

Information about Wisconsin 4-H: [4h.uwex.edu](http://4h.uwex.edu)

For assistance with 4HOnline or the enrollment process, contact your local UW-Extension staff.

**Important note!!**

If you attempt to create a profile, and 4HOnline indicates that your email address is already on file, please DO NOT create a new profile for your family with a different email address. Instead, either use the "forgot my password" option below or contact your county UW-Extension office to have your password reset.

**If you are experiencing issues with 4HOnline and you are using Internet Explorer,** you must use a different web browser. Click on one of the following:

[Firefox from Mozilla](#)

[Chrome from Google](#)

**1. Enter E-Mail and Password**

Enter your e-mail and password from when you first created an account. If you have forgotten your password, click the bubble "I forgot my password," enter your e-mail, and click "Send My Password". You will then be sent a temporary password to reset it. If you have forgotten which e-mail you use to log in or are having trouble, contact the Extension Office at 715-346-1462.

I have a profile  
 I need to setup a profile  
 I forgot my password

Email:

Password:

Role:

Login

**2. Click Login**

Left-click "Login" to access the family home screen.





Logged in as Leader

Change Password

My Meetings

Announcements & Newsletters

User Roles  
Apr 30, 2014 Z-Train County

Continue to Family

Club Leader Login

Select a profile ... No items available Password: Login to Club

Project Leader Login

Select a profile ... Password: Login to Project

**1. Select Club**  
Left-click the drop-down menus to select your name and club. Then left-click the field labeled "Password" and enter the club password. For your club password, contact the UW-Extension office at 715-346-1462 or ryan.nelson@ces.uwex.edu

If you cannot see this option, you do not have club manager privileges.

**2. Login to Club**  
Left-click "Login to Club" to access club manager functions.

Dashboard

Search Search

Confirm Members Enrollment

Members

Reports Reporting

**1. Reports**  
Let-click "Reports" to access your reports, including the Literature Order

MEMBERS/VOLUNTEERS NEEDING CLUB APPROVAL

County	Name	4-H Age	4-H Status	Type	Gender	Primary Club Title	Enrollment Date	Edit
Z-Train	Coyote, Wile		Pending	Adult	Male	Chilton Chickens	Sep 17 2015 2:21PM	Edit
Z-Train	De Vil, Cruella		Pending	Adult	Female	Chilton Chickens	Sep 17 2015 2:25PM	Edit
Z-Train	Flinstone, Wilma		Pending	Adult	Female	Chilton Chickens	Sep 17 2015 2:29PM	Edit
Z-Train	Panther, Pink	15	Pending	Youth	Male	Chilton Chickens	Sep 17 2015 2:12PM	Edit
Z-Train	Simpson, Lisa	19	Pending	Youth	Female	Chilton Chickens	Sep 17 2015 2:46PM	Edit
Z-Train	Squirrel, Gray	10	Pending	Youth	Female	Chilton Chickens	Sep 17 2015 2:15PM	Edit

Dashboard

Search Search  
Confirm Members Enrollment  
Members Reporting  
Reports Reporting

Quick Videos Quick Exports Quick Reports

Enrollment Reports Manager Reports

Current 4-H Year  
Enrollment: Custom

**1. Shared**  
Left-click "Shared" to view the pre-made reports that the county has shared with you.

Report Options  
Run Report  
Edit Report  
Copy Report

File Options  
Create Report  
Delete Report  
Create Folder  
Rename Folder  
Delete Folder

### 1. 4-H Year

If you are running this report after August 31 of the current 4-H year, you will need to left-click this drop-down menu and select "Previous 4-H Year."

For example, if it is October 2016 and you want a list of first-year members for the 2015-2016 year, you will need to complete this step. However, if it is May 2016, you would keep this as "Current 4-H Year."

