

# **SAWYER COUNTY 4-H ONLINE ENROLLMENT BEGINS NOW!!!!**

Enrollment in 4-H is done annually. Enrollment will be done **ONLINE** this year. If you need assistance, contact our office, 715-634-4839, press 0.

To enroll:

- 1) First join a club. Select the 4-H Club you wish to participate: Winter Evergreens, Stone Lake, 4-Leaf Clover, Clover Power.
- 2) Next, select a project. Projects may be added/dropped by May 1. You must be in 3<sup>rd</sup> grade to enroll in large animal projects including Horse. Under third grade you may enter Cloverbuds.

## **Being a member of a 4-H Club is the first important decision you make when joining Sawyer County 4-H.**

The 4-H club is where you learn leadership, citizenship and life skills. You will learn to conduct meetings, make motions, vote on issues that affect your club membership, elect officers, discuss topics of interest, make decisions that affect the group and conduct service learning projects. *You learn to give back to your community.* 4-H members get involved in volunteer projects to protect the environment, mentor younger children, help others and “learn by doing” the 4-H motto. 4-H experiences are designed to address the four essential elements of **positive youth development**: *Belonging, Mastery, Generosity and Independence.*

## **Project meetings are designed for you to learn about areas of interest to you.**

Such as arts and crafts, rabbits, archery, leather crafts or foods. **In order to enter in the fair in the junior (youth) division, you must be enrolled in that project area.** If the county 4-H Program does not have a project leader in the area you wish to learn, you are able to work with your family to determine how you will learn about that project. In other words, you “take the lead” and decide how you will learn about that project.

## **Other 4-H clubs may be formed.**

To be a recognized 4-H club, you must have a **certified** adult 4-H volunteer leader, five or more youth from at least three families, an educational plan, youth involved in leadership and decision making, **meet regularly** (8 to 12 times a year), have written guidelines that govern the club and be open to any youth for membership. Assistance with all of the details is available from UWEX 4-H Youth Development Agent, Lori Laberee.

## **There are many ways for your family to be involved in 4-H.**

Parents, guardians and caregivers play an important role in ensuring kids have opportunities for learning. **First**, be active in the 4-H community club. Find a 4-H club that meets the needs of you and your family. Then, support the 4-H Club volunteer leaders and youth by regularly attending and participating in meetings. **Members in good standing attend 50% of their club meeting/activities/events.**

You may enroll in 4-H year round, but you must be enrolled in Sawyer County by January 31 to be eligible to “achieve” during the current 4-H year. **Enroll NOW** so we may recruit project leaders in areas that interest you. Again, call the office at 715-634-4839, press 0 for assistance.

## Enrolling in 4HOnline as a NEW family

Family profile and member information should be entered by a parent/guardian unless the member enrolling is 18 years or older.

Your [county Extension office](#) staff can help you find a club, get the forms you need, and begin the enrollment process in 4HOnline.

To enroll in Wisconsin 4HOnline, you need a computer, internet access, a valid e-mail address and a web browser.

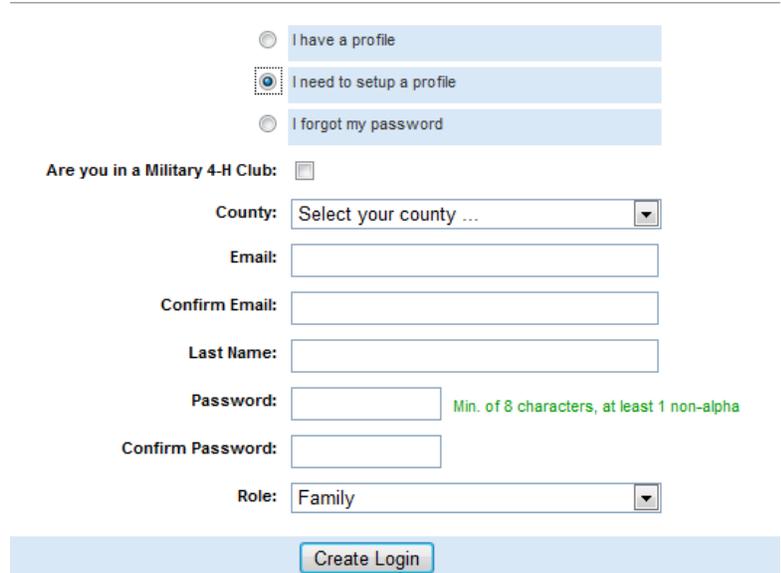
Go to <http://wi.4honline.com> (notice there's no "www" in that address). After carefully reading the instructions at the top of the page, you are ready to begin entering your family information.

