	Anyasinti	Nkem	735077	Level2	Approved	2022-2023	STATE Laura Huebinger		8/23/2022

- The default filter that remains is the current 4-H year. You can change it if you need to look back to last year.
- Type your name in the keyword(s) box exactly how it appears in your profile.
- Click the blue Search button.



Screening Search

Keyword(s) Program Age, Birthdate, Email, Address, First Name, Last Name, Preferred Name, Primary Phone

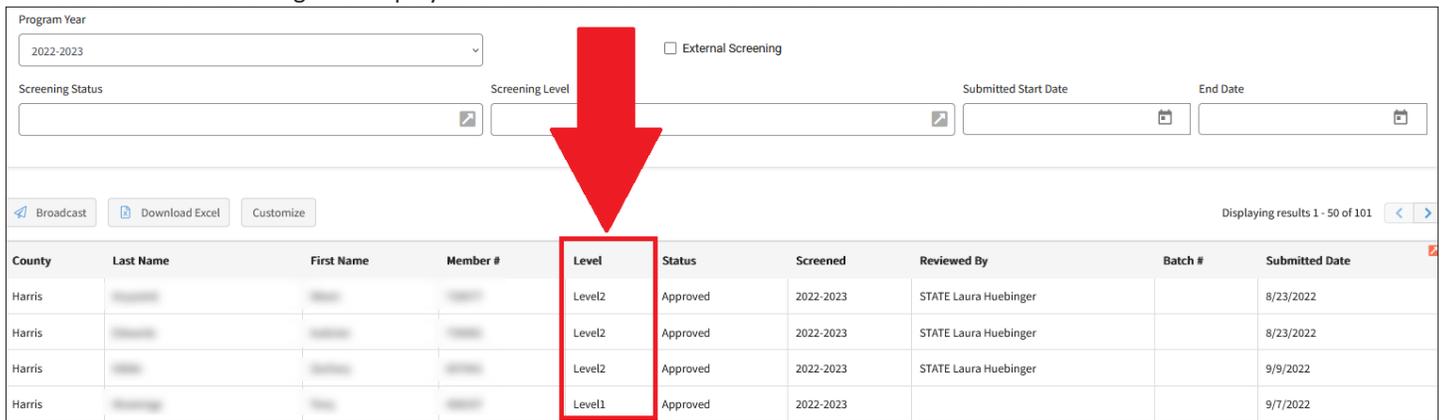
Program Year: 2022-2023

Screening Status: [ ] Screening Level: [ ] Submitted Start Date: [ ] End Date: [ ]

Buttons: Broadcast, Download Excel, Customize

Displaying results 1 - 50 of 101

- The correct level for an Agrilife Employee is Level 2 and this should be shown in the Level column.



Program Year: 2022-2023

Screening Status: [ ] Screening Level: [ ] Submitted Start Date: [ ] End Date: [ ]

Buttons: Broadcast, Download Excel, Customize

Displaying results 1 - 50 of 101

County	Last Name	First Name	Member #	Level	Status	Screened	Reviewed By	Batch #	Submitted Date
Harris				Level2	Approved	2022-2023	STATE Laura Huebinger		8/23/2022
Harris				Level2	Approved	2022-2023	STATE Laura Huebinger		8/23/2022
Harris				Level2	Approved	2022-2023	STATE Laura Huebinger		9/9/2022
Harris				Level1	Approved	2022-2023			9/7/2022

**If your name only has level 1 next to your name and not level 2 email lhuebinger@ag.tamu.edu as soon as possible.**

# TEXAS 4HONLINE EMPLOYEE EMPLOYEE ENROLLMENT FLOW CHART

## NON-PROGRAM VOLUNTEER

County secretaries, office managers, county program assistants, etc. may enroll as any of the non-program volunteer types. Enroll as a volunteer and be screened like all volunteers. County-funded positions have not had the same screening and trainings as program volunteers.

## PROGRAM VOLUNTEER - AGRILIFE

Texas A&M AgriLife Extension Service employees may enroll with the Volunteer Type of Program Volunteer- AgriLife Extension Employee. These are state-funded positions such as County Extension Agents or Specialists. State-funded positions have received a background check through AgriLife Extension HR.

**SEE VOLUNTEER FLOW CHART FOR INSTRUCTIONS**

## ENROLLMENT PROCESSING

SELECT PROGRAM VOLUNTEER-AGRILIFE EXTENSION EMPLOYEE. ADD CLUB MANAGER OR PROJECT LEADER IF NEED.

SUBMIT CREDIT CARD OR CHECK PAYMENT (FEES WILL BE WAIVED)

## ENROLLMENT SUBMITTED

## ADULT VOLUNTEER SCREENING

IF DIRECTED TO STERLING VOLUNTEERS - STOP AND EMAIL [LHUEBINGER@AG.TAMU.EDU](mailto:LHUEBINGER@AG.TAMU.EDU)

CLICK TO SHOW SCREENING, YES TO CONFIRM, SIGN THE VOLUNTEER BACKGROUND VERIFICATION AND SUBMIT

## ADULT TRAINING

### TRAINING NOT COMPLETE

ADULT COMPLETES TRAINING - NOT CPT

### TRAINING NOT EXPIRED

## AGRILIFE EXTENSION VOLUNTEER STANDARDS OFFICE REVIEWS APPLICATION

VERIFIES EMPLOYMENT

MARKS CHILD PROTECTION TRAINING COMPLETE

WAIVES THE \$10.00 VOLUNTEER APPLICATION FEE

MARKS VOLUNTEER STATUS AS APPROVED

## COUNTY REVIEWS ENROLLMENT(APPLICATION)

ONLY AFTER ALL OF THE STEPS ARE COMPLETE

**COUNTY APPROVES**

**SENT BACK FOR CHANGES**

**APPROVED PROGRAM VOLUNTEER PROFILE**