

Returning Volunteer Enrollment

4-H Shooting Sports Instructors

Maryland 4-H enrollment follows the calendar year. 4-H youth members and adult volunteers must enroll in the Maryland 4-H program each year to participate in 4-H clubs, projects, programs, events, camps, and activities. All adults who work as 4-H Shooting Sports Instructors are required to be certified UME 4-H Volunteers who are enrolled in 4-H for the current year.

This guide is to assist 4-H Volunteers who work as **4-H Shooting Sports Instructors** with re-enrolling using the 4-H Online system. It should be used **in addition to** the more general **Returning Volunteer Enrollment** guide. The steps outlined in this guide are specific to 4-H Shooting Sports Instructor enrollment.

If you serve as a 4-H Shooting Sports Instructor in addition to other 4-H Volunteer roles (Organizational Club Leader, Camp Leader, Resource Volunteer, Board/Committee Member, etc.) be sure to follow the instructions in the **Returning Volunteer Enrollment** guide regarding those other roles.

Returning certified UME 4-H Volunteers may not work with 4-H youth until they have submitted their enrollment for the current year. All 4-H volunteers, including 4-H Shooting Sports Instructors, who are returning for another year of 4-H must **re-enroll by March 1**.

- Once they have submitted their current year's enrollment, returning volunteers who had an **approved** enrollment in the previous 4-H year may continue to perform 4-H volunteer duties while their submitted enrollment is pending approval. If their enrollment is not approved by March 1, the volunteer must stop serving until their enrollment is approved.
- Volunteers who **did not** have an approved enrollment in the previous year may not assume or perform volunteer duties until their enrollment for the current 4-H year is approved.

The 4-H Online volunteer enrollment process requires completion of two steps:

- **Step 1: Registration** collects personal, demographic, and involvement information about the returning Volunteer.
- **Step 2: Screening** collects annual review and screening information about the returning Volunteer. The type and number of screening questions are based on the volunteer role(s) selected at enrollment. Enrollment screening is not the same as the UME Volunteer Background Check.

Once the Registration step is completed and submitted, the Screening step will automatically open. **Both steps must be completed and submitted before the 4-H program can review and approve your enrollment.**

Starting in 2022, all 4-H volunteers must have current, approved UME Volunteer Background Check before their 4-H enrollment can be approved. Additionally, any 4-H Volunteer who has served for 5 or more years must have completed the Volunteer Refresher Training before their enrollment can be approved.

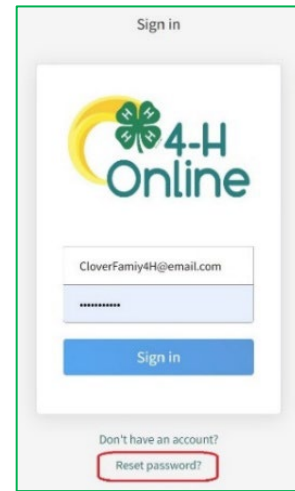
To enroll as a **returning 4-H Shooting Sports Instructor**, follow these steps:

1. Log in to your 4-H Online family profile.

- The e-mail address associated with your 4-H Online family profile is the login ID.
- Password can be re-set using the link below the sign-in fields.

DO NOT CREATE A NEW 4-H ONLINE FAMILY PROFILE IF ONE ALREADY EXISTS.

Contact your local 4-H office if you need help locating or logging in to your 4-H Online family profile.



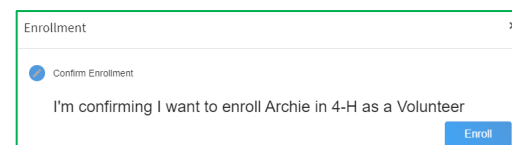
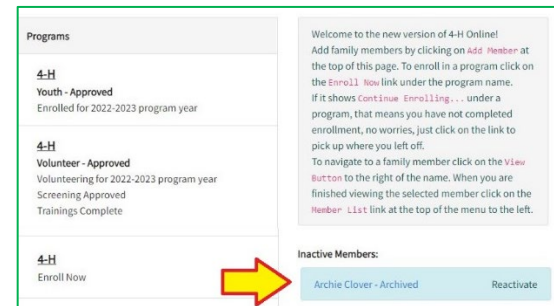
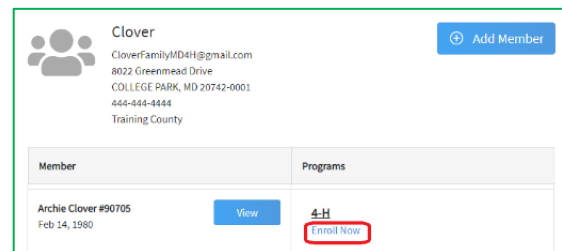
2. Locate your volunteer Member profile.

