

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.).

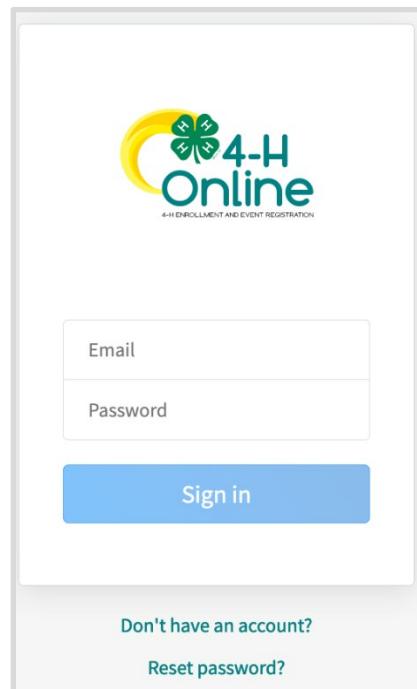
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Logging in to an Existing 4-H Online Account

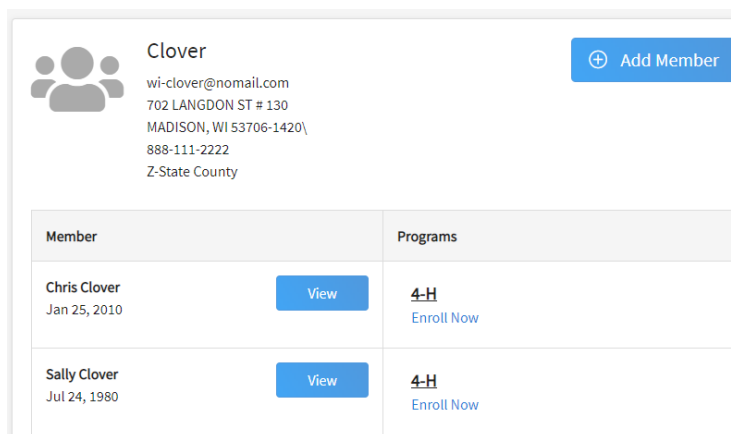
1. If you had an account in 4-H Online version 1.0, go to <http://wi.4honline.com>.
2. Enter your email address and password.
3. Click Sign-In

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



The login form features the 4-H Online logo at the top, which includes a green clover and the text "4-H Online" with "4-H ENROLLMENT AND EVENT REGISTRATION" below it. 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 form, 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.



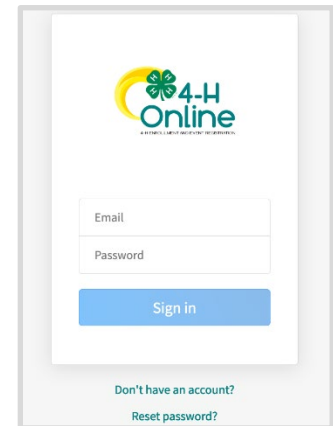
The Family Member List Screen displays a header for "Clover" with contact information: "wi-clover@nomail.com", "702 LANGDON ST # 130", "MADISON, WI 53706-1420", "888-111-2222", and "Z-State County". An "Add Member" button is in the top right. Below is a table with two columns: "Member" and "Programs".

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

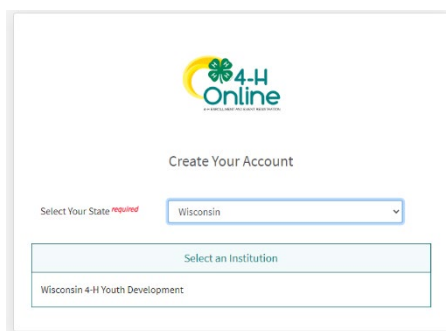
Creating a New 4-H Online Account

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 1.0, start at Logging in to an Existing 4-H Online Account on page 2.



