

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.).

Table of Contents

Logging in to an Existing 4-H Online Account.....	2
Creating a New 4-H Online Account.....	3
Adding a New Member to the Family.....	5
Youth Member Enrollment.....	7
Adult Volunteer Enrollment	11
Volunteer Screening.....	14
Volunteer Training	15
Continuing an Enrollment.....	15

Logging in to an Existing 4-H Online Account

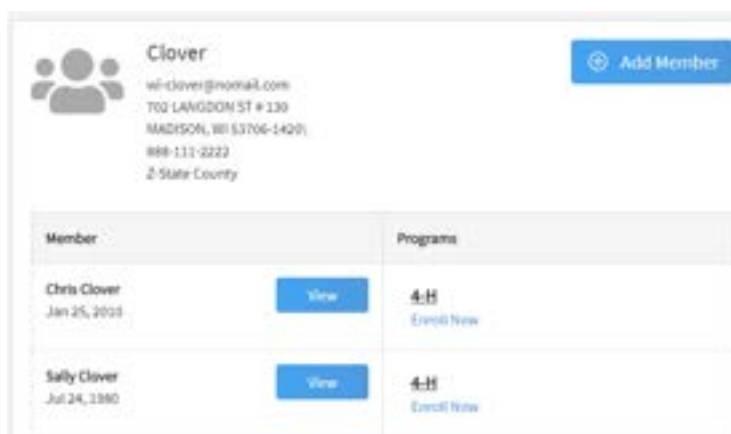
1. If you have an account in 4-H Online, go to <http://wi.4honline.com>.
2. Enter your email address and password.
3. Click Sign-In

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



The login screen features the 4-H Online logo at the top, which includes a green four-leaf clover and the text "4-H Online". Below the logo are two input fields: "Email" and "Password". A blue "Sign In" button is positioned below these fields. At the bottom of the screen, there are two links: "Don't have an account?" and "Reset 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.



The Family Member List Screen displays the user's profile at the top, including a family icon, the name "Clover", email "wi-clover@gmail.com", address "702 LANGDON ST # 130 MADISON, WI 53706-1420", phone "888-111-2222", and "2 State County". An "Add Member" button is in the top right. Below is a table with two columns: "Member" and "Programs".

Member	Programs
Chris Clover Jan 25, 2003	View 4-H Enroll Now
Sally Clover Jul 24, 1980	View 4-H Enroll Now

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.

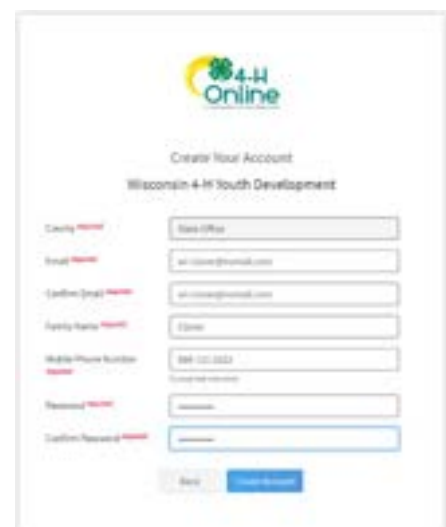
A screenshot of the 4-H Online login page. At the top is the 4-H Online logo. Below it are two input fields labeled "Email" and "Password". A blue "Sign in" button is positioned below the password field. At the bottom, there are two links: "Don't have an account?" and "Reset password?".A screenshot of the "Create Your Account" page for Wisconsin 4-H Youth Development. It shows a "Select Your State" dropdown menu with "Wisconsin" selected. Below it is a "Select an Institution" dropdown menu with "Wisconsin 4-H Youth Development" selected.

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.

A screenshot of the "Create Your Account" page for Wisconsin 4-H Youth Development. It shows a "Select County" dropdown menu. Below the dropdown are "Back" and "Continue" buttons.

5. Complete your family's information
6. Click the Create Account button

A screenshot of the "Create Your Account" page for Wisconsin 4-H Youth Development. It shows a form with various fields: "County" (dropdown), "First Name", "Email", "Last Name", "Family Name", "Mobile Phone Number", "Password", and "Confirm Password". Each field has a "Required" label. At the bottom are "Back" and "Create Account" buttons.

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.

