

Whether you are a new or returning family*, this guide will help you through enrolling in Wisconsin 4-H. Please read this page for a summary of the steps needed to enroll.

If you are a new family, start with Creating a New 4-H Online Account on page 3. After you create your login account, you will be prompted to Add a New Member to the Family right away. To add additional family members, click on the *Add Member* button on your family member list screen.

If you are a returning family, start with Logging in to an Existing 4-H Online Account on page 2. To re-enroll any existing adult or youth member, click on the *Enroll Now* link for the member on your family member list screen. Instructions for re-enrolling a youth start on page 7 and instructions for adults on page 11.

* Family can be a household or a recognized outside group (classroom, partner organization, etc.).

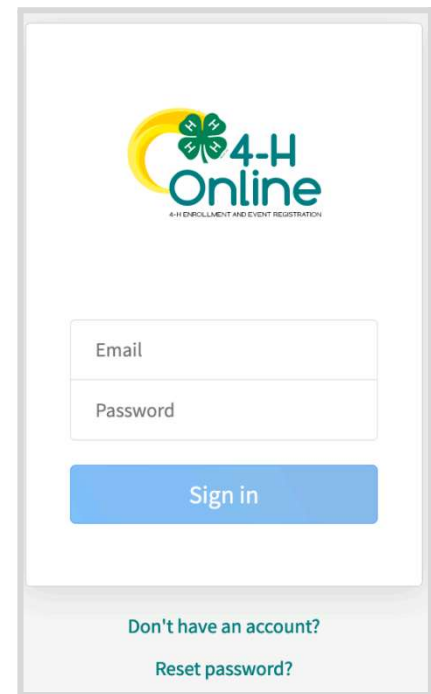
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Logging in to an Existing 4-H Online Account

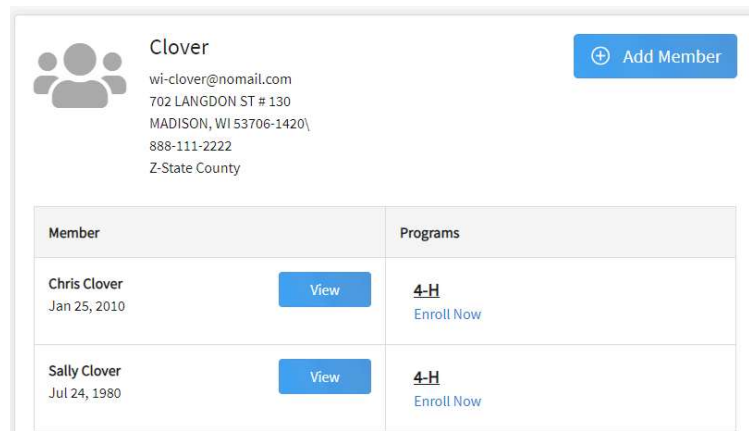
1. If you have an account in 4-H Online, go to <http://wi.4honline.com>.
2. Enter your email address and password.
3. Click Sign-In

If you have forgotten your password, click “Reset Password?” to receive an email with a link to set a new password.



The login screen features the 4-H Online logo at the top, which includes a green clover and the text "4-H Online" and "4-H ENROLLMENT AND EVENT REGISTRATION". Below the logo are two input fields: "Email" and "Password". A blue "Sign in" button is positioned below these fields. At the bottom of the screen, there are two links: "Don't have an account?" and "Reset password?".

4. You will be at the Family Member List Screen.
5. To re-enroll a youth member, click on Enroll Now and skip to Youth Member Enrollment on page 7.
6. To re-enroll an Adult member, click on Enroll Now and skip to Adult Enrollment on page 11.
7. To add a new youth or adult member, click on the Add Member button and skip to Adding a New Member to the Family on page 5.



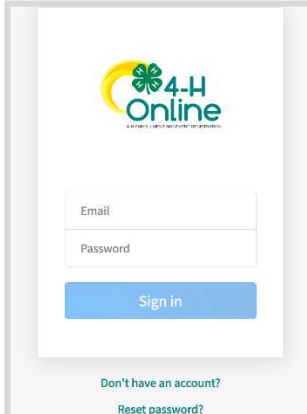
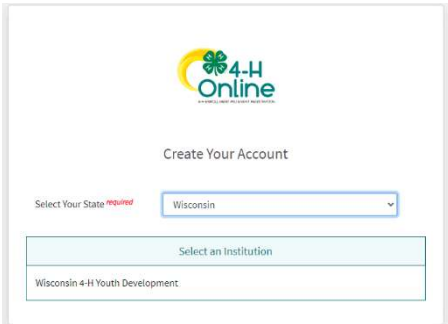
The Family Member List Screen displays a header for "Clover" with contact information: "wi-clover@nomail.com", "702 LANGDON ST # 130", "MADISON, WI 53706-1420", "888-111-2222", and "Z-State County". An "Add Member" button is in the top right. Below this is a table with two columns: "Member" and "Programs".