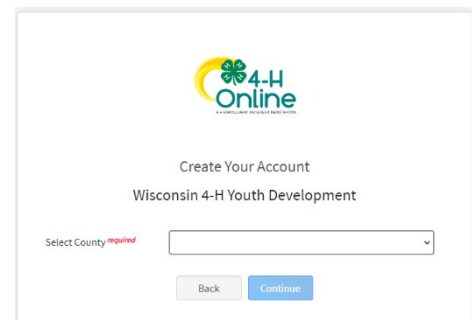
The login screen for 4-H Online. It features the 4-H Online logo at the top. Below the logo are two input fields: "Email" and "Password". A blue "Sign in" button is positioned below the password field. At the bottom of the screen, there are two links: "Don't have an account?" and "Reset password?".



The account creation screen for 4-H Online. It features the 4-H Online logo at the top. Below the logo is the text "Create Your Account". There are two dropdown menus: "Select Your State" (with "Wisconsin" selected) and "Select an Institution" (with "Wisconsin 4-H Youth Development" selected). A "Create Account" button is at the bottom.

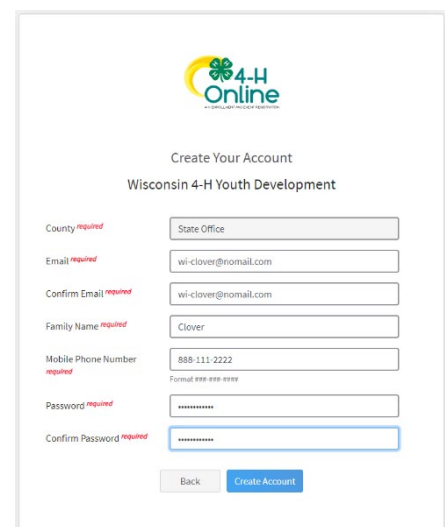
3. Select Wisconsin from the drop-down menu and then select Wisconsin 4-H Youth Development.

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



The account creation screen for 4-H Online, showing the "Select County" dropdown menu. The screen displays the 4-H Online logo, the text "Create Your Account" and "Wisconsin 4-H Youth Development". Below the text is a "Select County" dropdown menu. At the bottom are "Back" and "Continue" buttons.

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

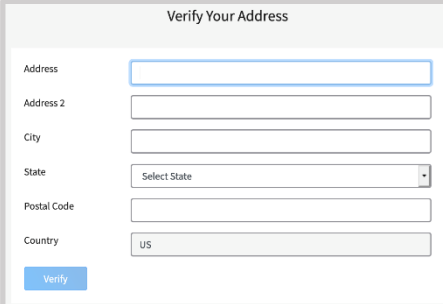


The account creation screen for 4-H Online, showing the "Complete your family’s information" section. The screen displays the 4-H Online logo, the text "Create Your Account" and "Wisconsin 4-H Youth Development". Below the text are several input fields: "County" (with "State Office" selected), "Email", "Confirm Email", "Family Name", "Mobile Phone Number", "Password", and "Confirm Password". At the bottom are "Back" and "Create Account" buttons.

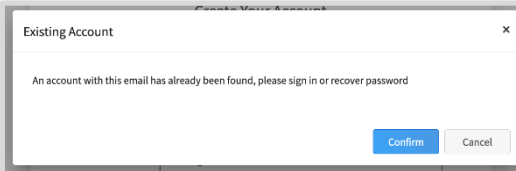
7. Enter your family's address information.

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 with "Select State" as the placeholder), Postal Code, and Country (a dropdown menu with "US" as the placeholder). 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.

The screenshot shows the 'Add Member' form with a progress bar at the top indicating four steps: 1. Join a Program, 2. Profile, 3. About You, and 4. Participation. Step 1 is currently active. Below the progress bar, the text asks 'Which program would you like to join?'. A dropdown menu is open, showing '4-H' as the selected option. At the bottom right, there are 'Cancel' and 'Next' buttons.

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.

The screenshot shows the 'Add Member' form with the progress bar indicating Step 2, 'Profile', is active. The form contains several input fields: 'First Name *', 'Middle Name', 'Last Name *', 'Preferred Name', and 'Birth Date *'. The 'Birth Date' field has a date picker icon. A 'Next' button is located at the bottom right.

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

The screenshot shows the 'Add Member' form with the progress bar indicating Step 3, 'About You', is active. The form is divided into two sections: 'About You' and 'Demographics'. The 'About You' section includes 'Gender required' and 'Grade required' dropdown menus. The 'Demographics' section includes 'Residence required' and 'Are you of Hispanic or Latino ethnicity? required' dropdown menus. A 'Next' button is located at the bottom right.

