Enrolling in 4HOnline as a NEW family in Buffalo County 4-H

Family profile and member information should be entered by a parent/guardian unless the member enrolling is 18 years or older.

Your county Extension office staff can help you find a club, get the forms you need, and begin the enrollment process in 4HOnline.

To enroll in Wisconsin 4HOnline, you need a computer, internet access, a valid e-mail address and a web browser.

Go to **http://wi.4honline.com** (notice there's no "www" in that address). After carefully reading the instructions at the top of the page, you are ready to begin entering your family information.

Note: To move between boxes, you need to use your mouse or the TAB key. Don't press the ENTER key or click on the BACK ARROW – you will lose any information that you have entered. Information on each page is saved when you click on the "Continue" button.

1. Click "I need to set up a profile". A drop down menu will appear. Select the county you want to join, then type in your **valid** family e-mail address.

   The E-mail address entered will be the account login for the entire family. It must be valid in order for you to have access to your enrollment information.

2. Confirm your e-mail address

3. Type in your parent/guardian/household's last name. (This will be the name that appears on mailing labels—"The Johnson Family" for example.)

4. Create your password – must include letters and numbers/symbols with a minimum of 8 characters.

5. Click on "Create Login"
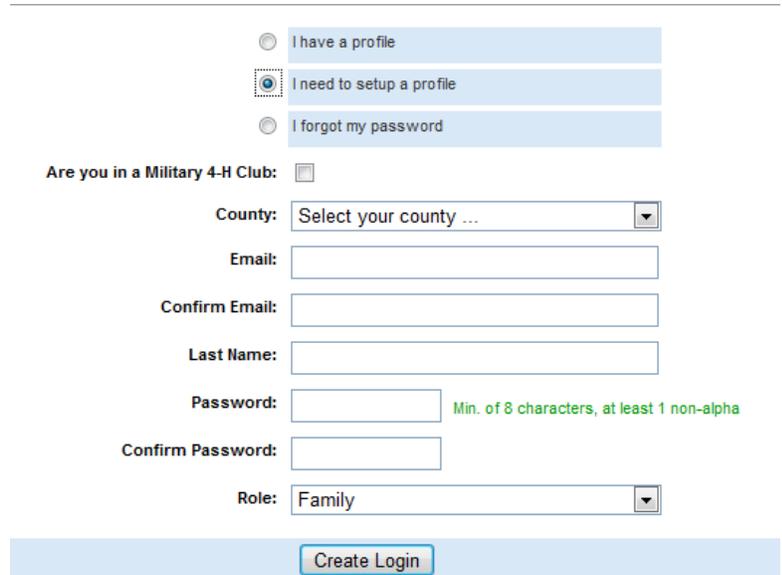
○ I have a profile
◉ I need to setup a profile
○ I forgot my password

Are you in a Military 4-H Club: ☐

County: Select your county ...

Email:

Confirm Email:

Last Name:

Password: Min. of 8 characters, at least 1 non-alpha

Confirm Password:

Role: Family

Create Login

Family Information Page

1. Fill in all your personal information correctly and completely to create your family profile. Make sure that you choose your correspondence preference for either "Mail" or "Email".

2. Do not check the "Update member records with the same address" box at this time.

3. Click on the "Continue" button at the bottom of the page.

Note: The Password Management section is only used when you want to set a new password. You do not need to enter anything there at this time.

Family Information

Profile Information

Email	sally.smith@nomail.com joe@gmail.com
Last Name	Smith
Mailing Address	123 Washington Ave.
City	Madison
State	Wisconsin
Zip Code	53715 12345
Primary Phone	608-555-2222 555-555-1234
Correspondence Preference	Email
4-H County	Z-test

Update member records with the same address ☐

Password Management

Current Password:

New Password:

Confirm New Password:

[Update Password]

[Continue >>]

Member List Page

1. You are now at the "Member List" page. In the drop down box under "Add a New Family Member", select "youth" and click on "Add Member".

Smith Family Edit Family

123 Washington Ave.

Madison, WI 53715

sally.smith@nomail.com

Support Staff County [contact info]

Add A New Family Member

select a member type...

select a member type...
Adult
Youth

Note: The event registration section on this page is not available for use at this time.

YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE
If your enrollment status is 'Inactive' or 'Incomplete', click the 'Edit' button to review and submit your record for approval

Member/Volunteer List

Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit

Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register

Member: select a member...

Event:

Youth Personal Information Page

Fill in all information for this member correctly and completely.

1. If he/she has a different e-mail address than the family one entered at login, enter it in the top box.

2. Enter his/her legal name.

3. For the "Years in 4-H", enter "1" if this is the first year. Otherwise, enter the number that reflects your experience. For example, if this is the beginning of your fifth year in 4-H, enter 5.

4. If there are parents/guardians that live in a different residence, enter their mailing information under Secondary Household.

5. Is the member a youth leader, junior leader volunteer? Select "yes" or "no".

6. Ethnicity – If you consider your child to be a part of the Hispanic culture, mark "yes". Then check one or more of the boxes pertaining to race.

7. Choose your residence.

8. Complete the Military Service of Family section only if it applies.

9. School Information – choose **Buffalo County** from the drop down menu first, then select your child's school. If your school is not listed (Arcadia, Durand, Independence or other), click on "If you are unable to locate your school…" and enter the school name and type.