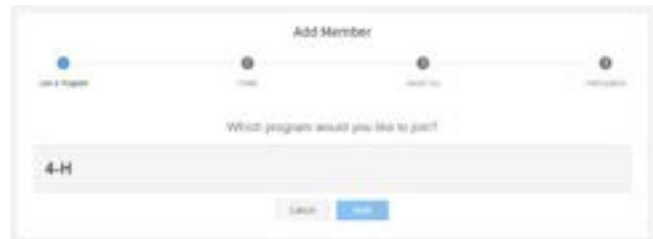
A form titled "Verify Your Address" with input fields for Address, Address 2, City, State (a dropdown menu with "Select State" text), Postal Code, and Country (a dropdown menu with "us" text). A blue "Verify" button is at the bottom left.

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.

A message box titled "Existing Account" with the text "An account with this email has already been found, please sign in or recover password". It has a blue "Confirm" button and a grey "Cancel" button at the bottom right.

Adding a New Member to the Family

1. Click on 4-H.
2. Click the Next button.



The screenshot shows the 'Add Member' form with a progress bar at the top indicating four steps: 'Join a Program', 'Profile', 'About You', and 'Emergency Contact'. The first step, 'Join a Program', is active. Below the progress bar, the text asks 'Which program would you like to join?'. A dropdown menu shows '4-H' as the selected option. At the bottom of this section are 'Back' and 'Next' buttons.

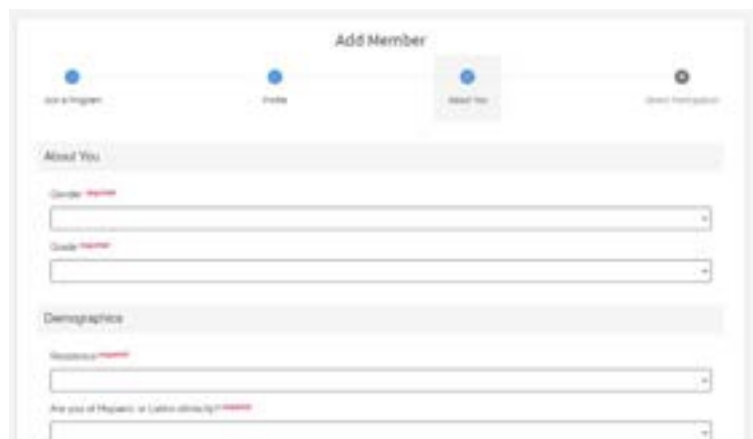
3. Enter the member's information.
4. Click the Next button.

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



The screenshot shows the 'Add Member' form with the progress bar indicating the second step, 'Profile', is active. The 'Profile' section contains five input fields: 'First Name', 'Middle Name', 'Last Name', 'Preferred Name', and 'Birth Date'. The 'Birth Date' field has a calendar icon. A red asterisk is next to the 'First Name' field, indicating it is required. A 'Next' button is at the bottom right.

5. Complete the “About You”,
“Demographics”, and “Emergency Contact”
sections with the requested information.
6. Click the Next button.



The screenshot shows the 'Add Member' form with the progress bar indicating the third step, 'About You', is active. The 'About You' section has two dropdown menus for 'Gender' and 'Grade', both marked with a red asterisk as required. The 'Demographics' section has two input fields: 'Residence' and 'Are you a Hispanic or Latino ethnicity?', both marked with a red asterisk as required. A 'Next' button is at the bottom right.

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.

Add Member

How would you like to participate?

☐ I want to join 4-H as a New or Returning 4-H Club Member

☐ I want to participate in a 4-H activity but I do NOT want to join 4-H at this time

[Back](#) [Finish](#)

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

Clover
w-clover@gmail.com
702 LANGDON ST # 130
MADISON, WI 53706-1420
888-111-0222
2-State County

[Add Member](#)

Member		Programs
Chris Clover Jan 25, 2003	View	4-H Enroll Now
Sally Clover Jul 24, 1990	View	4-H Enroll Now

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.

The screenshot shows the 'Clover' family profile page. At the top, there is a family icon, the name 'Clover', an email address 'wl-clover@gmail.com', and a phone number '888-111-2222'. A blue 'Add Member' button is in the top right. Below this is a table with two columns: 'Member' and 'Programs'. The table lists two members: 'Chris Clover' (born Jan 25, 2003) and 'Sally Clover' (born Jul 24, 1980). Each member has a 'View' button and a '4-H Enroll Now' link in the 'Programs' column.

Member	Programs
Chris Clover Jan 25, 2003	4-H Enroll Now
Sally Clover Jul 24, 1980	4-H Enroll Now

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

The screenshot shows the 'Enrollment' window, step 1 of 3. The first step, 'School Grade', is selected with a blue checkmark. The question is 'What school grade is this member in?'. There is a dropdown menu for 'Grade' with '4' selected. 'Back' and 'Next' buttons are at the bottom right. A 'Confirm Enrollment' link is at the bottom left.