Click the **Enroll Now** link next to your name

If your name appears under the list of **Inactive Members**, contact your local 4-H office for assistance.

If your name does not appear on the Member List, contact your local 4-H office for assistance. Your member profile may be located under a different family or you may not be a certified Volunteer.

After you click **Enroll Now** you will be asked to verify that you want to enroll as a 4-H Volunteer. Click the blue **Enroll** button to proceed. You will see the instructions for the first enrollment screen (Volunteer Types).



3. Select your 4-H Shooting Sports volunteer role(s).

Selection of a volunteer role is a two-step process. First, select a volunteer type from the dropdown menu. That will open a list of volunteer roles within that type. You can then select your volunteer role from that list.

Depending on how you serve as a 4-H Shooting Sports volunteer, you will select one or two volunteer roles.

1. Shooting Sports Certified Instructor

ALL volunteers who are certified as a 4-H Shooting Sports Instructor (any discipline) will select this role.

Click [Select Volunteer Types](#) to start.

Step 1: Select [Project Volunteer](#) from the dropdown menu.

Step 2: When you choose Project Volunteer from the dropdown menu, a list of the Project Volunteer roles appears. Locate the **Shooting Sports Certified Instructor** role and click [Add](#).

After you click [Add](#), the **Volunteer Renewal Appointment Agreement** for that role will display. You must type your name as your signature and click the bubble next to the [Acceptance Statement](#) to add the role to your enrollment.

2. Shooting Sports Club Leader

If you **also** serve as a leader for a 4-H Shooting Sports club, you will select the appropriate club leader role (*Organizational Club Leader, Activity Leader, or Resource Leader*).

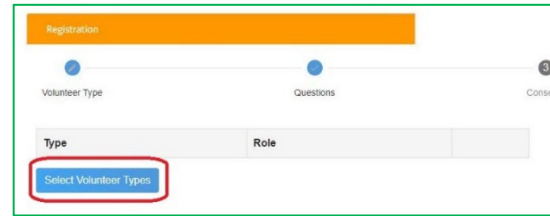
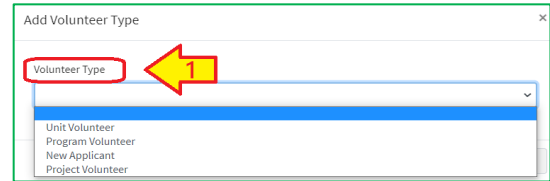
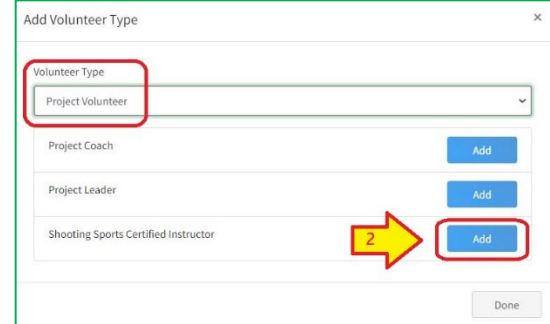
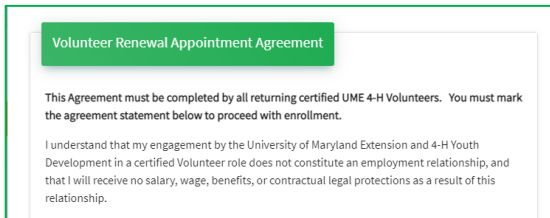
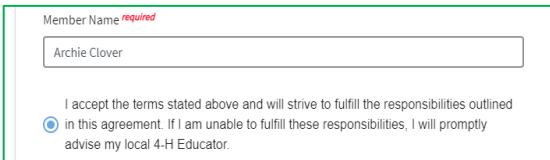
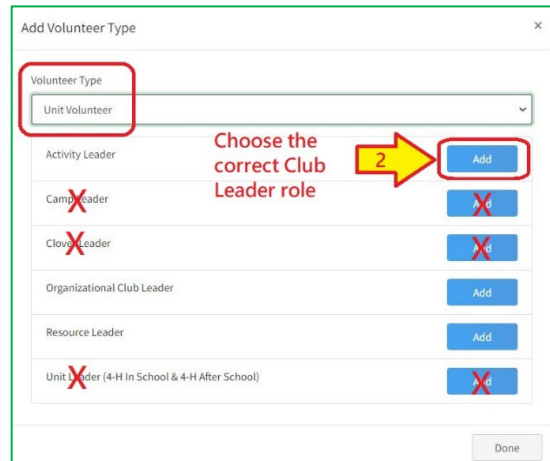
Click [Select Volunteer Types](#).

