

We are excited to be able to offer online trainings in the 4HOnline that are specific to our Missouri 4-H program. In order to complete an optional or required training (such as Volunteer Orientation for adults), you will follow the steps below. Each training that is developed will have its own set of requirements and may be offered only to youth, adults, or to both. If you successfully complete a training in a face-to-face session, your regional 4-H faculty will be able to provide you with credit for completion inside of the system. These instructions also provide you with the instructions to print certificates of your completed trainings.

- 1) Log-in to a family 4HOnline account.
- 2) Click Edit/Log-In next to the member to sign up for training.
- 3) Click the "Trainings" link at the top of the page under the member name.
- 4) Click Sign Up for a Training.

****Note:** If you have previously started a training and need to continue to complete the training, you will need to click Edit/View to see the screen as it is on the right.

| Training | Type | Status | Edit / View |
|--------------------------|-----------------|------------|-----------------------------|
| Adult Volunteer Training | Adult Volunteer | Incomplete | Edit / View |

- 5) Select the Training you would like to take.

- 6) Click on the Training name link under "Take the Course". The course content will open in a pop up screen. Make sure your pop-up blocker is not enabled as this will open in a new window.

Missouri 4-H Volunteer Orientation

This one-time requirement helps new 4-H youth volunteer applicants understand the depth and breadth of the Missouri 4-H Program. Check with county 4-H staff on in-person training options as we believe that is the best format. After you have successfully completed a face-to-face training, your local faculty/staff will confirm your attendance or the 4HOnline system will automatically record your completion of the online version.

Training Information

Training Status
Incomplete

Training Steps

1 Take the Course

Missouri 4-H Volunteer Orientation **REQUIRED**

- 7) Once the course has been completed click "Print Certificate" to print your completion certificate. If you need to get to the certificate at a later point, simply click the Edit/View button (as in the note in step 4).

Training Information

Training Status
Completed

[Print Certificate](#)