Member	Programs
Chris Clover Jan 25, 2010	View 4-H Enroll Now
Sally Clover Jul 24, 1980	View 4-H Enroll Now

Creating a New 4-H Online Account

1. Go to <http://wi.4honline.com>.
2. Click “Don’t have an account?” if you have never enrolled in 4-H before using 4-H Online.

NOTE: If you had an account in 4-H Online before, start at Logging in to an Existing 4-H Online Account on page 2.

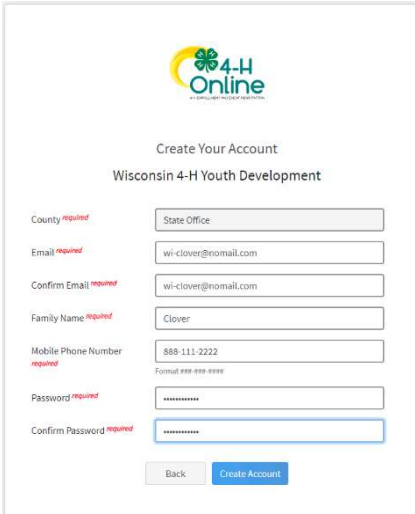
The image shows the login page for 4-H Online. At the top is the 4-H Online logo. Below it are two input fields: "Email" and "Password". A blue "Sign in" button is positioned below the password field. At the bottom of the page, there are two links: "Don't have an account?" and "Reset password?".The image shows the "Create Your Account" screen. The title is "Create Your Account". Below it is a dropdown menu labeled "Select Your State required" with "Wisconsin" selected. Below that is a section titled "Select an Institution" with a dropdown menu showing "Wisconsin 4-H Youth Development".

3. Select Wisconsin from the drop-down menu and then select Wisconsin 4-H Youth Development.

4. Choose your county from the drop-down menu.

The image shows the "Create Your Account" screen for "Wisconsin 4-H Youth Development". Below the title is a dropdown menu labeled "Select County required". Below the dropdown are two buttons: "Back" and "Continue".

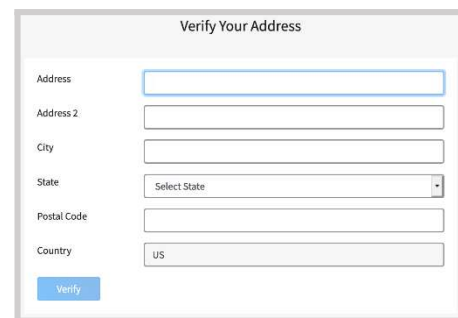
5. Complete your family's information
6. Click the Create Account button

The image shows the "Create Your Account" screen for "Wisconsin 4-H Youth Development". It contains several input fields: "County required" (with "State Office" selected), "Email required" (with "wi-clover@nmail.com"), "Confirm Email required" (with "wi-clover@nmail.com"), "Family Name required" (with "Clover"), "Mobile Phone Number required" (with "888-111-2222"), "Password required", and "Confirm Password required". Below the fields are two buttons: "Back" and "Create Account".

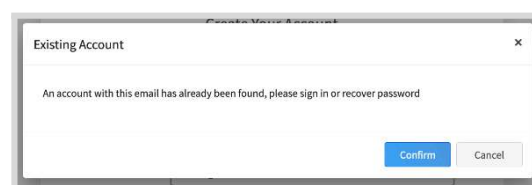
7. Enter your family's address information.

8. Click the Verify button.

NOTE: The verification process may require you to select an appropriate USPS format.

A form titled "Verify Your Address" with fields for Address, Address 2, City, State (a dropdown menu showing "Select State"), Postal Code, and Country (a dropdown menu showing "US"). A blue "Verify" button is at the bottom left.

If you create a new account and an existing account is found, click the Confirm button and continue to Logging in with an Existing 4-H Online Account on page 2.

