

4HOnline Notes for General Leaders

- **Enroll yourself** as a leader as soon as possible.
- **You can appoint another co-leader or adult leader as a club enrollment manager.** This person needs to be someone who has gone through adult volunteer orientation/Youth Protection training. If someone other than the general leader will be coordinating enrollment, please communicate this to UW-Extension staff so that we can approve them as a “Club Manager” in 4HOnline.
- **Important Dates & Deadlines:**
 - NOVEMBER 1:**
 - Deadline for re-enrolling members to enroll.
 - Preferred that adult volunteers enroll by this date as well.
 - DECEMBER 1:**
 - Deadline for re-enrolling members to add livestock projects (beef, sheep, swine, and dairy) if wanting to exhibit livestock at the upcoming County Fair and receive a premium.
 - Deadline for new members to enroll and add livestock projects (beef, sheep, swine, and dairy) if wanting to exhibit livestock at the upcoming County Fair and receive a premium.
 - JANUARY 15:**
 - Deadline for re-enrolling members to add non-livestock projects if wanting to exhibit in the corresponding department at the upcoming County Fair and receive a premium.
 - Deadline for dropping projects in 4HOnline on your own. If you drop after this date, you need to contact the UWEX office to have a 4-H staff member do it for you. You are encouraged to drop the project as soon as you decide you will not be continuing.
 - MARCH 1:**
 - Deadline for new members to enroll and add non-livestock projects if wanting to exhibit in the corresponding department at 2018 County Fair and receive a premium.

Youth can add projects outside these deadlines and exhibit at County Fair, if youth meet the requirements of the project, but will not receive a premium. All countywide animal projects have specific expectations that must be met in order to have the privilege of representing 4-H Youth Development at the Washington County Fair.
- **Think about hosting a club enrollment gathering.** Consider having a get-together at one of these Washington County locations with wireless internet access. (This is just a beginning list – ask around to find more locations with wireless access.) Bring laptops, smart phones, tablets, etc. and have families work together to help each other
 - Hartford
 - Jack Russell Memorial Library
 - McDonald’s
 - Culver’s
 - West Bend
 - West Bend Community Memorial Library
 - McDonald’s
 - Panera
 - Starbucks
 - Dunn Bros Coffee
 - Applebee’s
 - Burger King
 - Culver’s
 - Kewaskum
 - Kewaskum Public Library
 - Coffee Corner
 - McDonald’s
 - Jackson
 - Culver’s
 - Germantown
 - Starbucks
 - Ben & Jerry’s Ice Cream
 - Germantown Community Library
 - Culver’s
 - Slinger
 - Slinger Community Library

- **If a member does not have home computer access or e-mail:**
 - Free, public computers with internet access are available at public libraries throughout Washington County. A family without access to other computer resources may also use a computer at the UW-Extension office to enroll. They must call to make an appointment ahead of time.
 - They can obtain a free e-mail address using services such as Gmail, Yahoo, Hotmail, etc.
 - As a last resort: Members can enroll through 4HOnline by creating a non-valid e-mail address as their user name. The username could be something like “firstname.lastname@nomail.com.” This will function as a username but the leader or member will not be able to receive any e-mail notifications through 4HOnline.
- **All e-mails related to enrollment are sent to the family e-mail address.**
- **Member status will be stated as “pending” until reviewed and confirmed by the general leader/club enrollment manager and then accepted by UW-Extension staff.** The UW-Extension staff will be reviewing enrollments on a regular basis.
- **Reviewing & Approving Enrollments.** If information is missing or incorrect, the general leader or club enrollment manager should call or e-mail the family to point out what needs to be corrected.
 - Each person who enrolls will receive a submission confirmation e-mail from 4HOnline as soon as the “submit” button has been pressed. It goes to the family e-mail address.
 - Members will receive an email notification indicating they’ve been approved. It’s their responsibility to log back in to 4HOnline to confirm the projects they selected are correct.
 - Members can make any changes to project enrollment (see dates below), contact information, and the health form throughout the year once approved.

Some tips to consider throughout the 4HOnline family enrollment process:

Log-In Screen

- The family will be asked to create an account using a last name and an e-mail address. The e-mail address will be the account log-in name.

Family Information Page

- The family can select their correspondence preference: e-mail or mail.
 - If the family does not use e-mail, make sure they select mail, especially if they are using a 'dummy' e-mail address to log-in.
- Check the box to "update records with this address" to only enter the family address once.

Member List Page

- Only parents or guardians intending to enroll as adult volunteer leaders should be added as members.

Youth Personal Information Page

- If the youth has a different e-mail address, it can be entered here.
 - This means that communication will come to the youth when e-mails are sent out.
 - Any enrollment related e-mails will still go to the family e-mail address.
- You can add a preferred name on this page. If the member prefers to go by a nickname, enter that name here.
- Years in 4-H: With the new system, it will be defaulted to 1. Be sure to enter the actual years of membership.
- Second Household Information: If there are parents/guardians that live in a different residence, include that contact information under the Second Household section.

Health Form Page

- This health form is optional at the time of enrollment. It will be required for some 4-H events such as lock-in, camp, day camp, older youth trips, etc.
 - This health form will serve as the health information needed for 4-H events throughout the year, and will only need to be filled out once.
 - This information can be updated when health conditions or insurance providers change.

Adding Additional Members

- There is an option to check "Copy Parent Information from Another Youth Record", which will transfer info and shorten the process for entering additional youth family members.

Adult Volunteer Screening

- Adults enrolling as leaders must complete this page. If you are continuing as an enrolled leader, the background check will be conducted on the normal 4 year rotation. If you are new, the background check will be conducted before approving your enrollment.