Step 1: Select [Unit Volunteer](#) from the dropdown menu.

Step 2: When you choose Unit Volunteer from the dropdown menu, a list of the different Club/Unit Volunteer roles appears. Locate the correct leader role and click [Add](#).

Sign the **Volunteer Renewal Appointment Agreement** to add the club leader role to your enrollment.

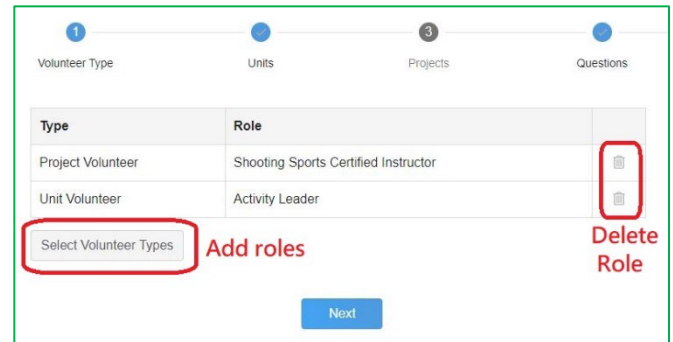
NOTE: Volunteers who serve as a Shooting Sports club leader for a club in another county must **ALSO** be a club leader in their family county. **Be sure you select a club leader role in this step.**

Repeat this process to select additional volunteer types and roles, as appropriate. You may select more than one role as long as you have a current, signed position description for **each** role you select. See the **Returning Volunteer Enrollment** guide for more information.

Once you have selected your Shooting Sports Certified Instructor role (and others if appropriate), review and make changes if needed. To remove a role, click the trash can icon next to the entry.

Click **Next** to continue your enrollment.



Type	Role	
Project Volunteer	Shooting Sports Certified Instructor	
Unit Volunteer	Activity Leader	

Select Volunteer Types **Add roles** **Delete Role**

Next

4. Select the 4-H Shooting Sports club you lead.

You will only be able to add a club to your enrollment if you selected a club leader role in the previous step.

All 4-H club leaders must choose a club/unit in their **family county** when they enroll, even if they also volunteer with 4-H Shooting Sports clubs in other counties. After your enrollment is **approved**, clubs from other counties can be added by a 4-H Online Manager. See **Step 11** of this guide for more information on adding clubs from other counties to your enrollment.

After reading the page instructions, click the **Select Units** button to continue.

A screen will open showing the 4-H clubs/units in your family county's program. You will need to make two selections:

Step 1: Select the volunteer role you perform for the club (the club leader role you chose in previous step).

Step 2: Select the **4-H Shooting Sports club** for your county/city program by clicking **Add**.