**Note:** To move between boxes, you need to use your mouse or the TAB key. Don't press the ENTER key or click on the BACK ARROW – you will lose any information that you have entered. Information on each page is saved when you click on the "Continue" button.

1. Click "I need to set up a profile". A drop down menu will appear. Select the county you want to join, then type in your **valid** family e-mail address.

**The E-mail address entered will be the account login for the entire family.** It must be valid in order for you to have access to your enrollment information.

2. Confirm your e-mail address
3. Type in your parent/guardian/household's last name. (This will be the name that appears on mailing labels—"The Johnson Family" for example.)
4. Create your password – must include letters and numbers/symbols with a minimum of 8 characters.
5. Click on "Create Login"



The screenshot shows the enrollment form with the following fields and options:

- Three radio button options: "I have a profile", "I need to setup a profile" (selected), and "I forgot my password".
- A checkbox for "Are you in a Military 4-H Club:".
- A dropdown menu for "County:" with the text "Select your county ...".
- Text input fields for "Email:", "Confirm Email:", "Last Name:", "Password:", and "Confirm Password:". A green note next to the password field reads "Min. of 8 characters, at least 1 non-alpha".
- A dropdown menu for "Role:" with "Family" selected.
- A "Create Login" button at the bottom.

### Family Information Page

1. Fill in all your personal information correctly and completely to create your family profile. Make sure that you choose your correspondence preference for either "Mail" or "Email".
2. Do not check the "Update member records with the same address" box at this time.
3. Click on the "Continue" button at the bottom of the page.

**Note:** The Password Management section is only used when you want to set a new password. You do not need to enter anything there at this time.

#### Family Information

##### Profile Information

Email:

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:

### Member List Page

1. You are now at the "Member List" page. In the drop down box under "Add a New Family Member", select "youth" and click on "Add Member".

**Smith Family** [Edit Family](#)

123 Washington Ave.  
Madison, WI 53715  
sally.smith@nomail.com  
Support Staff County [\[contact info\]](#)

**Add A New Family Member**

select a member type...

Adult  
Youth

**Note:** The event registration section on this page is not available for use at this time.

YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE  
If your enrollment status is 'Inactive' or 'Incomplete', click the 'Edit' button to review and submit your record for approval

Member/Volunteer List					
Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register					
Member: <input type="text" value="select a member..."/>					
Event: <input type="text"/>					

### Youth Personal Information Page

Fill in all information for this member correctly and completely.

1. If he/she has a different e-mail address than the family one entered at login, enter it in the top box.
2. Enter his/her legal name.
3. For the “Years in 4-H”, enter “1” if this is the first year. Otherwise, enter the number that reflects your experience. For example, if this is the beginning of your fifth year in 4-H, enter 5.
4. If there are parents/guardians that live in a different residence, enter their mailing information under Secondary Household.
5. Is the member a youth leader, junior leader volunteer? Select “yes” or “no”.
6. Ethnicity – If you consider your child to be a part of the Hispanic culture, mark “yes”. Then check one or more of the boxes pertaining to race.
7. Choose your residence.
8. Complete the Military Service of Family section only if it applies.
9. School Information – choose your county from the drop down menu first, then select your child’s school. If your school is not listed, click on “If you are unable to locate your school...” and enter the school name and type.
10. Select your child’s current grade in school.
11. Click on the “continue” button at the bottom.

#### Youth Personal Information

**Please note:**  
 Information on this page should be as specific to the individual as possible and where applicable (including email address and cell phone number). Otherwise, the parent’s information is requested.  
 For assistance with 4HOnline or the enrollment process, please contact your local extension staff: [www.uwex.edu/ces/cty](http://www.uwex.edu/ces/cty)

