

4HONLINE

Re-Enroll 4-H Members/Leaders

OVERVIEW

This document explains the process of a family re-enrolling 4-H members and leaders in 4HOnline.

GETTING STARTED

To get started with the re-enrollment process, log into 4HOnline (<https://wi.4honline.com>), click **"I have a profile,"** and fill in your family email and password. If you've forgotten your password, click **"I forgot my password,"** and a temporary password will be e-mailed to you. (Use internet browsers Chrome or Firefox to complete your enrollments. Problems have occurred when using Internet Explorer with 4HOnline.)

On the family home screen, click on the orange button labeled **Continue to Family**.

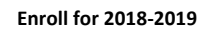


On your Member/Volunteer list, find the family member you wish to re-enroll and click on **Edit** next to their name.

Member/Volunteer List			
Membership ID	Enrollment Status	Last Active Year	Edit
564055	Inactive		Edit

RE-ENROLL

At the bottom of the next screen, click on the button for **Enroll for 2018- 2019**.



If the youth is over 17 years old, a box will appear asking if you wish to enroll as a youth or an adult. If the youth has graduated from 4-H and wants to continue as an adult leader, then choose **Enroll As Adult**, otherwise select **Enroll as Youth**.

You will now see the Personal Information that you entered when you first enrolled. Look over the information and make any corrections. **Make sure to list information for parent 1 and parent 2** (if applicable). **If a parent lives in another household, please fill in the "Second Household" information.** If the youth was in 12th grade last year, you must select the grade for this year, either **Post High School Education** or **Not in School**. When you are done, click on **Continue**.

Next is the Additional Information screen where you will need to accept the agreements and answer the Photo Release and Accommodations questions. Click **Continue** when done.

The Health Form for members is optional at enrollment, but you could be asked to complete it in the future if you attend any events that require one. Click **Continue** when done.

If you are an adult volunteer and see the Volunteer Screening page, then it has been four years since the last time a background check has been completed. You need to check over the answers to the questions and correct as needed. This page will only appear every four years. Click **Continue** when done.

On the Participation -> Club screen, confirm the correct club is listed. If you serve in a volunteer role (but not as a project leader) click on **Edit** and select the volunteer type. Click on **Update** to save the change. Click on **Continue** when done.

On the Participation -> Projects screen, confirm all the projects you are enrolled in are listed. Add any missing projects by selecting the project, years in project, and project type, and then pressing **Add Project**.

If you are dropping a project, click on **Edit** for that project and then click on **Delete**.

After making sure all your projects are listed correctly, click on **Submit Enrollment**.