

4HOnline Instructions 2013-14

Enrolling in 4HOnline as a NEW family

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.

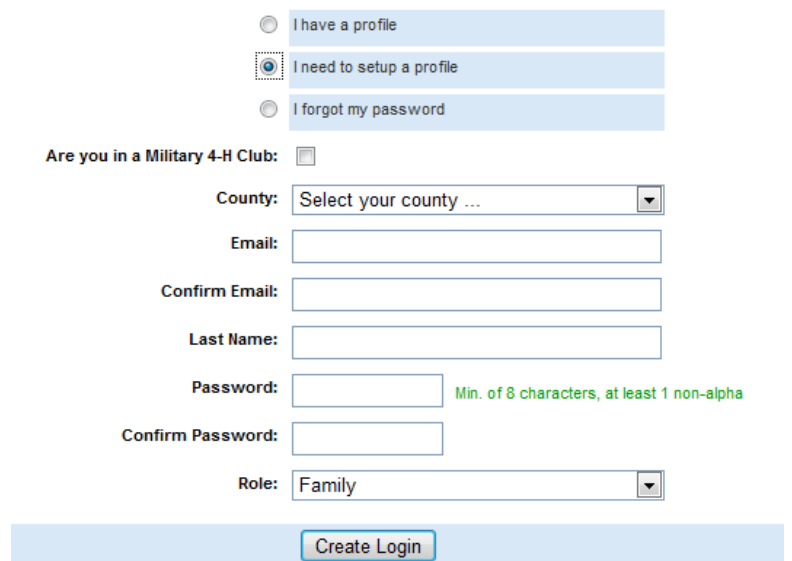
Go to <http://wi.4honline.com> (notice there's no "www" in that address). After carefully reading the instructions at the top of the page, you are ready to begin entering your family information.

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"



The screenshot shows the enrollment form with the following elements:

- Three radio buttons for profile status: "I have a profile" (unselected), "I need to setup a profile" (selected), and "I forgot my password" (unselected).
- A checkbox for "Are you in a Military 4-H Club:" which is unchecked.
- A dropdown menu for "County:" with the text "Select your county ...".
- Text input fields for "Email:", "Confirm Email:", "Last Name:", "Password:", and "Confirm Password:". The "Password:" field has a green note: "Min. of 8 characters, at least 1 non-alpha".
- A dropdown menu for "Role:" with "Family" selected.
- A blue "Create Login" button at the bottom.

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 joe@gmail.com

Last Name

Mailing Address

City

State

Zip Code 12345

Primary Phone 555-555-1234

Correspondence Preference

4-H County

Update member records with the same address

Password Management

Current Password:

New Password:

Confirm New Password:

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: <input type="text" value="select a member..."/> Event: <input type="text"/>					

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 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.

Youth Personal Information

Please note:
 Information on this page should be as specific to the individual as possible and where applicable (including email address and cell phone number). Otherwise, the parent’s information is requested.
 For assistance with 4HOnline or the enrollment process, please contact your local extension staff: www.uwex.edu/ces/cty

Profile Information

Email	<input type="text" value="sally.smith@nomail.com"/>	<input type="text" value="joe@gmail.com"/>
First Name	<input type="text"/>	
Middle Name	<input type="text"/>	
Last Name	<input type="text" value="Smith"/>	
Preferred Name	<input type="text"/>	
Mailing Address	<input type="text" value="123 Washington Ave."/>	
City	<input type="text" value="Madison"/>	
State	<input type="text" value="Wisconsin"/>	
Zip Code	<input type="text" value="53715"/>	<input type="text" value="12345"/>
Birth Date	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>
Gender	<input type="text" value="Female"/>	
Primary Phone	<input type="text"/>	<input type="text" value="555-555-1234"/>
Correspondence Preference	<input type="text" value="Mail"/>	
Cell Phone	<input type="text"/>	<input type="text" value="555-555-1234"/>
I wish to receive notices via text message	<input type="checkbox"/> <input type="text" value="Select your provider ..."/>	
Years in 4-H	<input type="text" value="1"/>	<input type="text" value="#"/>
Parent 1 First Name	<input type="text"/>	
Parent 1 Last Name	<input type="text"/>	

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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 at www.uwex.edu/ces/cty.

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.

