



## **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.

addamsfan	nily@nomail.com	🕀 Add Memb
Kansas 4-H Yout	Development	
addamsfamily@	nomail.com	
570 S 8TH ST		
MANHATTAN, KS	66502	
654-531-0313		
Member	Programs	
	4-H	
adult addams #149272	Adult Volunteer - App	roved
Sep 18, 1984	View Volunteering for 2022	-2023 program year

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	unteer Hours					Add Hours
						Volunteer Hours: 0 Education Hours: 0 Total Hours: 0 Miles Driven: 0 Total Travel Time (Minutes): 0
		Voluntoar Hours	Education Hours	Miles Driven	Traual Time (Minutar)	Comment

- 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
					Volu Edu Tota Mile Tota	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	er Hours					Add Hours
					Volu Edu Tota Mile Tota	unteer Hours: 5 cation Hours: 1 Il Hours: 6 Is Driven: 65 Il 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 required						
65						
Travel Time (Minutes, Total) <sup>requir</sup>	red					
120						
Comment						
[insert comment]						
					//	
		_				
		C	elete	Update	Cance	l