

Updated 2020

Whether you are a new or returning family<sup>\*</sup>, 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 had an account in 4-H Online version 1.0, go to <u>http://wi.4honline.com</u>.
- 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.

Email
Password
Sign in
Don't have an account?

- 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.
- To re-enroll an Adult member, click on Enroll Now and skip to Adult Enrollment on page 11.
- 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.

	Clover wi-clover@nomail. 702 LANGDON ST # MADISON, WI 5370 888-111-2222 Z-State County	130		Add Member
Member			Programs	
Chris Clover Jan 25, 2010		View	<b>4−H</b> Enroll Now	
Sally Clover Jul 24, 1980		View	<b>4-H</b> Enroll Now	

### Creating a New 4-H Online Account

- 1. Go to http://wi.4honline.com.
- 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 1.0, start at Logging in to an Existing 4-H Online Account on page 2.

C Online
Online
Email
Password
Sign in



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

Create You	
Wisconsin 4-H You	
Select County required	

80

5. Complete your family's information

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

6. Click the Create Account button

	Online	
	Create Your Account	
Wisco	nsin 4-H Youth Development	
County required	State Office	
Email required	wi-clover@nomail.com	
Confirm Email required	wi-clover@nomail.com	
Family Name required	Clover	
Mobile Phone Number	888-111-2222 Format ###-###-####	
Password required		
Confirm Password required		
	Back 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.

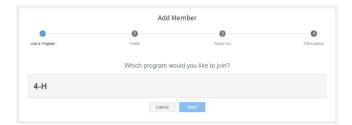
Address Address 2 City State Postal Code	
City State	
State	
Postal Code	Select State
rosul code	
Country	US
Verify	

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.

Existing Account	×
An account with this email has already been found, please sign in or recover password	
Confirm	Cancel

# Adding a New Member to the Family

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



- 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.

	Add Member	
0	0	
Profile	About You	Select Participation
irst Name *		
/liddle Name		
ast Name *		
Preferred Name		
lirth Date *	Choose a date	Ē
	Next	

- Complete the "About You",
   "Demographics", and "Emergency Contact" sections with the requested information.
- 6. Click the Next button.

	Ado	l Member	
•	•	0	0
oin a Program	Profile	About You	Select Participation
About You			
Gender required			
Grade required			×
			~
Demographics			
Residence required			
Are you of Hispanic or Latino et	nnicity? required		~
			~

- 7. Select your method of participation.
- 8. Click the Finish button.

	Add	Member	
•	•	•	0
Join a Program	Profile	About You	Select Participation
I want to join 4-H as a New o	How would you	Ilike to participate?	
I want to participate in a 4-H	activity but I do NOT want to join 4-H at 1	his time.	
	Back	Finish	

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

	Clover wi-clover@nomail.com 702 LANGDON ST # 130 MADISON, WI 53706-1420\ 888-111-2222 Z-State County		Add Member
Member		Programs	
Chris Clover Jan 25, 2010	Viet	w <u>4-H</u> Enroll Now	
Sally Clover Jul 24, 1980	Viev	w <u>4-H</u> 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" under the Program in which you would like to enroll.

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.

• • • • • • • •	Clover wi-clover@nomail.com 702 LANGDON ST # 130 MADISON, WI 53706-1420\ 888-111-2222 Z-State County		Add Member
Member		Programs	
Chris Clover Jan 25, 2010	View	<u>4-Н</u> Enroll Now	
Sally Clover Jul 24, 1980	View	<u>4-Н</u> Enroll Now	

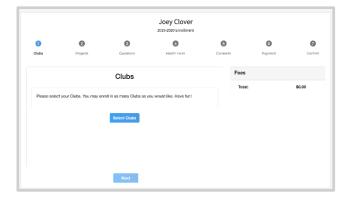
Enrollment		
🔗 School Grade		
	What school grade is this member in?	
Grade		
4		·
	Back	Next
2 Confirm Enrollme	nt	
<b>v</b>		

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

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

Club Member

Enrollment	×
School Grade	
Confirm Enrollment	ē
I'm confirming I want to enroll in 4-H as a ClubMember	
En	roll



3. Click the Select Clubs button

like to participate.