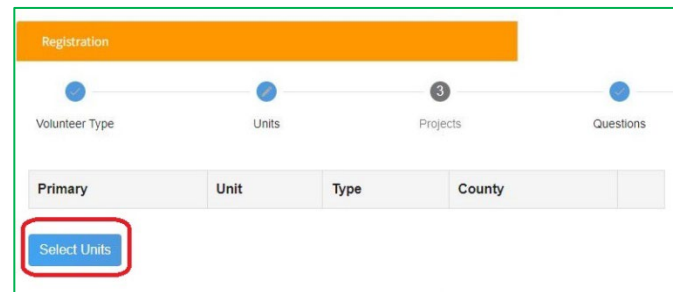
NOTE: *If your family county does not have a Shooting Sports club but you lead one in another county, ask your 4-H Educator which local club you should choose.*

If you need to add other clubs or units to your enrollment for other Volunteer roles you perform, follow the instructions in the **Returning Volunteer Enrollment** guide.

If the Shooting Sports club is the only unit you selected, it will be your Primary Unit.

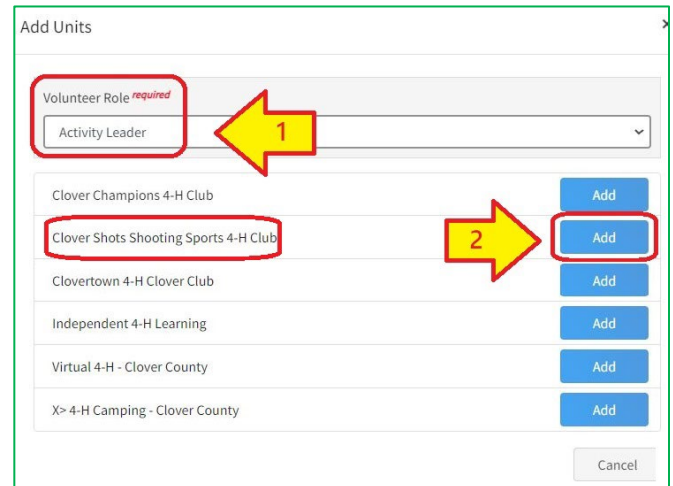
Review your selections and make changes as necessary. To remove a unit from the list, click the trash can icon.

Click **Next** to continue your enrollment.



Primary	Unit	Type	County

Select Units

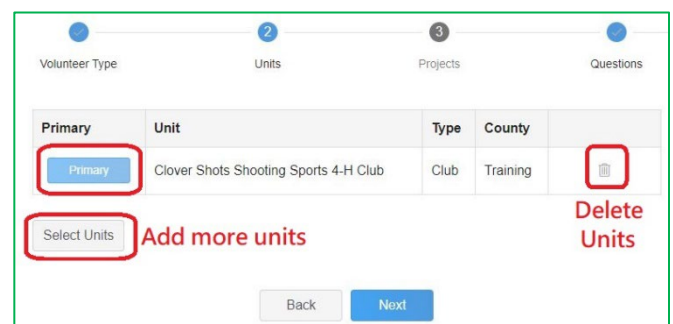


Volunteer Role *required*

Activity Leader

Clover Champions 4-H Club	Add
Clover Shots Shooting Sports 4-H Club	Add
Clovertown 4-H Clover Club	Add
Independent 4-H Learning	Add
Virtual 4-H - Clover County	Add
X> 4-H Camping - Clover County	Add

Cancel



Primary	Unit	Type	County	
Primary	Clover Shots Shooting Sports 4-H Club	Club	Training	

Select Units **Add more units** **Delete Units**

Back **Next**

5. Select your 4-H Shooting Sports project(s).

After reading the instructions, click the **Select Projects** button to continue.

All 4-H Shooting Sports Instructors are **county-level project leaders**. This means they are certified to teach their Shooting Sports discipline(s) to any 4-Her in the county or state, not only to those 4-Hers enrolled in a specific club. For this reason, you will select **county** as your volunteer level for each 4-H Shooting Sports project you add to your enrollment.

NOTE: If you did **not** choose a club/unit in the previous step, you will automatically be identified as a County-level project volunteer and will not have to make the selection.