7. Select your method of participation.

8. Click the Finish button.

The screenshot shows a four-step progress bar at the top: 'Join a Program', 'Profile', 'About You', and 'Select Participation' (which is highlighted with a blue dot). Below the progress bar, the text 'How would you like to participate?' is followed by two radio button options. The first option is 'I want to join 4-H as a New or Returning 4-H Club Member' and is selected. The second option is 'I want to participate in a 4-H activity but I do NOT want to join 4-H at this time.' At the bottom right, there are two buttons: 'Back' and '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

The screenshot shows a member profile for 'Clover'. At the top left is a group icon. To its right is the name 'Clover', followed by contact information: 'wi-clover@nomail.com', '702 LANGDON ST # 130', 'MADISON, WI 53706-1420', '888-111-2222', and 'Z-State County'. A blue '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

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.

The screenshot shows the 'Family Member List' for a user named 'Clover'. At the top right is an 'Add Member' button. Below the header, there is a table with two columns: 'Member' and 'Programs'. The table lists two members: Chris Clover (born Jan 25, 2010) and Sally Clover (born Jul 24, 1980). Each member has a 'View' button and a '4-H Enroll Now' link under the 'Programs' column.

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.

This screenshot shows the 'Enrollment' window at the 'School Grade' step. It asks 'What school grade is this member in?'. A dropdown menu for 'Grade' is open, showing the number '4'. At the bottom right are 'Back' and 'Next' buttons. A progress indicator at the bottom shows '2 Confirm Enrollment'.

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

This screenshot shows the 'Enrollment' window at the 'Confirm Enrollment' step. It displays the text 'I'm confirming I want to enroll in 4-H as a ClubMember' and an 'Enroll' button at the bottom right. The progress indicator at the bottom shows '1 School Grade' and '2 Confirm Enrollment'.

3. Click the Select Clubs button

This screenshot shows the 'Enrollment' window at the 'Clubs' selection step for 'Joey Clover'. It features a progress bar at the top with steps 1 through 7. The 'Clubs' section has a text prompt 'Please select your Clubs. You may enroll in as many Clubs as you would like. Have fun!' and a 'Select Clubs' button. To the right, a 'Fees' section shows a 'Total' of '\$0.00'. A 'Next' button is at the bottom.

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.
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

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.

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”.

The screenshot shows a 'Project Consents' modal window. It contains two identical sections for 'Consent # 4'. Each section has a 'Member Name' field, a 'Parent / Guardian Name' field, and a radio button selection for 'Agree' or 'Disagree'. At the bottom right of the modal are 'Decline' and 'Accept' buttons.

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

16. Click the Next button once all the member’s projects have been added.

The screenshot shows the enrollment progress for Chris Clover. The progress bar indicates steps 1 through 6, with 'Projects' (step 2) being the current step. Below the progress bar is a table of projects:

Project	Club	
Adventures	Franklin Frankfurters	
Aerospace	Franklin Frankfurters	
Art	Franklin Frankfurters	

Below the table is a 'Select Projects' button. To the right, a 'Fees' section shows a 'Total' of '\$0.00'. At the bottom are 'Back' and 'Next' buttons.

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.

The screenshot shows the enrollment progress for Joey Clover. The progress bar indicates steps 1 through 7, with 'Questions' (step 3) being the current step. Below the progress bar is a 'Questions' section with a 'Show Questions' button. To the right, a 'Fees' section shows a 'Total' of '\$1.00' for 'Texas A&M AgriLife Extension - Youth Enrollment Fee'. At the bottom are 'Back' and 'Next' buttons.

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

The screenshot shows a close-up of the 'Back' and 'Next' buttons at the bottom of the screen. The 'Next' button is highlighted in blue.

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.

Chris Clover
2019-2020 Enrollment

Clubs Projects Questions Health Form

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.

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.

Chris Clover
2019-2020 Enrollment

Clubs Projects Questions Health Form Consents Payment Confirm

Selected Payment Method

Non-Electronic Payment
Please send a check to your club leader for the total fee due.