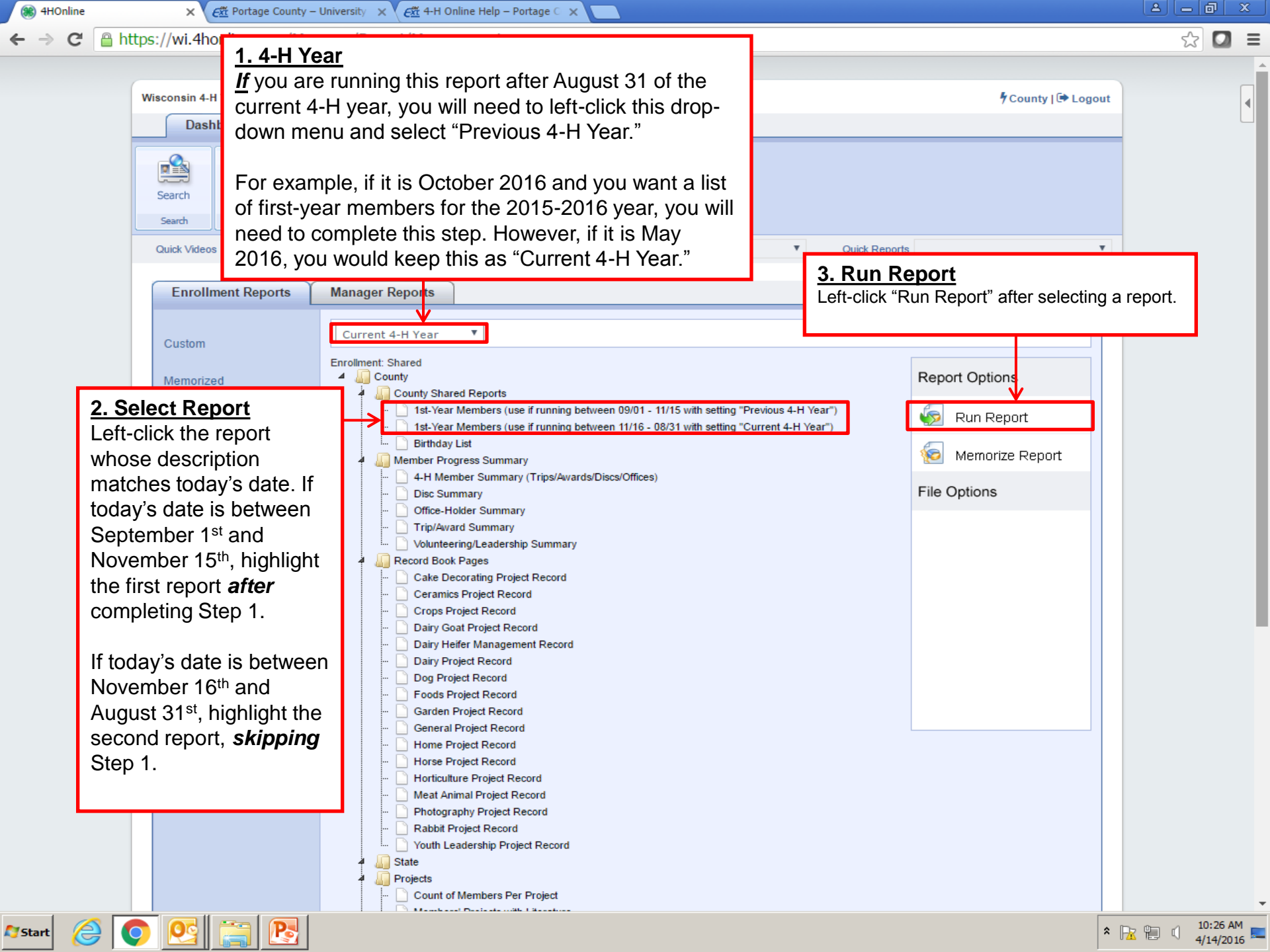
### 3. Run Report

Left-click "Run Report" after selecting a report.

### 2. Select Report

Left-click the report whose description matches today's date. If today's date is between September 1<sup>st</sup> and November 15<sup>th</sup>, highlight the first report **after** completing Step 1.

If today's date is between November 16<sup>th</sup> and August 31<sup>st</sup>, highlight the second report, **skipping** Step 1.



### Report Quick View [close]

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#### 2. Download Report

Once you have selected your download option, left-click the save icon to start the download. Your browser may have other steps for completing the download.

PDF

#### 1. Download Options

Left-click the drop-down menu to view download options. You can download the order list as a PDF or as a Microsoft Excel spreadsheet. Left-click your preferred option.

2015-2016

Report: 1st-Year Members (use if running between 4-H Year")

Member: Full Name (Last, First)      Member: Years in      Enrollment: Primary Club

Member: Full Name (Last, First)	Member: Years in	Enrollment: Primary Club
Doe, Jane	2	03
Doe, John	4	03