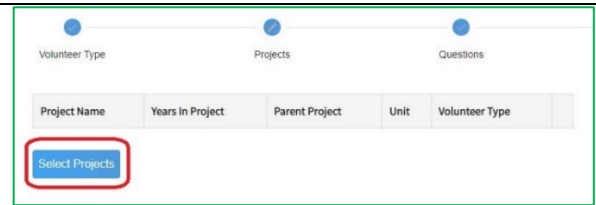
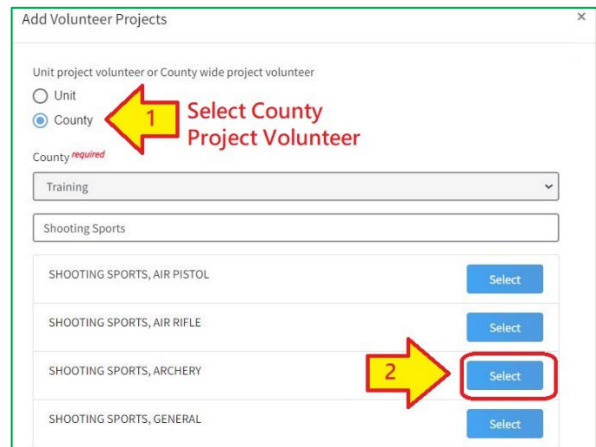
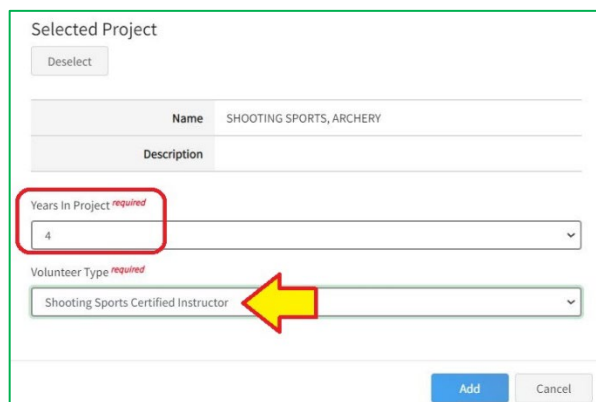
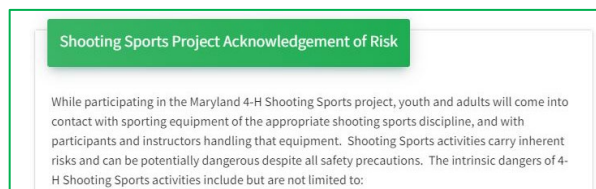
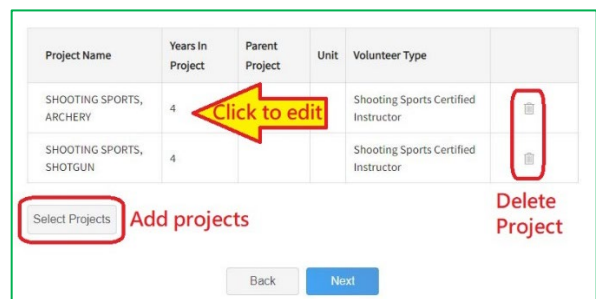
1. Click the button to select **County**.
2. Select the project by clicking **Add**. A project detail screen will open.
3. Enter how many **years** you have volunteered in the project.
4. You will see **Shooting Sports Certified Instructor** as your project volunteer role.
5. Click **Add** to continue.
6. You will be required to sign the **Shooting Sports Project Acknowledgement of Risk** to add the project to your enrollment. This is the same agreement youth members and parents/guardians are required to sign. Click the agreement bubble and type your signature, then click **Accept**.

Repeat this process to add additional Shooting Sports projects. Refer to the **Returning Volunteer Enrollment** guide for more information about selecting projects.

After you have added projects, review your selections and make changes as necessary.

- To **edit** the number of years or role associated with a project, click on the project name. An edit screen will open and you can make necessary changes.
- To **add** another project, click **Select Projects**.
- To **remove** a project click the **trash can icon**.

Click **Next** to continue your enrollment.

