Whether you are a new or returning family*, this guide will help you through enrolling in Wisconsin 4-H. Please read this page for a summary of the steps needed to enroll.

If you are a new family, start with Creating a New 4-H Online Account on page 3. After you create your login account, you will be prompted to Add a New Member to the Family right away. To add additional family members, click on the *Add Member* button on your family member list screen.

If you are a returning family, start with Logging in to an Existing 4-H Online Account on page 2. To re-enroll any existing adult or youth member, click on the *Enroll Now* link for the member on your family member list screen. Instructions for re-enrolling a youth start on page 7 and instructions for adults on page 11.

* Family can be a household or a recognized outside group (classroom, partner organization, etc.).

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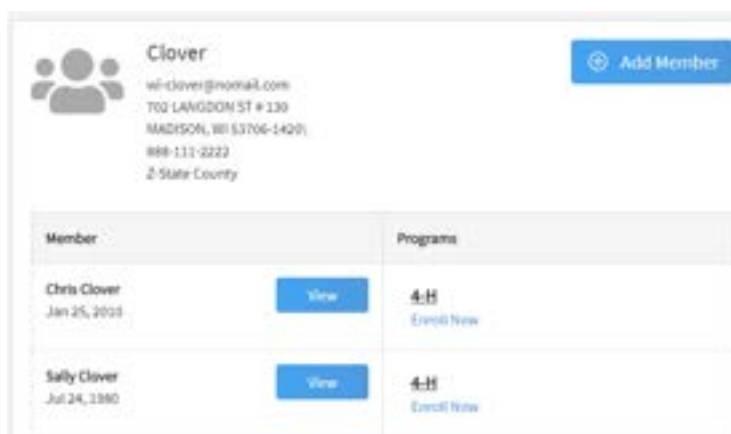## Logging in to an Existing 4-H Online Account

1. If you have an account in 4-H Online, go to http://wi.4honline.com.

2. Enter your email address and password.

3. Click Sign-In

If you have forgotten your password, click "Reset Password?" to receive an email with a link to set a new password.

4. You will be at the Family Member List Screen.

5. To re-enroll a youth member, click on Enroll Now and skip to Youth Member Enrollment on page 7.

6. To re-enroll an Adult member, click on Enroll Now and skip to Adult Enrollment on page 11.

7. To add a new youth or adult member, click on the Add Member button and skip to Adding a New Member to the Family on page 5.

Creating a New 4-H Online Account

1. Go to http://wi.4honline.com.

2. Click "Don't have an account?" if you have never enrolled in 4-H before using
   4-H Online.

   NOTE: If you had an account in 4-H Online before, start at Logging in to an
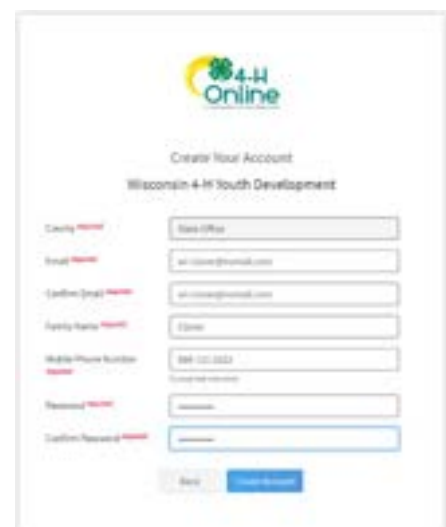   Existing 4-H Online Account on page 2.

3. Select Wisconsin from the drop-down menu and then select Wisconsin 4-H Youth Development.

4. Choose your county from the drop-down menu.

5. Complete your family's information

6. Click the Create Account button

7. Enter your family's address information.

8. Click the Verify button.

    NOTE: The verification process may require you to select an appropriate USPS format.
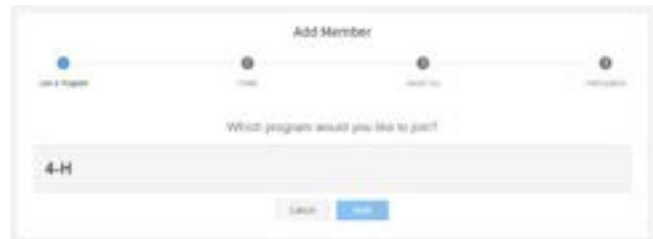
    If you create a new account and an existing account is found, click the Confirm button and continue to Logging in with an Existing 4-H Online Account on page 2.