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

The screenshot shows the 'Enrollment' window, step 2 of 3. The second step, 'Confirm Enrollment', is selected with a blue checkmark. The text says 'I'm confirming I want to enroll in 4-H as a ClubMember'. A blue 'Enroll' button is at the bottom right.

3. Click the Select Clubs button

The screenshot shows the 'Clubs' selection screen. At the top, it says 'Joey Clover' and 'Select Clubs'. Below this is a list of clubs with checkboxes. A 'Select Clubs' button is at the bottom. There is also a 'Next' button at the bottom right.

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.

The screenshot shows the 'Show Health Form' page for Chris Clover. At the top, there is a progress bar with four steps: 'Club', 'Project', 'Consent', and 'Health Form', with the fourth step being the active one. Below the progress bar, there is a 'Remarks' section with a text area. Underneath, there is a question: 'Any accommodations needed to participate in this activity? If yes, please detail in the box.' with radio buttons for 'Yes' and 'No'. At the bottom, there is a green 'Medical Release' button. Below the button, there is a text area for a medical release statement.

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.

The screenshot shows the 'Show Enrollment' page for Chris Clover. At the top, there is a progress bar with seven steps: 'Club', 'Project', 'Consent', 'Health Form', 'Payment', 'Review', and 'Submit', with the sixth step being the active one. Below the progress bar, there is a 'Selected Payment Method' section with a 'New Electronic Payment' option. To the right, there is a 'Fees' section with a table showing fees for '2 Steps - Club Member Program Fee' and '2 Steps - Project Fee'. Below the fees, there is a 'Submit' button. At the bottom, there is a 'Chris's Enrollment' section with a table showing 'Selected Clubs' and 'Selected Projects'. At the bottom right, there is a '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.

The screenshot shows a 'View' button and the enrollment status for Chris Clover. The status is 'ClubMember - Awaiting Review' and 'Enrollment Submitted'.

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.

Sally Clover
2023-2024 Enrollment

Volunteer Type

Type	Role	
Club Volunteer	Club Leader (Organizational/General)	
Program Monitor	Adult Advisor - Chapters	
Program Monitor	County Committee	
Project Volunteer	County Project Committee	
Project Volunteer	Project Leader	

Select Volunteer Types

Total \$0.00

Next

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

Anna Clover
2023-2024 Enrollment

Club

Select Clubs

Back Next

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

Add Units

County *Required*

State

Volunteer Type *Required*

Club Leader (Organizational/General)

Franklin-Frankfort Add

Lexington Add

Cancel

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

Anna Clover
2023-2024 Enrollment

Project

Select Projects

Back Next

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.

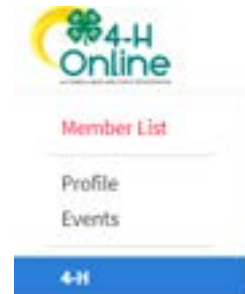
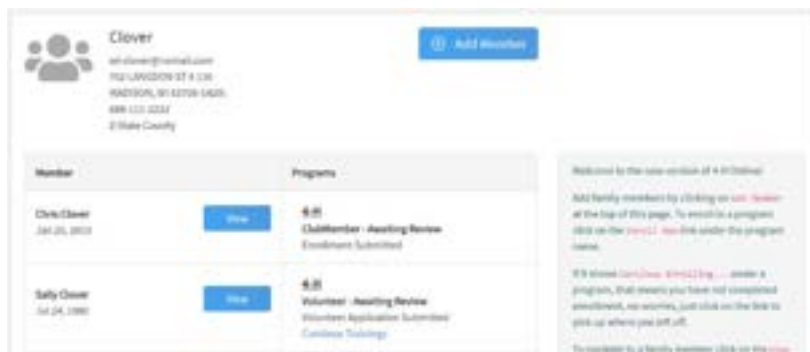
Click the title of the training to select a lesson.

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.



The University of Wisconsin–Madison does not discriminate in its employment practices and programs and activities on a variety of bases including but not limited to: age, color, disability, national origin, race, or sex. For information on all covered bases, the names of the Title IX and Americans with Disabilities Act Coordinators, and the processes for how to file a complaint alleging discrimination, please contact the [Office of Compliance](#), 361 Bascom Hall, 500 Lincoln Drive, Madison WI 53706, Voice 608-265-6018, (relay calls accepted); Email: uwcomplianceoffice@wisc.edu. © 2019 Board of Regents of the University of Wisconsin System.