

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.).

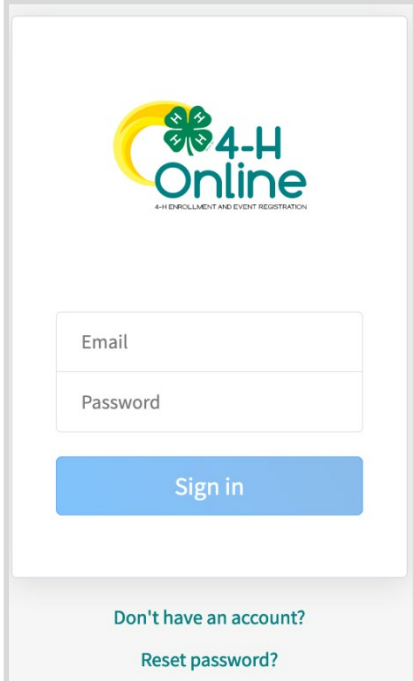
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Logging in to an Existing 4-H Online Account

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.



4-H Online
4-H ENROLLMENT AND EVENT REGISTRATION

Email

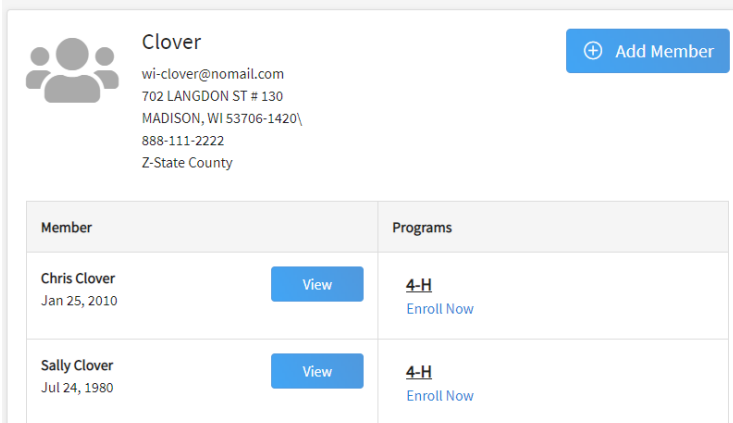
Password

Sign in

Don't have an account?

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.



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

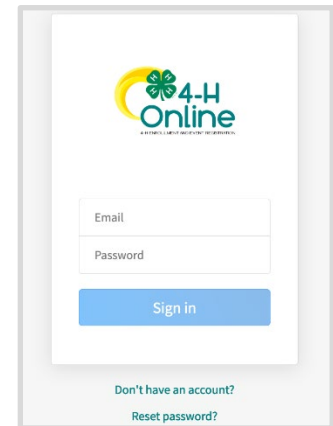
+ Add Member

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

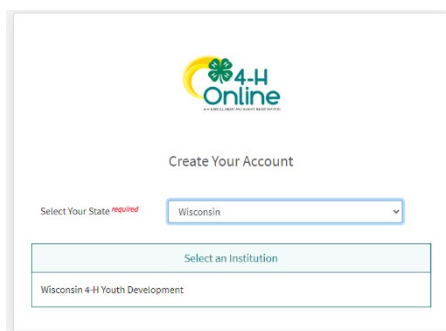
Creating a New 4-H Online Account

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.



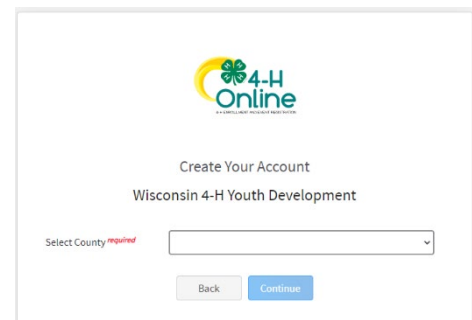
The screenshot shows the 4-H Online login interface. At the top is the 4-H Online logo. Below it are two input fields: "Email" and "Password". A blue "Sign in" button is positioned below the password field. At the bottom of the page, there are two links: "Don't have an account?" and "Reset password?".



The screenshot shows the "Create Your Account" page for Wisconsin. The title is "Create Your Account". Below the title is a dropdown menu labeled "Select Your State *required*" with "Wisconsin" selected. Below this is a button labeled "Select an Institution". Underneath the button is a list box showing "Wisconsin 4-H Youth Development".