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Adding a New Member to the Family
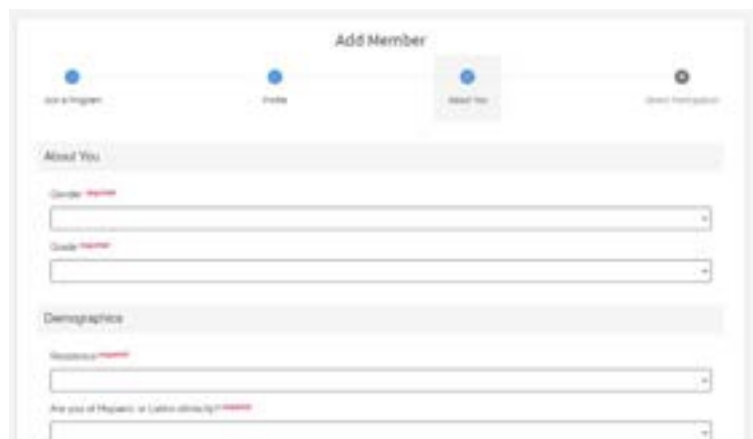
1. Click on 4-H.

2. Click the Next button.

3. Enter the member's information.

4. Click the Next button.

   NOTE: fields marked with a red *required* are required fields and must be completed.

5. Complete the "About You", "Demographics", and "Emergency Contact" sections with the requested information.

6. Click the Next button.

7. Select your method of participation. If you intend to enroll in a club, select the New or Returning Member or Volunteer. If you just want to register for an event, select to participate but NOT join 4-H at this time.

8. Click the Finish button.

If you have selected that you will be participating as a New or Returning 4-H Club Member, continue to step 3 of Youth Member Enrollment on the next page.

If you are participating as an Adult Volunteer, continue to the Adult Volunteer Enrollment on page 11.

If you have selected that you will be participating, but not as a Club Member or Volunteer, your record is complete. You may register for events that are available to participants.

If you would like to enroll as a Club Member or Volunteer at any time, click "Enroll Now" from the Member List and continue to Youth Member Enrollment or Adult Volunteer Enrollment

Youth Member Enrollment

If you are returning to 4-H, your member record will be listed on the family Member List. Click "Enroll Now".

If you are a new member and your name is not yet listed, click "Add Member" and follow the steps for "Adding a New Member to the Family" on page 5, then continue to Step 1 below.

1. Select the member's Grade and click Next.

2. Select to Confirm that you would like to enroll as a Club Member

3. Click the Select Clubs button

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4. If you are a club officer, select that from the Volunteer Type box.

5. Click Add next to the Club you would like to join.

6. Repeat steps 3-5 to add all of the Clubs in which you would like to participate.

7. If you have enrolled in more than one club, be sure the Primary club is marked correctly. If not, click the Change to Primary button to mark a different Club as your Primary Club

8. Click the trash can icon to remove a Club from the list.

9. Once all of your Clubs are added, click Next at the bottom of the screen.

10. Click Select Projects

11. Select the Club with which you want your project to be associated

12. Scroll until you find the Project that you will be enrolling in. Use the Project Filter to search the list

13. Click the Add button next to the project you want to add to the member's enrollment

14. If you are a youth leader in the project, select that from the Youth Volunteer Type dropdown box.

15. Click the Add button.

16. Repeat steps 10-15 for each project in which you would like to participate.

NOTE: Some projects may have Consents that are required in order to participate. You will be prompted to enter the required signatures and accept the Consents after you click "Add".

17. Click the trash can icon to remove any projects.

18. Click the Next button once all the member's projects have been added.

19. Click "Show Questions.

20. Complete the enrollment questions. Some of the questions will be completed for you based on what you entered when you created your record.

NOTE: Any questions with a red *required* are required.

21. Click the Next button at the bottom of the screen when you are finished.

22. Click "Show Health Form".

23. During enrollment, you will be asked to complete the basic Health form fields and Consents.

24. Click the Next button at the bottom of the screen when you are done.

25. Click on "Show Consents".

26. Complete any Consents required.

27. Click the Next button at the bottom of the page when you are finished.

28. Click on Next.

29. Review the enrollment information.

30. Once you have verified that the clubs and projects are listed correctly, click the Submit button.

Congratulations, your enrollment is complete!

You will receive an email to let you know your enrollment has been submitted. You will receive another email when your County Extension office has approved your enrollment. You may view the enrollment status on the Member List.

Adult Volunteer Enrollment

If you are returning to 4-H, your Volunteer record will be listed on the family Member List. Click "Enroll Now" under the Program in which you would like to enroll.