A dialog box titled "Existing Account" with a close button (X) in the top right corner. The message inside says "An account with this email has already been found, please sign in or recover password". At the bottom right are two buttons: "Confirm" (blue) and "Cancel" (grey).

Adding a New Member to the Family

1. Click on 4-H.
2. Click the Next button.

Progress bar: 1. Join a Program, 2. Profile, 3. About You, 4. Participation

Which program would you like to join?

4-H

Cancel Next

3. Enter the member's information.
4. Click the Next button.

NOTE: fields marked with a red *required* are required fields and must be completed.

Progress bar: 1. Profile, 2. About You, 3. Select Participation

First Name *required*

Middle Name

Last Name *required*

Preferred Name

Birth Date *required* Choose a date

Next

5. Complete the “About You”, “Demographics”, and “Emergency Contact” sections with the requested information.
6. Click the Next button.

Progress bar: 1. Join a Program, 2. Profile, 3. About You, 4. Select Participation

About You

Gender *required*

Grade *required*

Demographics

Residence *required*

Are you of Hispanic or Latino ethnicity? *required*

Next

7. Select your method of participation. If you intend to enroll in a club, select the New or Returning Member or Volunteer. If you just want to register for an event, select to participate but NOT join 4-H at this time.
8. Click the Finish button.

If you have selected that you will be participating as a New or Returning 4-H Club Member, continue to step 3 of Youth Member Enrollment on the next page.

If you are participating as an Adult Volunteer, continue to the Adult Volunteer Enrollment on page 11.

If you have selected that you will be participating, but not as a Club Member or Volunteer, your record is complete. You may register for events that are available to participants.

If you would like to enroll as a Club Member or Volunteer at any time, click “Enroll Now” from the Member List and continue to Youth Member Enrollment or Adult Volunteer Enrollment

Member	Programs
Chris Clover Jan 25, 2010	4-H Enroll Now
Sally Clover Jul 24, 1980	4-H Enroll Now

Youth Member Enrollment

If you are returning to 4-H, your member record will be listed on the family Member List. Click “Enroll Now”.

If you are a new member and your name is not yet listed, click “Add Member” and follow the steps for “Adding a New Member to the Family” on page 5, then continue to Step 1 below.

The screenshot shows a family member list for 'Clover'. At the top right is a blue 'Add Member' button. Below the family name is contact information: 'wi-clover@nomail.com', '702 LANGDON ST # 130', 'MADISON, WI 53706-1420', '888-111-2222', and 'Z-State County'. A table lists members with 'View' buttons and '4-H Enroll Now' links.

Member	Programs
Chris Clover Jan 25, 2010	4-H Enroll Now
Sally Clover Jul 24, 1980	4-H Enroll Now

1. Select the member's Grade and click Next.

The screenshot shows the 'Enrollment' form with 'School Grade' selected. The question is 'What school grade is this member in?'. A dropdown menu shows '4' selected. 'Back' and 'Next' buttons are at the bottom right. A progress indicator at the bottom shows '2 Confirm Enrollment'.

2. Select to Confirm that you would like to enroll as a Club Member

The screenshot shows the 'Enrollment' form with 'Confirm Enrollment' selected. The text reads 'I'm confirming I want to enroll in 4-H as a ClubMember'. An 'Enroll' button is at the bottom right.

3. Click the Select Clubs button

The screenshot shows the 'Clubs' selection screen for 'Joey Clover 2019-2020 Enrollment'. It includes a progress bar with steps 1-7. The 'Clubs' section has a 'Select Clubs' button. The 'Fees' section shows a 'Total' of '\$0.00'.

4. If you are a club officer, select that from the Volunteer Type box.
5. Click Add next to the Club you would like to join.

The screenshot shows the 'Add Units' dialog box. It has dropdowns for 'County' (set to 'Z-State') and 'Volunteer Type' (set to 'Club Officer'). Below are two rows of clubs: 'Franklin Frankfurters' and 'Langdon Loiterers', each with an 'Add' button. A 'Cancel' button is at the bottom right.