Project Name	Years In Project	Parent Project	Unit	Volunteer Type	
SHOOTING SPORTS, ARCHERY	4			Shooting Sports Certified Instructor	
SHOOTING SPORTS, SHOTGUN	4			Shooting Sports Certified Instructor	

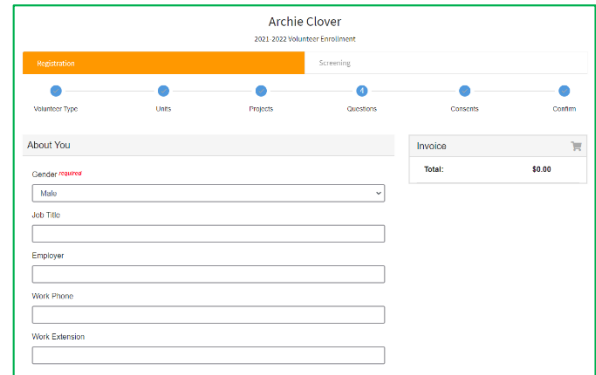
6. Answer the enrollment questions.

After reading the instructions, click [Show Questions](#) to go to the Questions page. Complete the enrollment questions.

You will not that some of the question fields will already be pre-filled with information from your previous year's enrollment. Please carefully review any pre-filled fields and update them as needed. Questions with a red **required** note must be completed before you can move to the next step.

Refer to the **Returning Volunteer Enrollment** guide for more information about the questions in this section.

Click the [Next](#) button at the bottom of the screen to move to the next section.



7. Sign the required consents.

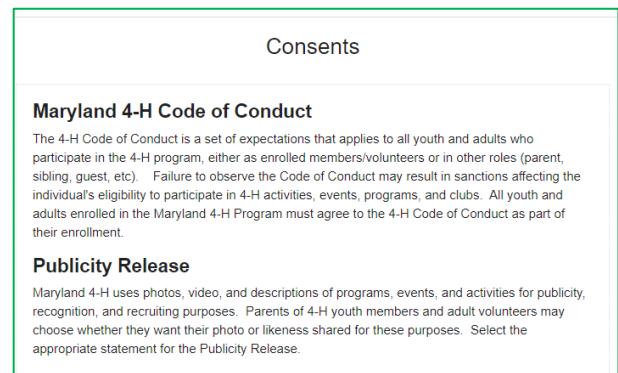
Two consents are required for Volunteer enrollment in the Maryland 4-H program:

- Maryland 4-H Code of Conduct
- Maryland 4-H Publicity Release

After reading the instructions for the Consents section click [Show Consents](#) to continue.

Refer to the **Returning Volunteer Enrollment** guide for more information about the required consents.

After you have signed both consents, click [Next](#) to continue your enrollment.

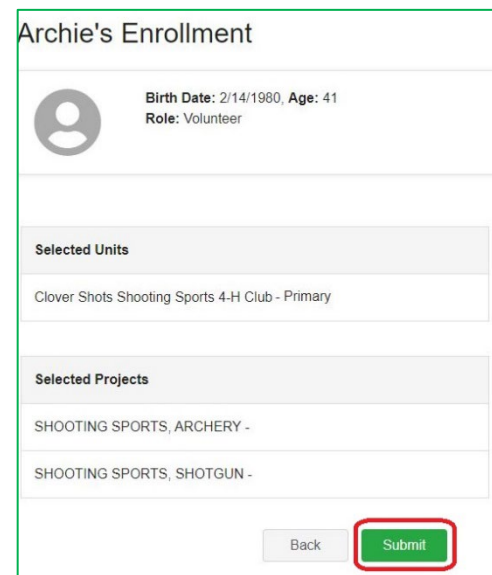


8. Submit the first step of your enrollment.

Review the enrollment information. If you want to make changes, use the [Back](#) button at the bottom of the screen to return to the page you wish to update. Make the necessary changes then proceed again to the Confirmation screen.

If the information is correct, click the [Submit](#) button to complete Step 1 of your enrollment. When you submit the enrollment, you will no longer be able to edit or change the record.

After you submit this Registration (Step 1) portion of your enrollment, the Screenings page (Step 2) will automatically open. You must complete and submit the Screening to complete your enrollment.