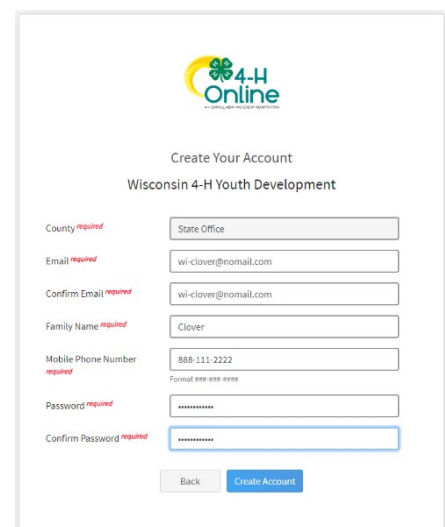
3. Select Wisconsin from the drop-down menu and then select Wisconsin 4-H Youth Development.

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



The screenshot shows the "Create Your Account" page for Wisconsin 4-H Youth Development. The title is "Create Your Account" followed by "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

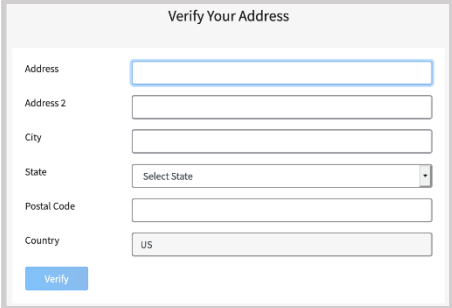


The screenshot shows the "Create Your Account" page for Wisconsin 4-H Youth Development, Step 3. The title is "Create Your Account" followed by "Wisconsin 4-H Youth Development". Below the title are several input fields: "County *required*" (with "State Office" selected), "Email *required*" (with "wi-clover@nmail.com"), "Confirm Email *required*" (with "wi-clover@nmail.com"), "Family Name *required*" (with "Clover"), "Mobile Phone Number *required*" (with "888-111-2222" and a note "Format: 888-888-8888"), "Password *required*" (with "*****"), and "Confirm Password *required*" (with "*****"). At the bottom are two buttons: "Back" and "Create Account".

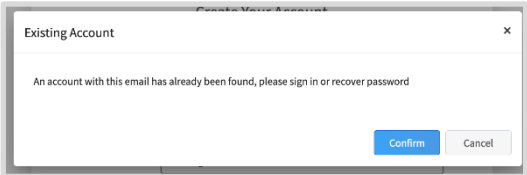
7. Enter your family's address information.

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 a light gray border. It contains several input fields: "Address" (a wide text box), "Address 2" (a text box), "City" (a text box), "State" (a dropdown menu with "Select State" as the placeholder), "Postal Code" (a text box), and "Country" (a dropdown menu with "US" as the selected option). A blue "Verify" button is located at the bottom left of the form.

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 reads: "An account with this email has already been found, please sign in or recover password". At the bottom right, there are two buttons: a blue "Confirm" button and a gray "Cancel" button.

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, 'I want to join 4-H as a New or Returning 4-H Club Member', is selected and highlighted by a red arrow. 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 are 'Back' and 'Finish' buttons.

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' with contact information: email (wi-clover@nomail.com), address (702 LANGDON ST # 130, MADISON, WI 53706-1420), phone (888-111-2222), and location (Z-State County). A blue '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

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 a family member list for 'Clover'. At the top right is an 'Add Member' button. Below the family name, contact information is listed: email (wi-clover@nomail.com), address (702 LANGDON ST # 130, MADISON, WI 53706-1420), phone (888-111-2222), and county (Z-State County). A table below lists members and their enrollment options.

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

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

This is the 'Enrollment' window, Step 1: School Grade. It asks 'What school grade is this member in?'. A dropdown menu for 'Grade' is open, showing the number '4'. '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

This is the 'Enrollment' window, Step 2: Confirm Enrollment. It shows a progress bar with 'School Grade' completed and 'Confirm Enrollment' active. 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

This is the 'Clubs' selection screen for 'Joey Clover' (2019-2020 Enrollment). A progress bar at the top shows steps 1 through 7, with 'Clubs' (Step 1) selected. The main area says 'Please select your Clubs. You may enroll in as many Clubs as you would like. Have fun!' and features a 'Select Clubs' button. On the right, a 'Fees' section shows a 'Total' of '\$0.00'. A 'Next' button is at the bottom.

- If you are a club officer, select that from the Volunteer Type box. ***SKIP THIS STEP**

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

***IRON COUNTY SUMMER YOUTH CAMP**

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

- 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

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

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

- Click Select Projects

- Select the Club with which you want your project to be associated
- Scroll until you find the Project that you will be enrolling in. Use the Project Filter to search the list
- Click the Add button next to the project you want to add to the member's enrollment
- Repeat steps 10-13 for each project in which you would like to participate.