##### Profile Information

Email	<input type="text" value="sally.smith@nomail.com"/>	<input type="text" value="joe@gmail.com"/>
First Name	<input type="text"/>	
Middle Name	<input type="text"/>	
Last Name	<input type="text" value="Smith"/>	
Preferred Name	<input type="text"/>	
Mailing Address	<input type="text" value="123 Washington Ave."/>	
City	<input type="text" value="Madison"/>	
State	<input type="text" value="Wisconsin"/>	
Zip Code	<input type="text" value="53715"/>	<input type="text" value="12345"/>
Birth Date	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>
Gender	<input type="text" value="Female"/>	
Primary Phone	<input type="text"/>	<input type="text" value="555-555-1234"/>
Correspondence Preference	<input type="text" value="Mail"/>	
Cell Phone	<input type="text"/>	<input type="text" value="555-555-1234"/>
I wish to receive notices via text message	<input type="checkbox"/> <input type="checkbox"/> <input type="text" value="Select your provider ..."/>	
Years in 4-H	<input type="text" value="1"/>	<input type="text" value="#"/>
Parent 1 First Name	<input type="text"/>	
Parent 1 Last Name	<input type="text"/>	

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**Note:** Bolded items are required to continue to the next screen. Missed items will be highlighted in pink to help you identify any missing information.

### Additional Information Page

Please read each statement on this page carefully. Completion of each of the agreements is required for participation in the program. It is important to understand that checking the boxes to agree is considered your e-signature and it has the same legal force and effect as your hand-written signature. Questions pertaining to the agreements below can be addressed by contacting your county 4-H Youth Development Educator. A link to their contact information can be found at [www.uwex.edu/ces/cty](http://www.uwex.edu/ces/cty).

Complete the five following authorizations:

- Assumption of Risks
- Hold Harmless, Indemnity and Release
- Consent for Emergency Treatment
- Code of Conduct
- Photo Release

After completing each of the five authorizations, click on the “continue” button.

**Note:** The “continue” button will take you to an optional health form. It is not required at the time you are enrolling, but will be required to participate in certain events and activities. After you have completed the form once, the information will be retained. You can return to 4HOnline to update information that may have changed since the last time it was completed. Scroll down and click on the “continue” button if you do not want to fill it out at this time.

**This is the Clubs/Projects/Groups page, where you will select a 4-H club and projects for the current 4-H year.**

**On the Clubs tab:**

1. Select the correct club from the drop down menu and click on it.
2. Be sure to click “Add Club”.
3. Click the “Continue” button.

**Additional Information**

I UNDERSTAND THAT I AM BEING ASKED TO READ EACH OF THE FOLLOWING PARAGRAPHS CAREFULLY. I UNDERSTAND THAT IF I WISH TO DISCUSS ANY OF THE TERMS CONTAINED IN THIS AGREEMENT, I MAY CONTACT MY ENROLLED COUNTY'S 4-H YOUTH DEVELOPMENT EDUCATOR OF THE UW-EXTENSION. CONTACT INFORMATION CAN BE FOUND ONLINE AT [www.uwex.edu/ces/cty](http://www.uwex.edu/ces/cty).

IF YOUR SON, DAUGHTER OR WARD WILL BE UNDER 18 WHILE PARTICIPATING IN THE ENROLLED COUNTY 4-H YOUTH DEVELOPMENT PROGRAM AT THE UNIVERSITY OF WISCONSIN-EXTENSION IT IS OUR POLICY TO REQUEST YOUR AGREEMENT TO THE ABOVE TERMS, ON BEHALF OF YOUR MINOR SON, DAUGHTER OR WARD. I UNDERSTAND THAT MY E-SIGNATURE SHALL HAVE THE SAME LEGAL FORCE AND EFFECT AS MY HAND-WRITTEN SIGNATURE ON EACH AGREEMENT BELOW.

THE COUNTY I SELECTED WHILE SETTING UP MY PROFILE IS MY ENROLLED COUNTY.

For assistance with 4HOnline or the enrollment process, please contact your local extension staff: [www.uwex.edu/ces/cty](http://www.uwex.edu/ces/cty)

**1. Assumption of Risks**

I understand that not all risks can be foreseen and there are some risks which are unpredictable. I understand there are certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. I am aware of the risks of participation, which include, but are not limited to, the possibility of physical injury, fatigue, bruises, contusions, broken bones, concussion, paralysis, and even death. I understand that the county and university have advised me to seek the advice of my physician before participating in my enrolled county's 4-H Youth Development program. I understand that I have been advised to have health and accident insurance in effect and that no such coverage is provided for me by my enrolled county's UW Extension, 4-H leaders association, or the Board of Regents of the University of Wisconsin System. I know, understand, and appreciate the risks that are inherent in the above-listed programs and activities. I hereby assert that my participation is voluntary and that I knowingly assume all such risks.