Change Payment Method

Fees

Z-State - Club Member Program Fee \$1.00

Total: \$1.00

Selected Payments:

CHECK
Owed to Z-State \$1.00
Please send a check to your club leader for the total fee due.

Coupon Apply

Back 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 Enrollment

Selected Units

Franklin Frankfurters, Z-State - Primary

Selected Projects

Adventures - Franklin Frankfurters
Aerospace - Franklin Frankfurters
Art - Franklin Frankfurters

Fees

Total: \$0.00

Back Submit

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.

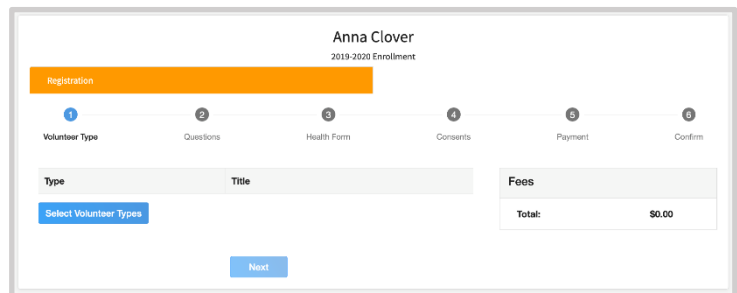
Chris Clover Jan 25, 2010	View	4-H ClubMember - Awaiting Review Enrollment Submitted
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Adult Volunteer Enrollment


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.

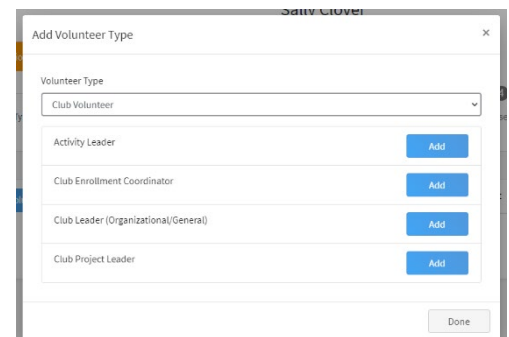
1. Click Select Volunteer Types to indicate how you are planning to participate in the program throughout the year.
At least one Volunteer Type is required during the enrollment process. You may add additional Volunteer Types later, if needed.



2. Select a Volunteer Type
 - a. 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.



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.

Sally Clover
2019-2020 Enrollment

Registration

1 Volunteer Type 2 Clubs 3 Projects 4 Questions 5 Health Form 6 Consents 7 Confirm

Type	Title	
Club Volunteer	Club Leader (Organizational/General)	
Program Volunteer	Adult Advisor / Chaperone	
Program Volunteer	County Committee	
Project Volunteer	County Project Committee	
Project Volunteer	Project Leader	

Select Volunteer Types

Fees
Total: \$0.00

Next

7. 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.

Anna Clover
2019-2020 Enrollment

Registration

1 Volunteer Type 2 Clubs 3 Projects 4 Questions 5 Health Form 6 Consents 7 Payment 8 Confirm

Primary	Club	Type	County
Select Clubs			

Back Next

Fees
Total: \$0.00

8. 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 *required*
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.

Anna Clover
2019-2020 Enrollment

Registration

1 Volunteer Type 2 Clubs 3 Projects 4 Questions 5 Health Form 6 Consents 7 Payment 8 Confirm

Projects

Select Projects

Back Next

Fees
Total: \$0.00

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.

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.

16. Click Show Questions
17. Complete the Questions section
18. 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.

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.

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.

The screenshot shows the 'Screening' tab selected for Anna Clover. It contains two sections: 'Automobile' with checkboxes for 'Do You Have a Valid Drivers License', 'Liability Insurance', and 'Drivers License Suspended Or Revoked'; and 'Conviction' with a checkbox for 'Convicted' and a field for 'Explanation of Conviction'.

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.



Member List

Profile

Events

4-H

The screenshot shows the 'Member List' page for the Clover family. It includes a header with the family name 'Clover', contact information, and an 'Add Member' button. Below is a table with two members: Chris Clover and Sally Clover, both with '4-H ClubMember - Awaiting Review' status. A welcome message and instructions are on the right.

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

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