4HONLINE

Volunteering In Two Counties

Created: November 14, 2013

OVERVIEW

Sometimes volunteers want to work in two counties. 4HOnline has the ability to track a volunteer in two counties through use of the Second 4-H County feature.

ASSIGNING A SECOND COUNTY

To assign a second county to a volunteer’s record is easy. The first county needs to go the volunteer’s Personal Information screen select a county in the Second 4-H County field.

Scroll down and click on the Continue button.

Now both counties can see the leader record. Both counties can also see and edit the family profile and all the family members, but only the leader in the second county will appear on reports.