5. Click Add next to the Club you would like to join.

4. If you are a club officer, select that from the Volunteer Type

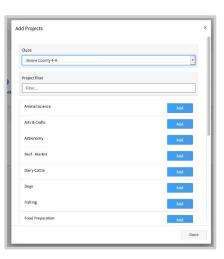
6. Repeat steps 3-5 to add all of the Clubs in which you would

County required	
Z-State	
Volunteer Type	
Club Officer	
Franklin Frankfurters	Add
Langdon Loiterers	Add

- 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

box.

- 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. Repeat steps 10-13 for each project in which you would like to participate.





Chris Clover



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 x

Prover / Guardian Name \*

Consent 4

Fast # 4

Member Name \*

Agnee

O Desagree

Decline Zegite

- 15. Click the trash can icon to remove any projects.
- 16. Click the Next button once all the member's projects have been added.

0	0		0	6	6
Clubs	Projects	Questions	Health Form	Consents	Confirm
Project	Club			Fees	7
Adventures	Franklin Fra	ankfurters	Û	Total:	\$0.00
Aerospace	Franklin Fra	ankfurters	Û		
Art	Franklin Fra	ankfurters	Û		

- 17. Click "Show Questions.
- 18. 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.

 Club
 Prevents
 Questions
 Health Horn
 Cotents
 Partnett
 Cotins

 Club
 Prevents
 Questions
 Free
 Total Add Adgraphing
 \$1.00

 Testing Message for Demographicat
 Saving. Test.
 Standard. House
 \$1.00

 Source Observance
 Standard. House
 Standard. House

Joey Clover

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



- 20. Click "Show Health Form".
- 21. During enrollment, you will be asked to complete the basic Health form fields and Consents.
- 22. Click the Next button at the bottom of the screen when you are done.

					hris Clover	
sic	Clubs		Projects	Questions	٢	lealth Form
	Remarks					
	Any accom O Yes O No	modations neede	d to participate in this	activity. If yes, please	e detail in the box.	
	System and	d their designated	I representatives to c	Board of Regents of t onsent, on my behalf,	to any emergency	/
	to be respo			upon the advice of an ed by any hospitalizat		
	to be respo	onsible for all nece	essary charges incurr			
Ciubs	to be respo	onsible for all nece	essary charges incurr n.			
	to be respo pursuant to Projects	this authorization	2019-2020 Enrollment	ed by any hospitalizat	ion or treatment re	Confirm
	to be respo pursuant to Projects	this authorization	2019-2020 Enrollment	ed by any hospitalizat	O     Payment	endered
Selected Pay	to be respo pursuant to Projects ment Method	nsible for all nece this authorization Guestions	2019-2020 Enrollment	Consetts Fees	Or treatment re     Payment     ber Program Fee S	endered Confirm
Selected Pay	to be respo pursuant to Projects ment Method Peyment meck to your club leader	nsible for all nece this authorization Guestions	2019-2020 Enrollment	Contents Con	Payment ber Program Fee S S S	Contrain Contrain 1.00 1.00
Selected Pay	to be respo pursuant to Projects ment Method Peyment meck to your club leader	Insible for all nece this authorization Questions	2019-2020 Enrollment	Consets Consets Fees Z-State - Club Mem Total: Selected Payment OHECK Owed to Z-State Passes set at ch	Payment ber Program Fee S s: S	Contrain Contrain 1.00 1.00

- 23. Click on "Show Consents".
- 24. Complete any Consents required.
- 25. Click the Next button at the bottom of the page when you are finished.
- 26. If applicable, review the fees for the member.
- 27. Click on Next.
- 28. Review the enrollment information.
- 29. Once you have verified that the clubs and projects are listed correctly, click the Submit button.

Chris's Enrollm	ent	Fees	)=
Selected Units		Total:	\$0.00
Franklin Frankfurters, Z-St	ate - Primary		
Selected Projects			
Adventures - Franklin Fran	kfurters		
Aerospace - Franklin Fran	durters		
Art - Franklin Frankfurters			
	Back Submit		
Clover	Marrie	<u>4-H</u>	
25, 2010	View	ClubMember - Awaiting Review	

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.