10. Select your child's current grade in school.

11. Click on the "continue" button at the bottom.

> **Note:** Bolded items are required to continue to the next screen. Missed items will be highlighted in pink to help you identify any missing information.

Additional Information Page

Please read each statement on this page carefully. Completion of each of the agreements is required for participation in the program. It is important to understand that checking the boxes to agree is considered your e-signature and it has the same legal force and effect as your hand-written signature. Questions pertaining to the agreements below can be addressed by contacting your county 4-H Youth Development Educator at 608-685-6256.

Complete the five following authorizations:

- Assumption of Risks
- Hold Harmless, Indemnity and Release
- Consent for Emergency Treatment
- Code of Conduct
- Photo Release – *Note that checking "No" to Photo Release prohibits UW-Extension from releasing the name and photograph of the member including in newsletter, news articles or event programs.*

After completing each of the five authorizations, click on the "continue" button.

Note: The "continue" button will take you to an optional health form. It is not required at the time you are enrolling, but will be required to participate in certain events and activities. After you have completed the form once, the information will be retained. You can return to 4HOnline to update information that may have changed since the last time it was completed. Scroll down and click on the "continue" button if you do not want to fill it out at this time.

This is the Clubs/Projects/Groups page, where you will select a 4-H club and projects for the current 4-H year.

On the Clubs tab:

1. Select the correct club from the drop down menu and click on it.

2. Be sure to click "Add Club".

3.   Click the "Continue" button.

How to Select 4-H Projects:

First, consider what you would like to do or learn more about in the upcoming year. Then, use the Buffalo County 4-H Projects Guide to determine which projects you would like to enroll. If this is your first year in 4-H, concentrate on completing two or three projects well. Usually you can spend more than one year in a project unit because there are enough ideas to span multiple years. For returning members, the Buffalo County 4-H Leaders Association recommends enrolling in no more than ten projects each year.

Many projects have more than one level. You should select only one level per year since these projects are progressively more difficult. As a general rule, Level 1 is for youth in grades 3-5, Level 2 is for youth in grades 6-8, and Level 3 is for youth in grades 9-12. Most projects have recommended grade guidelines. Be sure to review the project descriptions for more detail.

To be eligible to show exhibits at the Buffalo County Fair, you must be enrolled in the specific project by April 1 of the current year. For example, to enter chocolate chip cookies, you must be enrolled in Foods and Nutrition project on or before April 1 of the current year.

On the Projects tab:

1. Under "Select a Project" click on the drop down menu and select the first project for this youth.
2. "Years in Project" – must have 1 for 1st year members. For returning members, enter the number that reflects your experience. For example, if this is the beginning of your second year in the project enter 2.
3. *Select if you would like to request project materials (literature). If you request literature, this information will be available to your 4-H Club Leader. Literature purchases and publication decisions are made on a club level. If you select you want materials do not expect you will receive literature without payment. Speak to your 4-H Club Leader for more information about your club's specific literature policy.*
4. Click on "Add Project".
5. For each additional project that you want to add, repeat the steps above.
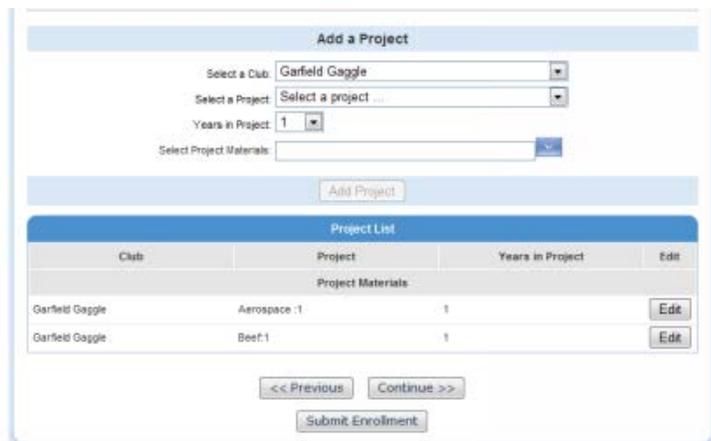
After you have entered all your project(s), click on "**Submit Enrollment**" and you are done!

Entering Additional Youth or Adult Leaders in Your Family

If there is another youth (or an adult leader) in your family enrolling in 4-H, repeat this process for them. There is an option to "copy parent information from another youth record". Using that option will shorten the process for entering additional youth.

Enrollment Approval

After your enrollment has been submitted, it is sent to your club leader and the Buffalo County UW-Extension office to be approved. If there are any problems with your enrollment, such as incorrect or missing information, you will get an e-mail asking you to complete the missing information and resubmit the enrollment. If there are no problems, you will receive an e-mail stating that your enrollment has been accepted. E-mails related to your enrollment will be sent to your family e-mail address. If you do not receive an e-mail from 4HOnline in your inbox, please check your junk mail folder.

Use 4HOnline Throughout the Year

Keep your login (family email address) and password handy so that you can log in to the program and update your records whenever you need to. You will have access to your online record throughout the year to update personal information, look up your family members' enrollment in clubs, projects and leadership roles, read newsletters, receive announcements about 4-H activities and more.