If you are a new volunteer and your name is not yet listed, click "Add Member" and follow the steps for "Adding a New Member to the Family" on page 5, then continue to Step 1 below.

1. Click Select Volunteer Types to indicate how you are planning to participate in the program throughout the year.
   At least one Volunteer Type is required during the enrollment process. You may add additional Volunteer Types later, if needed.

2. Select a Volunteer Type
   a. Program Volunteer
      i. Adult Advisor / Chaperone
      ii. County Activity Leader
      iii. County Committee Member
   b. Club Volunteer
      i. Club Activity Leader
      ii. Club Enrollment Coordinator
      iii. Club Leader
      iv. Club Project Leader
   c. Project Volunteer
      i. County Project Committee
      ii. Key Leader
      iii. Project Leader
      iv. Resource Leader

3. Click Add next to your Volunteer Type Role
   NOTE: If you are a Project Leader for a specific Club, you will need to select a Club Volunteer Type and a Project Volunteer Type
   Some Volunteer Types require additional Consent forms. If additional Consent is required, you will be prompted to sign the Consent before the Volunteer Type will be added to your Record.

4. Repeat steps 1-4 for each Volunteer type that you would like to participate as
5. Click the small trash can icon to remove any Volunteer Types
6. Click Next.

7. If you have selected a Club Volunteer Type, click "Select Clubs" to choose the Clubs with which you would like to Volunteer.

8. Select the Volunteer Role that corresponds with the Club in which you would like to participate
9. Click Add next to the Club
10. Repeat steps 8-10 for each Club in which you would like to participate

11. If you have selected to participate as a Project leader, you will be prompted to select a Project. Click Select Projects

12. Select Club if you are a project leader for a specific Club, and select the Club.
13. If you are a Project Volunteer for the entire County associated with your Family Profile, select County
14. Scroll until you find the Project that you will be working with. Use the Project Filter to search the list
15. Click Add next to the Project that you will be working with.

16. Select the Project Volunteer Type that best describes your involvement and click on the Add button.

Some projects require additional Consents in order to participate. If an additional Consent is needed, you will be prompted to enter your signature and acceptance before the Project will be added to your record.

17. Click Show Questions
18. Complete the Questions section
19. When you are finished, click the Next button
    NOTE: Any questions with a red *required* are required

20. Click "Show Health Form".
21. During enrollment, you will be asked to complete the Basic Health Form fields and Consent.
22. Click the Next button at the bottom of the screen when you are done.

23. Complete the required Consents
24. Click Next at the bottom of the page.

25. Click Submit

26. Additional steps (Screening and Training) are required for Adult Volunteers. Click Confirm to continue to any additional steps.

The additional steps may be completed at any time and in any order

Volunteer Screening

Every adult volunteer is screened (criminal background check) upon initial enrollment and every four years thereafter. If you see the screening page, you need to be screened this year. Complete the screening form and associated Consent

Click Continue to Submit your screening approval.

Within a week you will receive an email from HireRight with a link to complete the screening process.

Volunteer Training

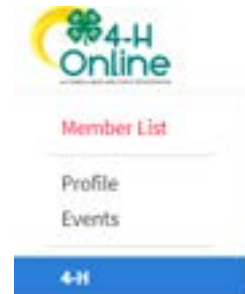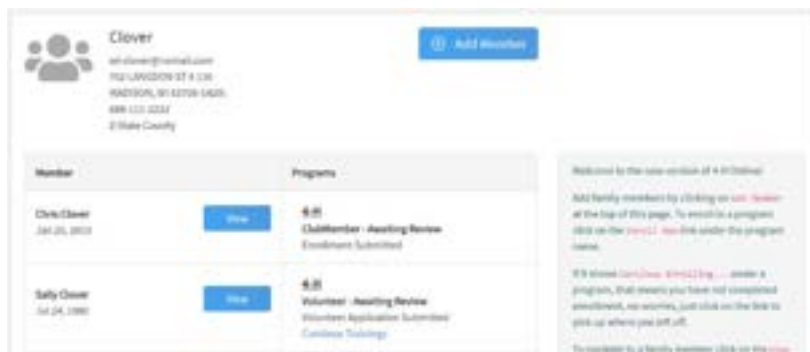If you have not completed your Volunteer training, you will see a Training tab.

Click the title of the training to select a lesson.

Click on the lesson title to open the lesson and begin the training

Continuing an Enrollment

To continue an enrollment that has been started or to complete additional Volunteer enrollment steps, click on the Member List link in the upper left corner.

Then click the link to Continue the Enrollment or to continue a step in the Volunteer Enrollment process.