# 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.

Volunteer Type

Program Volunteer

Project Volunteer

- 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. Club Volunteer
    - i. Activity Leader
    - ii. Club Enrollment Coordinator
    - iii. Club Leader
    - iv. Club Project Leader
  - b. Program Volunteer
    - i. Activity Leader
    - ii. Adult Advisor / Chaperone
    - iii. County Committee
  - 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.

olunteer Type	
Club Volunteer	
Activity Leader	Add
Club Enrollment Coordinator	Add
Club Leader (Organizational/General)	Add
Club Project Leader	Add

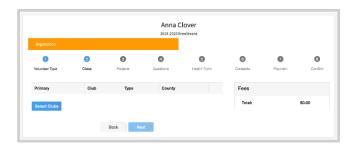
Registration					
0	2	3	0	6	
Volunteer Type	Questions	Health Form	Consents	Payment	C
Туре	Title		F	ees	
Select Volunteer Types				Total:	\$0.00
	No	đ			

Done

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

- Sally Clover 2019-2020 Enroll 1 2 3 0 6 7 6 teer Type Clubs Fees Club Vo Club Leader (Organiz Total \$0.00 Program Volunte Adult Advisor / Chaperon Program Voluntee County Committee Project Voluntee County Project Committee Project Voluntee Project Leader Select Volunteer Types
- If you have selected a Club Volunteer Type, click "Select Clubs" to choose the Clubs with which you would like to Volunteer.

NOTE: If you did not select a Club Volunteer Type, you will not see this screen.

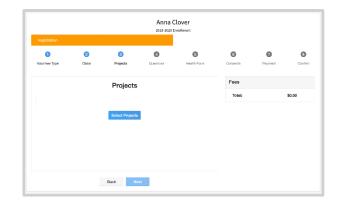


- Select the County and Volunteer type that corresponds with the Club in which you would like to participate
- 9. Click Add next to the Club
- 10. Repeat steps 8-10 for each Club in which you would like to participate

Add Units	×
County required	
Z-State	~
Volunteer Type <b>required</b> Club Leader (Organizational/General)	~
Franklin Frankfurters	Add
Langdon Loiterers	Add
	Cancel

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

NOTE: If you did not select a Project Volunteer Type, you will not see this screen.



- 12. Select Club if you are a project leader for a specific Club, and select the Club. Then select the Project Volunteer Type that best describes your involvement
- 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.

# Add Volunteer Projects × Club project volunteer or County wide project volunteer Club Club County Club 4.4 Rabbit Club 4.4 Rabbit Club 9.7 Project Lader 9.7 Project Eller 1. Ndd 1. Nd 1. Nd

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.

Project Consents
Adult Rocketry
Lecrify 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.

(a) I have read, understand, and agree to the above statement.

Decline
Accept

0

Questions

6

0

Fees

0

- 16. Click Show Questions
- 17. Complete the Questions section
- When you are finished, click the Next button NOTE: Any questions with a red *required* are required
- 19. Click "Show Health Form".
- 20. During enrollment, you will be asked to complete the Basic Health Form fields and Consent.
- 21. Click the Next button at the bottom of the screen when you are done.