6. Repeat steps 3-5 to add all of the Clubs in which you would like to participate.

7. If you have enrolled in more than one club, be sure the Primary club is marked correctly. If not, click the Change to Primary button to mark a different Club as your Primary Club

8. Click the trash can icon to remove a Club from the list.

9. Once all of your Clubs are added, click Next at the bottom of the screen.

10. Click Select Projects

Primary	Club	Type	County
☒	Franklin Frankfurters	Club	Z. State

Total: \$0.00

Select Units

Next

Projects

Archery Select

Art Select

Astronomy Select

Back Next

11. Select the Club with which you want your project to be associated

12. Scroll until you find the Project that you will be enrolling in. Use the Project Filter to search the list

13. Click the Add button next to the project you want to add to the member's enrollment

14. If you are a youth leader in the project, select that from the Youth Volunteer Type dropdown box.

15. Click the Add button.

16. Repeat steps 10-15 for each project in which you would like to participate.

Club

Park Street Prancers

Type to Search...

Archery Select

Art Select

Astronomy Select

Add Cancel

NOTE: Some projects may have Consents that are required in order to participate. You will be prompted to enter the required signatures and accept the Consents after you click "Add".

Project Consents

Member Name *

Parent / Guardian Name *

☐ Lots of text/lots of text *

Consent 4

Test # 4

17. Click the trash can icon to remove any projects.

18. Click the Next button once all the member's projects have been added.

Project	Club	
Adventures	Franklin Frankfurters	
Aerospace	Franklin Frankfurters	
Art	Franklin Frankfurters	

Select Projects

Back Next

19. Click "Show Questions."

20. Complete the enrollment questions. Some of the questions will be completed for you based on what you entered when you created your record.

NOTE: Any questions with a red *required* are required.

Questions

Testing Message for Demographic

Saving: Test.

Show Questions

Back Next

21. Click the Next button at the bottom of the screen when you are finished.

Back Next

22. Click "Show Health Form".

23. During enrollment, you will be asked to complete the basic Health form fields and Consents.

24. Click the Next button at the bottom of the screen when you are done.

Remarks

Any accommodations needed to participate in this activity. If yes, please detail in the box.

☐ Yes

☐ No

Medical Release

I authorize my enrolled county's Extension or the Board of Regents of the University of Wisconsin System and their designated representatives to consent, on my behalf, to any emergency medical/hospital care or treatment to be rendered upon the advice of any licensed physician. I agree to be responsible for all necessary charges incurred by any hospitalization or treatment rendered pursuant to this authorization.

25. Click on “Show Consents”.
26. Complete any Consents required.
27. Click the Next button at the bottom of the page when you are finished.
28. Click on Next.
29. Review the enrollment information.
30. Once you have verified that the clubs and projects are listed correctly, click the Submit button.

Congratulations, your enrollment is complete!

You will receive an email to let you know your enrollment has been submitted. You will receive another email when your County Extension office has approved your enrollment. You may view the enrollment status on the Member List.

Chris Clover Jan 25, 2010	View	4-H ClubMember - Awaiting Review Enrollment Submitted
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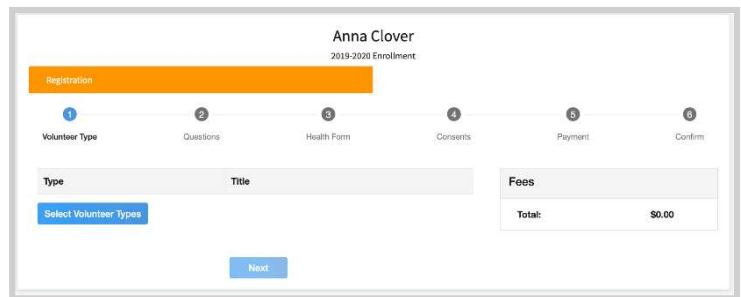
Adult Volunteer Enrollment

If you are returning to 4-H, your Volunteer record will be listed on the family Member List. Click “Enroll Now” under the Program in which you would like to enroll.

If you are a new volunteer and your name is not yet listed, click “Add Member” and follow the steps for “Adding a New Member to the Family” on page 5, then continue to Step 1 below.

1. Click Select Volunteer Types to indicate how you are planning to participate in the program throughout the year.

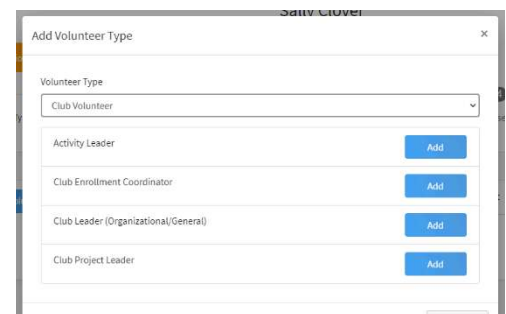
At least one Volunteer Type is required during the enrollment process. You may add additional Volunteer Types later, if needed.