I have read, understand, and agree to the above.  **REQUIRED**

**2. Hold Harmless, Indemnity and Release**

In consideration of my participation in these activities, I, for myself, spouse, heirs, personal representatives, estate or assigns, agree to defend, hold harmless, indemnify and release, my enrolled county's UW Extension, 4-H leaders association, the Board of Regents of the University of Wisconsin System and their officers, employees, agents and volunteers who are involved, from and against any and all claims, demands, actions, or causes of action of any sort on account of damage to personal property, or personal injury, or death which may result from my participation in the above-listed program. This release includes claims based on the negligence of my enrolled county's UW Extension, 4-H leaders association, the Board of Regents of the University of Wisconsin System and their officers, employees, agents and volunteers, but expressly does not include claims based on their intentional misconduct or gross negligence. I understand that by agreeing to this clause I am releasing claims and giving up substantial rights, including my right to sue.

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Clubs   Projects   Groups

**IMPORTANT!! - please read this BEFORE deleting a Club:**

When deleting a club, all Project enrollments associated with that Club will also be deleted. If you are unsure of how this will affect you, click on the "Projects" tab and take note of your Projects and which Club they are associated with. If you desire, for example, to switch Clubs, it would be advisable to first add the new Club, then add the desired Projects using the existing enrollment as reference. Once all your desired Projects are in place with the new Club (you'll see your Projects listed twice in the Projects listing) then go and delete the original Club.

For assistance with 4HOnline or the enrollment process, please contact your local extension staff: [www.uwex.edu/ces/cty](http://www.uwex.edu/ces/cty)

Select a minimum of 1 club(s) and a maximum of 8 club(s)

**Add a Club**

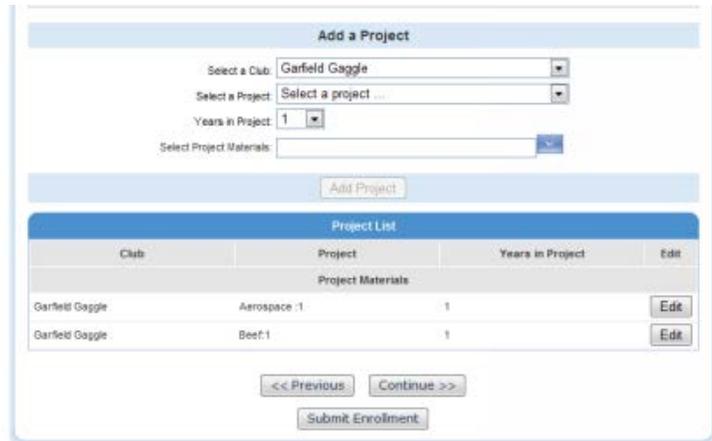
Select a Club:

Primary	Club	Edit
<input checked="" type="radio"/>	Garfield Gaggle	<input type="button" value="Delete"/>

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**On the Projects tab:**

1. Under “Select a Project” click on the drop down menu and select the first project for this youth.
2. “Years in Project” – must have 1 for 1<sup>st</sup> year members. For returning members, enter the number that reflects your experience. For example, if this is the beginning of your second year in the project enter 2.
3. Click on “Add Project”.
4. For each additional project that you want to add, repeat the steps above.



Club	Project	Years in Project	Edit
Garfield Gaggle	Aerospace :1	1	Edit
Garfield Gaggle	Beef:1	1	Edit

After you have entered all your project(s), click on “**Submit Enrollment**” and you are done!

**Entering Additional Youth or Adult Leaders in Your Family**

If there is another youth (or an adult leader) in your family enrolling in 4-H, repeat this process for them. There is an option to “copy parent information from another youth record”. Using that option will shorten the process for entering additional youth.

**Enrollment Approval**

After your enrollment has been submitted, it is sent to your club leader and county UW-Extension office to be approved. If there are any problems with your enrollment, such as incorrect or missing information, you will get an e-mail asking you to complete the missing information and resubmit the enrollment. If there are no problems, you will receive an e-mail stating that your enrollment has been accepted. E-mails related to your enrollment will be sent to your family e-mail address. If you do not receive an e-mail from 4HOnline in your inbox, please check your junk mail folder.

**Use 4HOnline Throughout the Year**

Keep your login (family email address) and password handy so that you can log in to the program and update your records whenever you need to. You will have access to your online record throughout the year to update personal information, look up your family members’ enrollment in clubs, projects and leadership roles, read newsletters, receive announcements about 4-H activities and more.

## Enrolling in 4HOnline as a NEW ADULT LEADER family in Sawyer County 4-H

Family profile and member information should be entered by a parent/guardian unless the member enrolling is 18 years or older.

