

**1. Log On:** Visit 4-H Online by typing **wi.4honline.com** into your browser, or left-click the link provided on the “4-H Online Help” page.

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

**2. Set Up a Profile:** Left-click the circular button next to “I need to setup a profile” to get started.

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

**3. County:** Left-click the drop-down menu to see your options.

Are you in a Military 4-H Club:   
County:

Email:   
Confirm Email:   
Last Name:   
Password:  Min. of 8 characters, at least 1 number and 1 capital or non-alpha  
Confirm Password:   
Role:

Create Login



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- I have a profile
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- I forgot my password

Are you in a Military 4-H Club:

County:

Email:

Confirm Email:

Last Name:

Password:

Confirm Password:

Role:

1 number and 1 capital or non-alpha

Adams  
Ashland  
Barron  
Bayfield  
Brown  
Buffalo  
Burnett  
Calumet  
Chippewa  
Clark  
Columbia  
Crawford  
Dane  
Dodge  
Door  
Douglas  
Dunn  
Eau Claire  
Florence

**1. Scroll:** Left-click and hold the scroll button until you see the option "Portage". Then left-click "Portage" to select it.



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Are you in a Military 4-H Club:

County:  Show

Email:

Confirm Email:

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Password:  Min. of 8 characters, at least 1 number and 1 capital or non-alpha

Confirm Password:

Role:

Create Login

**1. Enter E-Mail:** Left-click the field next to "E-Mail:" and type your e-mail address. **If you do not have an e-mail address**, type your first name and last name, separated by a period, followed by "@nomail.com" (e.g.: [george.johnson@nomail.com](mailto:george.johnson@nomail.com)). Then left-click the field next to "Confirm E-Mail:" and enter the same address you entered above.

**2. Last Name:** Left-click the field next to "Last Name:" and enter the last name you want to appear for your family (you can later change the last name of any individual member of your family who may have a different legal last name).

**3. Password:** Think of a password to access your account. It must be at least 8 characters long, and include at least one number and one capital letter or symbol. Left-click the field next to "Password:" and type it (it will show as •••• as you type it in the field). Then left-click the field next to "Confirm Password:" and type the same password you typed above.

If you do not think you will remember the password you select, please write it down!

**4. Create Login:** When the information above is entered, left-click this button to create your family account.



### Family Information

#### Profile Information \* Required Fields

\* Email:  joe@4honline.com

\* Last Name:

\* Mailing Address:

\* City:

\* State:

\* Zip Code:

\* Primary Phone:

\* Correspondence Preference:

\* 4-H County:

Update member records with the same address

#### Password Management

Current Password:

New Password:

Confirm New Password:

Update Password

Continue >>

Delete Family

Only delete a family if they will never return.

**1. Address:** Left-click the field next to "Mailing Address" and enter your street address (without city, state, or zip code).

**2. City:** Left-click the field next to "City" and enter your city of residence as it appears in your mailing address.

**3. Zip Code:** Left-click the field next to "Zip Code" and type your zip code.

**4. Phone:** Left-click the field next to "Primary Phone" and type your 10-digit phone number in XXX-XXX-XXXX format.

**5. Continue:** Left-click "Continue >>" to complete your family account.

## Member List

Please use this page to add the members and adult volunteers that will be associated with your family record. Click Edit if you need to change information on the individual record after it has been entered.

**Do not add a new record for a member that is already listed.**

**Parents who are not enrolling as Adult Volunteer Leaders should not be added as adult family members.**  
(Parent information is entered when setting up the family profile and on member records.)

4-H depends on caring adults who are willing to offer their time and talents to make a difference. If you already submitted your enrollment to serve as an adult 4-H Volunteer – THANK YOU!! If you are interested in a volunteer role; contact your local [UW-Extension staff](#).

If your enrollment status is **Inactive or Incomplete**, click the **Edit** button to review and submit your record for approval.

If your enrollment status is **Pending**, your record is complete and waiting for county office approval.

<b>Test Family</b> <input type="button" value="Edit Family"/>	<b>Add A New Family Member</b>
Aisudghasdgb	<input type="text" value="select a member type..."/>
Stevens Point, WI 54481	<input type="button" value="Add Member"/>
888-888-8888	
<a href="mailto:ryan.nelson@nomail.com">ryan.nelson@nomail.com</a>	
County Support Staff County <a href="#">[contact info]</a>	

Member/Volunteer List						
Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit	

Register A Member In An Event

Member:

Event:

**Member List:**  
You are now at the Member List screen and can start enrolling new members.

For click-by-click instructions on how to enroll new youth or adult members, use the "Enrolling a New Youth Member" or "Enrolling a New Adult Leader" guides on the 4-H Online Help page, starting at Page 3.