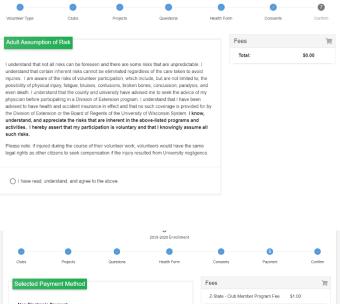
Volunteer Type     Clubs     Projects     Questions     Heath Form     Consents       Remarks	-
Any accommodations needed to perticipate in this activity. If yes, please detail in the box.   Yes  No  Consent for Emergency Treatment I authorize the Division of Extension or the Board of Regents of the 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 physican. Lagree to be responsible for all necessary charges incurred by any hospital/action or telement rendered pursuant.	Confirm
Any accommodations needed to participate in this activity if yes, please detail in the box. Yes No No Consent for Emergency Treatment I authorize the Division of 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. Lagree to be responsible for all necessary charges incurred by any hospitalization or their more freedred uponsunt to this	١
No Consent for Emergency Treatment I authorize the Division of 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. Tagree to be responsible for all necessary charges incurred by any hospitalization or treatment fendered pursuant to this	\$0.00
Consent for Emergency Treatment I authorize the Division of 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. Lagree to be responsible for all necessary charges incurred by any hospitalization or treatment frendered pursuant to this	
I authorize the Division of Extension or the Board of Regents of the University of Wisconsin System and their designated representatives to consent, on my behalt for 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	
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authorize the Division of Extension or the Board of Regents of the University of Wisconsin System and their designated representatives to consent, on my behaft, to any emergency medical/hospital are or treatment to be rendered upon the advice of any licensed physician. I agree to be responsible or all necessary charges incurred by any hospitalization or treatment rendered pursuant to this	
and their designated representatives to consent, on my behalf, to any emergency medical/hospital are or treatment to be rendered upon the advice of any licera physiciani. Lagres to be responsible or all necessary charges incurred by any hospitalization or treatment rendered pursuant to this	
and their designated representatives to consent, on my behalf, to any emergency medical/hospital are or treatment to be rendered upon the advice of any licensed physician. Larger to be responsible or all necessary charges incurred by any hospitalization or treatment rendered pursuant to this	
and their designated representatives to consent, on my behalf, to any emergency medical/hospital are or treatment to be rendered upon the advice of any licensed physician. Larger to be responsible or all necessary charges incurred by any hospitalization or treatment rendered pursuant to this	
or all necessary charges incurred by any hospitalization or treatment rendered pursuant to this	
I have read, understand, and agree to the above.	
Back Next	

0

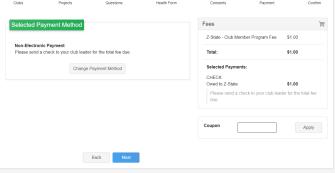
Saving, Test

0

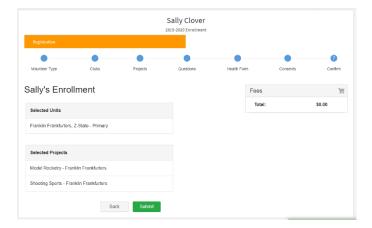
- 22. Complete the required Consents
- 23. Click Next at the bottom of the page.



- 24. Review the fees, if any
- 25. Click Next
- 26. If payment is not necessary, click the Next button



27. Click Submit



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

		complete this step you're appli		
you will no lon; Volunteer.	ger be able to go back. You mi	ust still complete the following st	teps in order to be ar	n Active

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

Clover

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

. .

Chris Clover

Jan 25, 2010

Sally Clove

Jul 24, 1980

### 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.

Program

4-H

ClubM

<u>4-H</u>

mber - Awaiting Re

Enrollment Submitted

Volunteer - Awaiting Review

Volunteer Application Submitted

The University of Wisconsin–Madison does not discriminate in its employment practices and programs and activities on a variety of bases including but not limited to: age, color, disability, national origin, race, or sex. For information on all covered bases, the names of the Title IX and Americans with Disabilities Act Coordinators, and the processes for how to file a complaint alleging discrimination, please contact the <u>Office of Compliance</u>, 361 Bascom Hall, 500 Lincoln Drive, Madison WI 53706, Voice 608-265-6018, (relay calls accepted); Email: <u>uwcomplianceoffice@wisc.edu</u>. © 2019 Board of Regents of the University of Wisconsin System.

Welcome to the new version of 4-H Online! Add family members by clicking on Add Mee

at the top of this page. To enroll in a program click on the Enroll Now link under the program

program, that means you have not completed

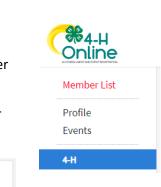
enrollment, no worries, just click on the link to pick up where you left off.

To navigate to a family member click on the Vi

tinue Enrolling... under a

name. If it sho

e University of Wisconsin–Madison does not discriminate in its employment practices and programs and activities on a variety of bases includin



	2019-2020 Enrollment		
Registration	Screening	Trainings	
Automobile			
Do You Have a Valid Drivers License			
Liability Insurance			
Drivers License Suspended Or Revoked			
Conviction			