Your [county Extension office](#) staff can help you find a club, get the forms you need, and begin the enrollment process in 4HOnline.

To enroll in Wisconsin 4HOnline, you need a computer, internet access, a valid e-mail address and a web browser. **You will also need your Driver’s License number and your pre-printed re-enrollment form.**

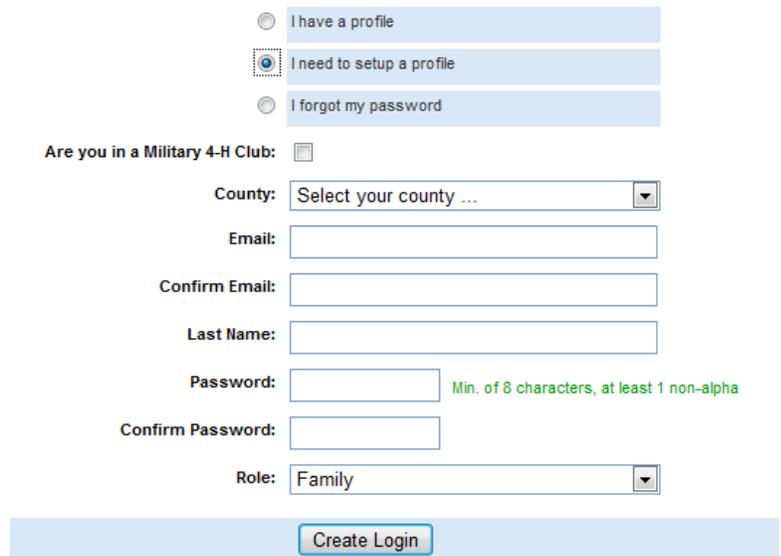
Go to <http://wi.4honline.com> (notice there’s no “www” in that address). After carefully reading the instructions at the top of the page, you are ready to begin entering your family information.

**Note:** To move between boxes, you need to use your mouse or the TAB key. Don’t press the ENTER key or click on the BACK ARROW – you will lose any information that you have entered. Information on each page is saved when you click on the “Continue” button.

1. Click “I need to set up a profile”. A drop down menu will appear. Select Sawyer County, then type in your **valid** family e-mail address.

**The E-mail address entered will be the account login for the entire family.** It must be valid in order for you to have access to your enrollment information.

2. Confirm your e-mail address
3. Type in your parent/guardian/household’s last name. (This will be the name that appears on mailing labels—“The Johnson Family” for example.)
4. Create your password – must include letters and numbers/symbols with a minimum of 8 characters.
5. Click on “Create Login”



The screenshot shows the enrollment form with the following elements:

- Three radio buttons for profile selection: "I have a profile", "I need to setup a profile" (selected), and "I forgot my password".
- A checkbox for "Are you in a Military 4-H Club:" which is unchecked.
- A dropdown menu for "County:" with "Select your county ..." as the current selection.
- Text input fields for "Email:", "Confirm Email:", "Last Name:", "Password:", and "Confirm Password:".
- A dropdown menu for "Role:" with "Family" selected.
- A "Create Login" button at the bottom.
- A green text note next to the password field: "Min. of 8 characters, at least 1 non-alpha".

### Family Information Page

1. Fill in all your personal information correctly and completely to create your family profile. Make sure that you choose your correspondence preference for either "Mail" or "Email".
2. **DO NOT** check the "Update member records with the same address" box at this time.
3. Click on the "Continue" button at the bottom of the page.

#### Family Information

##### Profile Information

Email  joe@gmail.com

Last Name

Mailing Address

City

State

Zip Code  12345

Primary Phone  555-555-1234

Correspondence Preference

4-H County

Update member records with the same address

##### Password Management

Current Password:

New Password:

Confirm New Password:

**Note:** The Password Management section is only used when you want to set a new password. You do not need to enter anything there at this time.

### Member List Page

1. You are now at the "Member List" page. In the drop down box under "Add a New Family Member", select "youth" and click on "Add Member".

