# Help Sheet:

# SD 4-H Volunteer Videos

1. Open a web browser and go to sd.4honline.com. Scroll to the bottom of the page and log in using your e-mail and password for 4hOnline. If you don't remember your login information, contact the 4-H Office.
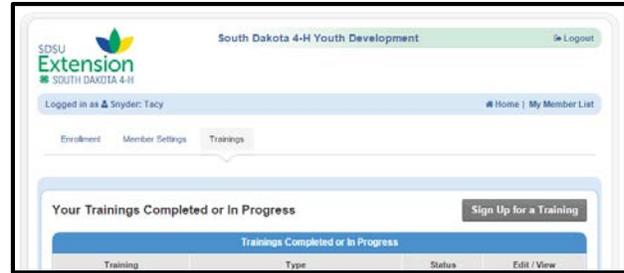
2. After logging in, click "Contine to Family".

3. Scroll down to your member list and click "Edit" next to your name or the person who needs to complete to Volunteer Video Training.
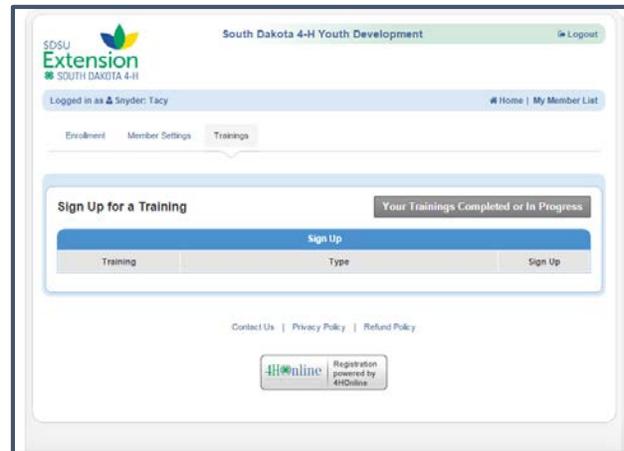
4. On the next screen, click the small link "Trainings" at the top of the page.
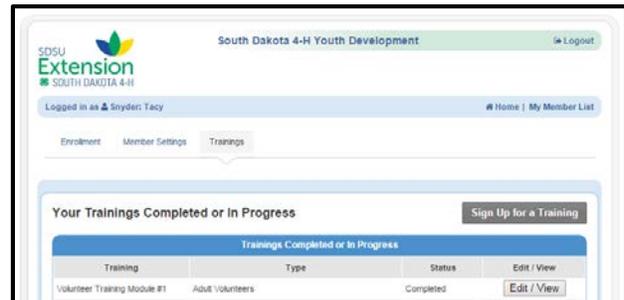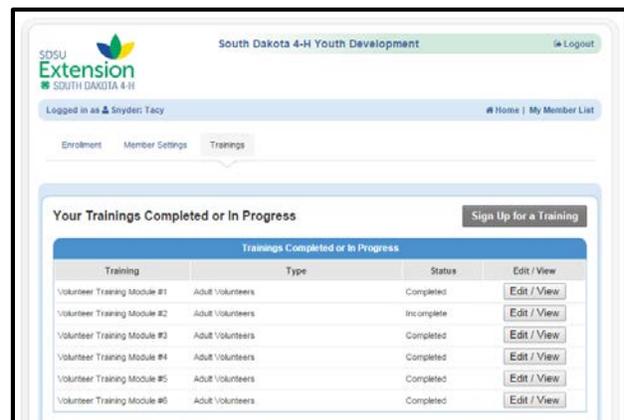
5. Click "Sign Up for a Training".



6. Click the "Sign Up" Button on the left of the screen for Training Module #1. (Since I have signed up for all of the trainings already, no trainings are showing up as available-sorry for the inaccurate image.)
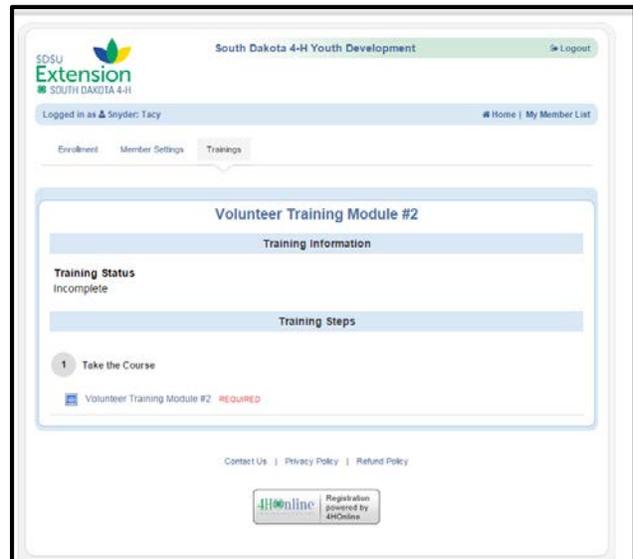


7. Training Module 1 will show up on your trainings list. Repeat Steps 5 and 6 until you have signed up for all 6 modules.



8. Now, to begin taking the trainings, click the "Edit/View" button next to the training module you wish to complete. We recommend watching the videos in numerical order.

9. Click the "Volunteer Training Module" link at the bottom of the page to view the module.



10. Repeat steps 8 and 9 until all of the videos have been completed.

Note: You do NOT have to watch all of the videos in one sitting.  You are free to watch them as time allows.