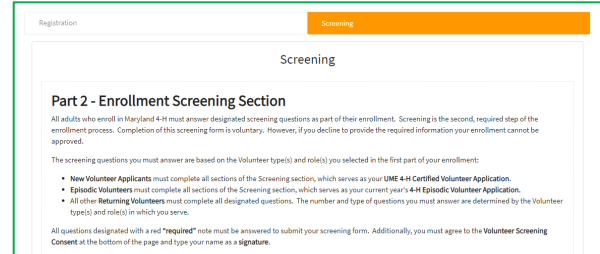
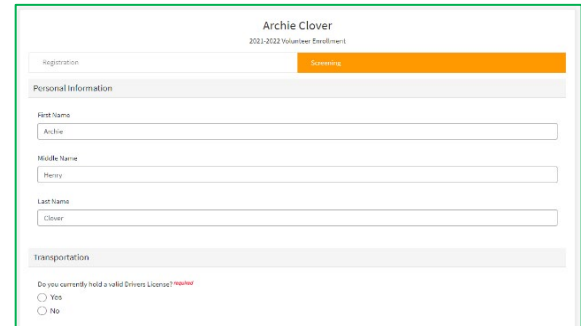
9. Answer the screening questions.

As part of annual enrollment, each Volunteer must update certain screening questions. For your role as a 4-H Shooting Sports Instructor, you will be asked questions about transportation and legal involvement.

You must answer all questions designated as **required**. If you have no information to provide for a required field, enter “None” or “N/A.”

You must also agree to the **Authorization for Volunteer Screening** statement at the end of the screening questionnaire and electronically sign the form by typing your name in the designated field.

Click **Submit** to complete your enrollment.

10. View your enrollment confirmation.

After you have submitted **both** portions of your enrollment you will see your enrollment status on your family profile Member List has changed to **Submitted** for both portions of the enrollment. You will also receive an email confirmation that your submitted enrollment has been received.

Your county/city’s 4-H Online Manager will review your submitted enrollment. Your screening will be reviewed by the State 4-H Office. If both sections are complete and accepted, the Manager will approve your enrollment. You will see in your Member Profile that your status has changed to **Volunteer - Approved**. You will also receive email notification that your enrollment has been approved.

Remember: Your enrollment cannot be approved until you have a current, approved UME Volunteer Background Check and have completed all other applicable requirements.

If the 4-H Online Manager has a question about or finds an error in your submitted enrollment or screening, it will be returned with instructions to correct the discrepancy and re-submit. You can access incomplete or returned portions of your enrollment by clicking on the **Continue** link next to your name.

Archie Clover #90705 Feb 14, 1980	View	4-H Volunteer - Awaiting Review Volunteer Application Submitted Screening Submitted Trainings Complete
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Archie Clover #90705 Feb 14, 1980	View	4-H Volunteer - Approved Volunteering for 2022-2023 program year Screening Approved Trainings Complete
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Archie Clover #90705 Feb 14, 1980	View	4-H Volunteer - Incomplete Continue Volunteer Application
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Archie Clover #90705 Feb 14, 1980	View	4-H Volunteer - Awaiting Review Volunteer Application Submitted Continue Screening Trainings Complete
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11. Adding a different county's 4-H Shooting Sports club to your enrollment.

Many 4-H volunteers serve as 4-H Shooting Sports leaders for more than one 4-H county/city program. If you serve as a 4-H Shooting Sports club leader outside your family county, contact your local 4-H office and request those club(s) be added to your enrollment.

Only a 4-H Online Manager can add clubs/units from another county to your **approved** enrollment. If your enrollment has not been approved, work with your local 4-H Online Manager to complete it so all the 4-H Shooting Sports clubs you work with can be added.

For your personal risk and liability protection as a 4-H Shooting Sports Volunteer, it is very important that ALL 4-H Shooting Sports clubs you volunteer with are added to your enrollment. Please work with your local 4-H program to ensure your enrollment accurately reflects your 4-H volunteer service.

Units			
Primary	Unit Name	County	Volunteer Type
Primary	Clover Shots 4-H Shooting Sports Club	Clover	Organizational Club Leader
	Bullseye 4-H Archery Club	Green	Activity Leader
	Robin Hood 4-H Archery Club	White	Activity Leader