***SEE BELOW**

CAMPERS: PLEASE SELECT PROJECT - CAMPING:CAMPER
COUNSELORS: PLEASE SELECT PROJECT: YOUTH LEADERSHIP



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”.

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

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

Project	Club
Adventures	Franklin Frankfurters
Aerospace	Franklin Frankfurters
Art	Franklin Frankfurters

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.

Project	Club
Adventures	Franklin Frankfurters
Aerospace	Franklin Frankfurters
Art	Franklin Frankfurters

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.

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.

Next

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.

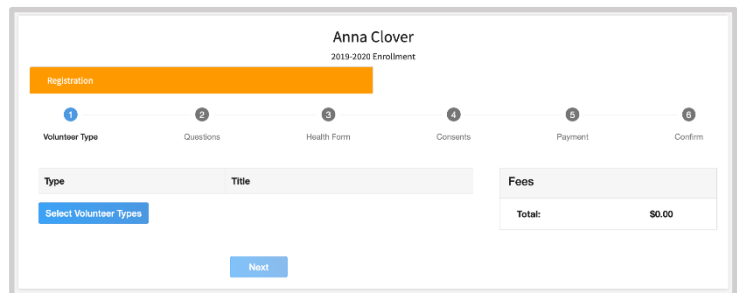
Chris Clover Jan 25, 2010	View	4-H ClubMember - Awaiting Review Enrollment Submitted
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Adult Volunteer Enrollment


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.

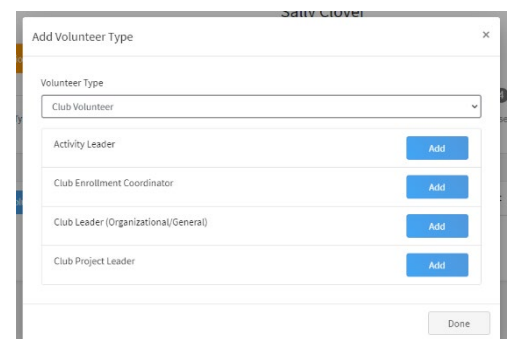
1. Click Select Volunteer Types to indicate how you are planning to participate in the program throughout the year.
At least one Volunteer Type is required during the enrollment process. You may add additional Volunteer Types later, if needed.



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.

Adult Assumption of Risk

I understand that not all risks can be foreseen and there are some risks that are unpredictable. I understand that certain inherent risks cannot be eliminated regardless of the care taken to avoid injuries. I am aware of the risks of volunteer participation, which include, but are not limited to, the possibility of physical injury, fatigue, bruises, contusions, broken bones, concussion, paralysis, and even death. I understand that the county and university have advised me to seek the advice of my physician before participating in a Division of Extension program. I understand that I have been advised to have health and accident insurance in effect and that no such coverage is provided for by the Division of Extension or the Board of Regents of the University of Wisconsin System. I **know, understand, and appreciate the risks that are inherent in the above-listed programs and activities. I hereby assert that my participation is voluntary and that I knowingly assume all such risks.**

Please note: If injured during the course of their volunteer work, volunteers would have the same legal rights as other citizens to seek compensation if the injury resulted from University negligence.

☐ I have read, understand, and agree to the above

Fees

Total:	\$0.00
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24. Review the fees, if any
25. Click Next
26. If payment is not necessary, click the Next button

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](#)

27. Click Submit

Sally Clover
2019-2020 Enrollment

Registration

Sally's Enrollment

Selected Units

Franklin Frankfurters, Z-State - Primary
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Selected Projects

Model Rocketry - Franklin Frankfurters
Shooting Sports - Franklin Frankfurters

Fees

Total:	\$0.00
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[Back](#) [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

Confirm Submission

Are you sure you want to continue? Once you complete this step you're application will be submitted and you will no longer be able to go back. You must still complete the following steps in order to be an Active Volunteer.

[Confirm](#) [Cancel](#)

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', email 'wi-clover@nomail.com', address '702 LANGDON ST # 130 MADISON, WI 53706-1420', phone '888-111-2222', and location 'Z-State County'. There is an 'Add Member' button. Below is a table with two members: Chris Clover (born Jan 25, 2010) and Sally Clover (born Jul 24, 1980). Each member has a 'View' button and a program status: '4-H ClubMember - Awaiting Review Enrollment Submitted' and '4-H Volunteer - Awaiting Review Volunteer Application Submitted Continue Trainings' respectively. 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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