



Adding Volunteer Hours in 4-H Online

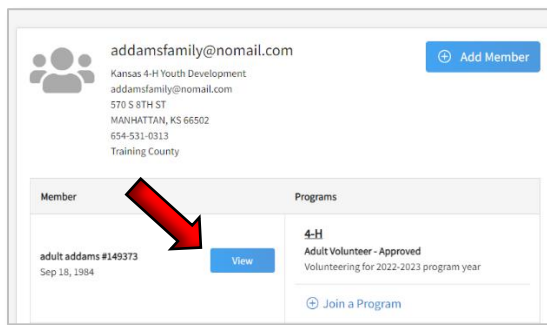
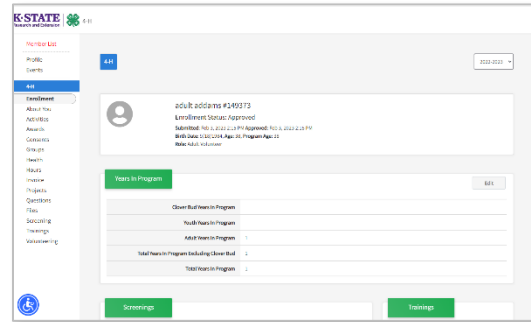
This guide may assist Kansas 4-H volunteers in adding their volunteer hours directly into 4-H Online for record-keeping purposes.

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

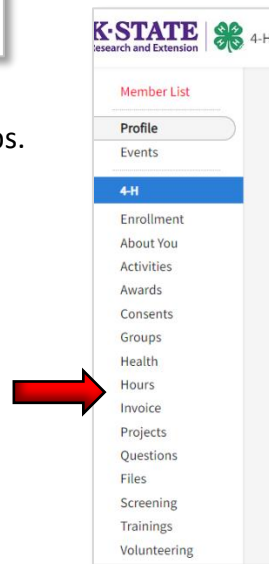
- You have created an account in 4-H Online
- You have properly enrolled in your affiliated county or district
- Your Criminal Background Check is up to date and your file has been uploaded to 4-H Online.

Instructions

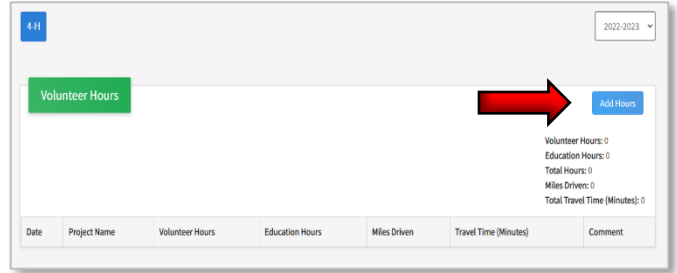
1. Log in to your volunteer 4-H Online account.
2. Your family profile screen will appear.
3. Find your name and click the blue 'View' button.



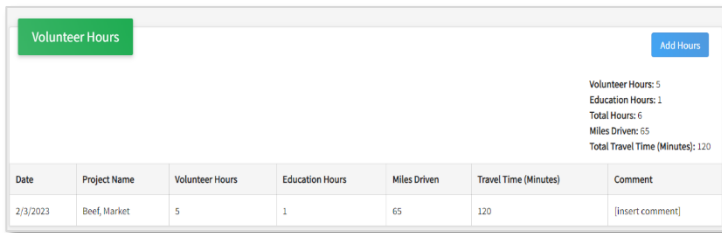
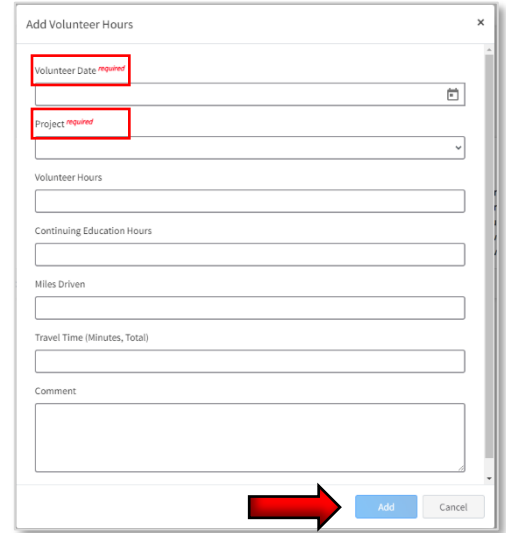
4. On the far-left column, there is a list of tabs. Click on the 'Hours' tab.



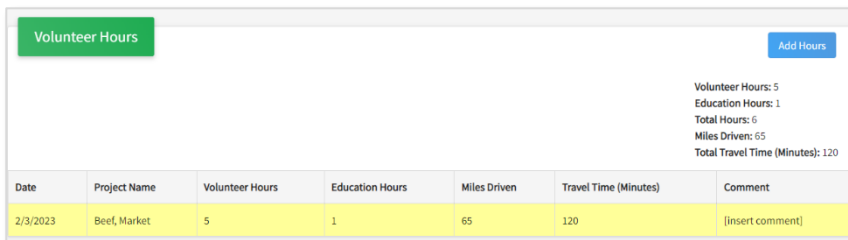
- The Volunteer Hours screen will appear.
- Select the blue 'Add Hours' button.



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



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



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.

The image shows a screenshot of a web application window titled "Edit Volunteer Hours". The window contains several input fields and a comment box. At the bottom of the window, there are three buttons: "Delete" (red), "Update" (blue), and "Cancel" (grey). Two red arrows point to the "Delete" and "Update" buttons respectively.

Volunteer Date *required*
2/3/2023

Project *required*
Beef, Market

Volunteer Hours *required*
5

Continuing Education Hours
1

Miles Driven *required*
65

Travel Time (Minutes, Total) *required*
120

Comment
[insert comment]

Delete Update Cancel