Additional Information

I UNDERSTAND THAT I AM BEING ASKED TO READ EACH OF THE FOLLOWING PARAGRAPHS CAREFULLY. I UNDERSTAND THAT IF I WISH TO DISCUSS ANY OF THE TERMS CONTAINED IN THIS AGREEMENT, I MAY CONTACT MY ENROLLED COUNTY'S 4-H YOUTH DEVELOPMENT EDUCATOR OF THE UW-EXTENSION. CONTACT INFORMATION CAN BE FOUND ONLINE AT www.uwex.edu/ces/cty.

IF YOUR SON, DAUGHTER OR WARD WILL BE UNDER 18 WHILE PARTICIPATING IN THE ENROLLED COUNTY 4-H YOUTH DEVELOPMENT PROGRAM AT THE UNIVERSITY OF WISCONSIN-EXTENSION IT IS OUR POLICY TO REQUEST YOUR AGREEMENT TO THE ABOVE TERMS, ON BEHALF OF YOUR MINOR SON, DAUGHTER OR WARD. I UNDERSTAND THAT MY E-SIGNATURE SHALL HAVE THE SAME LEGAL FORCE AND EFFECT AS MY HAND-WRITTEN SIGNATURE ON EACH AGREEMENT BELOW.

THE COUNTY I SELECTED WHILE SETTING UP MY PROFILE IS MY ENROLLED COUNTY.

For assistance with 4HOnline or the enrollment process, please contact your local extension staff. www.uwex.edu/ces/cty

1. Assumption of Risks

I understand that not all risks can be foreseen and there are some risks which are unpredictable. I understand there are certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. I am aware of the risks of 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 my enrolled county's 4-H Youth Development program. I understand that I have been advised to have health and accident insurance in effect and that no such coverage is provided for me by my enrolled county's UW Extension, 4-H leaders association, 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.

I have read, understand, and agree to the above. **REQUIRED**

2. Hold Harmless, Indemnity and Release

In consideration of my participation in these activities, I, for myself, spouse, heirs, personal representatives, estate or assigns, agree to defend, hold harmless, indemnify and release, my enrolled county's UW Extension, 4-H leaders association, the Board of Regents of the University of Wisconsin System and their officers, employees, agents and volunteers who are involved, from and against any and all claims, demands, actions, or causes of action of any sort on account of damage to personal property, or personal injury, or death which may result from my participation in the above-listed program. This release includes claims based on the negligence of my enrolled county's UW Extension, 4-H leaders association, the Board of Regents of the University of Wisconsin System and their officers, employees, agents and volunteers, but expressly does not include claims based on their intentional misconduct or gross negligence. I understand that by agreeing to this clause I am releasing claims and giving up substantial rights, including my right to sue.

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Clubs Projects Groups

IMPORTANT!! - please read this BEFORE deleting a Club:

When deleting a club, all Project enrollments associated with that Club will also be deleted. If you are unsure of how this will affect you, click on the "Projects" tab and take note of your Projects and which Club they are associated with. If you desire, for example, to switch Clubs, it would be advisable to first add the new Club, then add the desired Projects using the existing enrollment as reference. Once all your desired Projects are in place with the new Club (you'll see your Projects listed twice in the Projects listing) then go and delete the original Club.

For assistance with 4HOnline or the enrollment process, please contact your local extension staff. www.uwex.edu/ces/cty

Select a minimum of 1 club(s) and a maximum of 8 club(s)

Add a Club

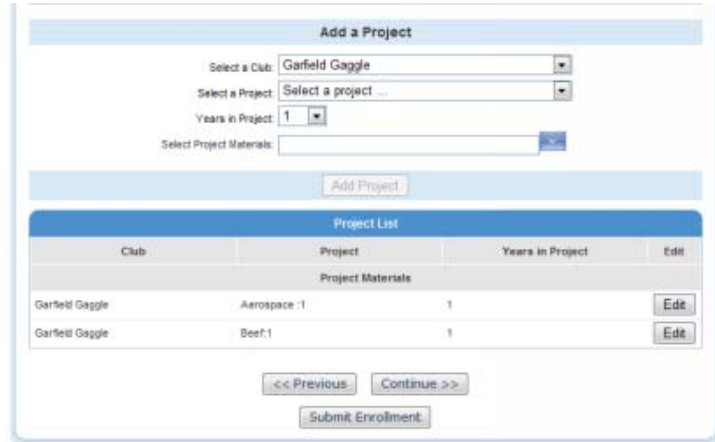
Select a Club:

Primary	Club	Edit
<input checked="" type="radio"/>	Garfield Gagger	<input type="button" value="Delete"/>

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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.



Club	Project	Years in Project	Edit
Garfield Gaggle	Aerospace 1	1	Edit
Garfield Gaggle	Beef:1	1	Edit

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.