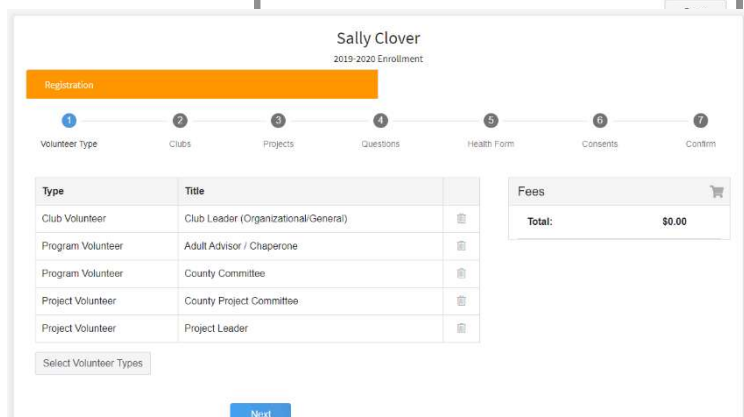
2. Select a Volunteer Type
 - a. Program Volunteer
 - i. Adult Advisor / Chaperone
 - ii. County Activity Leader
 - iii. County Committee Member
 - b. Club Volunteer
 - i. Club Activity Leader
 - ii. Club Enrollment Coordinator
 - iii. Club Leader
 - iv. Club Project Leader
 - c. Project Volunteer
 - i. County Project Committee
 - ii. Key Leader
 - iii. Project Leader
 - iv. Resource Leader



3. Click Add next to your Volunteer Type Role
NOTE: If you are a Project Leader for a specific Club, you will need to select a Club Volunteer Type and a Project Volunteer Type
Some Volunteer Types require additional Consent forms. If additional Consent is required, you will be prompted to sign the Consent before the Volunteer Type will be added to your Record.



4. Repeat steps 1-4 for each Volunteer type that you would like to participate as
5. Click the small trash can icon to remove any Volunteer Types
6. Click Next.



7. If you have selected a Club Volunteer Type, click “Select Clubs” to choose the Clubs with which you would like to Volunteer.

8. Select the Volunteer Role that corresponds with the Club in which you would like to participate
9. Click Add next to the Club
10. Repeat steps 8-10 for each Club in which you would like to participate

11. If you have selected to participate as a Project leader, you will be prompted to select a Project. Click Select Projects

12. Select Club if you are a project leader for a specific Club, and select the Club.
13. If you are a Project Volunteer for the entire County associated with your Family Profile, select County
14. Scroll until you find the Project that you will be working with. Use the Project Filter to search the list
15. Click Add next to the Project that you will be working with.

16. Select the Project Volunteer Type that best describes your involvement and click on the Add button.

Some projects require additional Consents in order to participate. If an additional Consent is needed, you will be prompted to enter your signature and acceptance before the Project will be added to your record.

The screenshot shows a window titled "Project Consents" with a close button (X) in the top right corner. Inside, there is a green header "Adult Rocketry". Below it, a text block states: "I certify that I have reviewed and will follow the [National Association of Rocketry Model Rocket Safety Code](#) and guidance while leading 4-H model rocketry launching activities." Underneath is a radio button that is selected, with the text "I have read, understand, and agree to the above statement." At the bottom right, there are two buttons: "Decline" and "Accept".

17. Click Show Questions

18. Complete the Questions section

19. When you are finished, click the Next button

NOTE: Any questions with a red *required* are required

The screenshot shows a progress bar at the top with steps: Volunteer Type, Clubs, Projects, Questions (active), Health Form, Consents, Payment, and Confirm. The main area is titled "Questions" and contains a text input field with a placeholder "Testing Message for Litemographics:" and a "Show Questions" button. On the right, there is a "Fees" section with a "Total:" of "\$0.00".

