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.
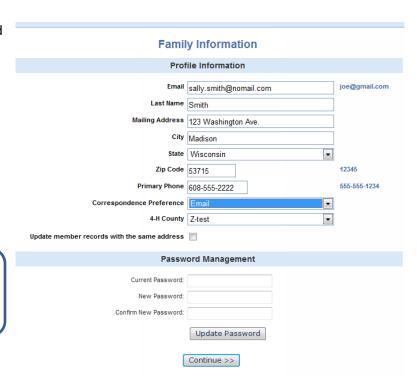
2. Confirm your e-mail address

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.
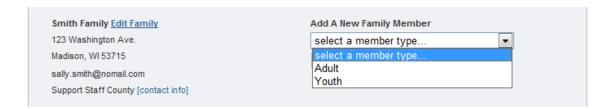
5. Click on "Create Login"

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".
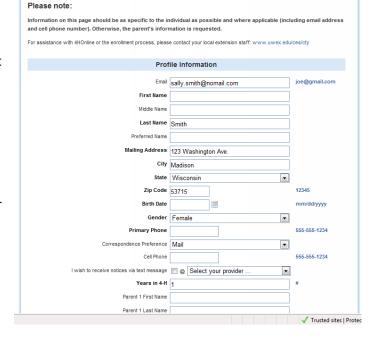
Smith Family Edit Family
123 Washington Ave.
Madison, WI 53715
sally.smith@nomail.com
Support Staff County [contact info]

Add A New Family Member

select a member type...

select a member type...
Adult
Youth

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. These fields are required for our civil rights reporting.

7. Choose your residence.

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

9. School Information – choose your county from the drop down menu first, then select your child's school. If your school is not listed, 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. A link to their contact information can be found here.

Complete the five following authorizations:
- Assumption of Risks
- Hold Harmless, Indemnity and Release
- Consent for Emergency Treatment
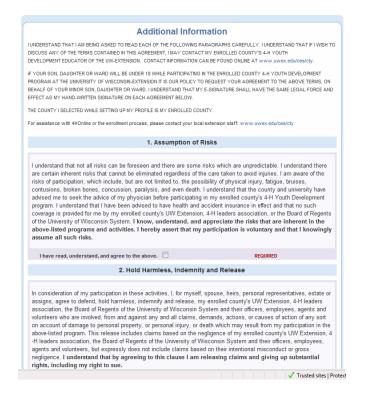- Code of Conduct
- Photo Release

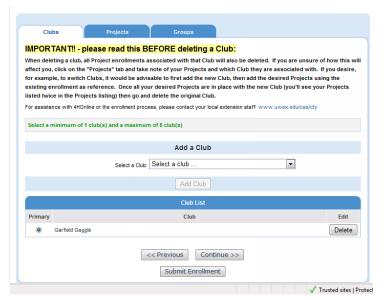After completing each of the five authorizations, click on the "continue" button.

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.

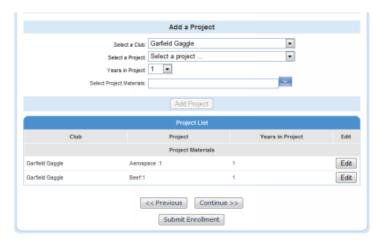2. Be sure to click "Add Club".

3. Click the "Continue" button.

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. Click on "Add Project".
4. 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 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.

Edited: August 13, 2019