20. Click "Show Health Form".

21. During enrollment, you will be asked to complete the Basic Health Form fields and Consent.

22. Click the Next button at the bottom of the screen when you are done.

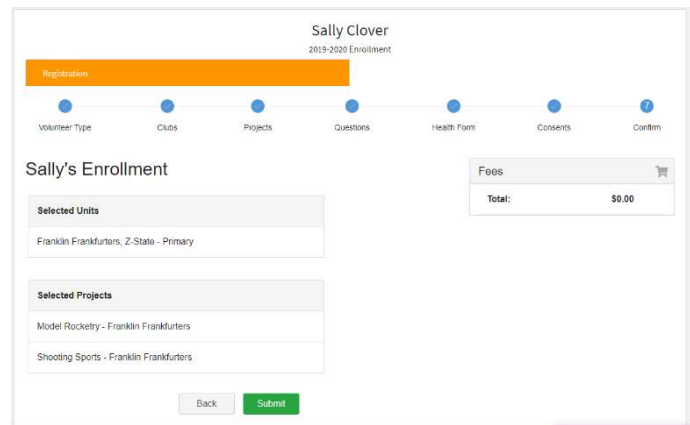
The screenshot shows a progress bar with steps: Volunteer Type, Clubs, Projects, Questions, Health Form (active), Consents, and Confirm. The main area is titled "Health Form" and contains a "Remarks" section with a text input field and a "Consent for Emergency Treatment" section with a text input field. Below the consent section is a radio button that is selected, with the text "I have read, understand, and agree to the above." At the bottom, there are "Back" and "Next" buttons. On the right, there is a "Fees" section with a "Total:" of "\$0.00".

23. Complete the required Consents

24. Click Next at the bottom of the page.

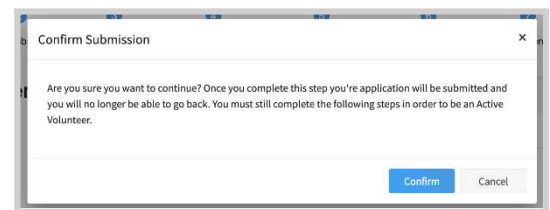
The screenshot shows a progress bar with steps: Volunteer Type, Clubs, Projects, Questions, Health Form, Consents (active), and Confirm. The main area is titled "Consents" and contains an "Adult Assumption of Risk" section with a text input field. Below the consent section is a radio button that is selected, with the text "I have read, understand, and agree to the above." At the bottom, there is a "Next" button. On the right, there is a "Fees" section with a "Total:" of "\$0.00".

25. Click Submit



26. Additional steps (Screening and Training) are required for Adult Volunteers. Click Confirm to continue to any additional steps.

The additional steps may be completed at any time and in any order

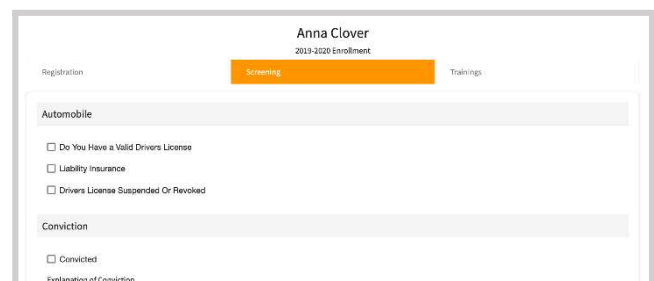


Volunteer Screening

Every adult volunteer is screened (criminal background check) upon initial enrollment and every four years thereafter. If you see the screening page, you need to be screened this year. Complete the screening form and associated Consent

Click Continue to Submit your screening approval.

Within a week you will receive an email from HireRight with a link to complete the screening process.



Volunteer Training

If you have not completed your Volunteer training, you will see a Training tab.

Click the title of the training to select a lesson.

Click on the lesson title to open the lesson and begin the training

Continuing an Enrollment

To continue an enrollment that has been started or to complete additional Volunteer enrollment steps, click on the Member List link in the upper left corner.

Then click the link to Continue the Enrollment or to continue a step in the Volunteer Enrollment process.



Clover
wi-clover@nomail.com
702 LANGDON ST # 130
MADISON, WI 53706-1420
888-111-2222
Z-State County



Member		Programs
Chris Clover Jan 25, 2010		4-H ClubMember - Awaiting Review Enrollment Submitted
Sally Clover Jul 24, 1980		4-H Volunteer - Awaiting Review Volunteer Application Submitted Continue Trainings

Welcome to the new version of 4-H Online!

Add family members by clicking on **Add Member** at the top of this page. To enroll in a program click on the **Enroll Now** link under the program name.

If it shows **Continue Enrolling...** under a program, that means you have not completed enrollment, no worries, just click on the link to pick up where you left off.

To navigate to a family member click on the **View**



Member List

Profile

Events

4-H

The University of Wisconsin–Madison Division of Extension provides equal opportunities in employment and programming in compliance with state and federal law.