**Smith Family** [Edit Family](#)

123 Washington Ave.  
Madison, WI 53715  
sally.smith@nomail.com  
Support Staff County [\[contact info\]](#)

**Add A New Family Member**

select a member type...  
select a member type...  
 Adult  
 Youth

**Note:** The event registration section on this page is not available for use at this time.

YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE  
If your enrollment status is 'Inactive' or 'Incomplete', click the 'Edit' button to review and submit your record for approval

Member/Volunteer List					
Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register					
Member: <input type="text" value="select a member..."/>					
Event: <input type="text"/>					

**Adult Personal Information Page**

**Fill in all information for this member correctly and completely.**

1. If he/she has a different e-mail address than the family one entered at login, enter it in the top box.
2. Enter his/her legal name.
3. For the “Years in 4-H”, enter “1” if this is the first year. Otherwise, enter the number that reflects your experience. For example, if this is the beginning of your fifth year in 4-H, enter 5.
4. Click “yes” you are volunteer.
5. Ethnicity – If you consider your child to be a part of the Hispanic culture, mark “yes”. Then check one or more of the boxes pertaining to race.
6. Choose your residence.
7. Complete the Military Service of Family section only if it applies.
8. Click on the “continue” button at the bottom.

**Youth Personal Information**

**Please note:**  
 Information on this page should be as specific to the individual as possible and where applicable (including email address and cell phone number). Otherwise, the parent's information is requested.  
 For assistance with 4HOnline or the enrollment process, please contact your local extension staff: [www.uwex.edu/ces/cty](http://www.uwex.edu/ces/cty)

**Profile Information**

Email	<input type="text" value="sally.smith@nomail.com"/>	<input type="text" value="joe@gmail.com"/>
<b>First Name</b>	<input type="text"/>	
Middle Name	<input type="text"/>	
<b>Last Name</b>	<input type="text" value="Smith"/>	
Preferred Name	<input type="text"/>	
<b>Mailing Address</b>	<input type="text" value="123 Washington Ave."/>	
City	<input type="text" value="Madison"/>	
State	<input type="text" value="Wisconsin"/>	
Zip Code	<input type="text" value="53715"/>	<input type="text" value="12345"/>
Birth Date	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>
Gender	<input type="text" value="Female"/>	
Primary Phone	<input type="text"/>	<input type="text" value="555-555-1234"/>
Correspondence Preference	<input type="text" value="Mail"/>	
Cell Phone	<input type="text"/>	<input type="text" value="555-555-1234"/>
I wish to receive notices via text message	<input type="checkbox"/> @ <input type="text" value="Select your provider ..."/>	
<b>Years in 4-H</b>	<input type="text" value="1"/>	<input type="text" value="#"/>
Parent 1 First Name	<input type="text"/>	
Parent 1 Last Name	<input type="text"/>	

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**Note:** Bolded items are required to continue to the next screen. Missed items will be highlighted in pink to help you identify any missing information.

### Additional Information Page

Please read each statement on this page carefully. Completion of each of the agreements is required for participation in the program. It is important to understand that checking the boxes to agree is considered your e-signature and it has the same legal force and effect as your hand-written signature. Questions pertaining to the agreements below can be addressed by contacting your county 4-H Youth Development Educator at 715-638-3237.

Complete the following authorizations:

1. Consent for Emergency Treatment
2. Photo Release – *Note that checking “No” to Photo Release prohibits UW-Extension from releasing the name and photograph of the member including in newsletter, news articles or event programs.*
3. Volunteer Behavior Expectations Agreement

After completing each of the authorizations, click on the “continue” button.

### Volunteer Screening Page

With the change in software, you will be completing this information as a NEW leader this year only.

Complete the following authorizations:

1. Identification – It is required to enter your Driver’s License and Date of Birth for purposes of completing a record check every four years.
2. Click “yes” to agree to the application.
3. Select your full time residence status.
4. Complete reference section only if applicable.
5. Respond to the following three questions about your record and legal name.
6. Read the statement and click “yes” to agree to the Volunteer agreement.

After completing each of the authorizations, click on the “continue” button.

**Additional Information**

I UNDERSTAND THAT I AM BEING ASKED TO READ EACH OF THE FOLLOWING PARAGRAPHS CAREFULLY. I UNDERSTAND THAT IF I WISH TO DISCUSS ANY OF THE TERMS CONTAINED IN THIS AGREEMENT, I MAY CONTACT MY ENROLLED COUNTY'S 4-H YOUTH DEVELOPMENT EDUCATOR OF THE UW-EXTENSION. CONTACT INFORMATION CAN BE FOUND ONLINE AT [www.uwex.edu/ces/cty](http://www.uwex.edu/ces/cty).

IF YOUR SON, DAUGHTER OR WARD WILL BE UNDER 18 WHILE PARTICIPATING IN THE ENROLLED COUNTY 4-H YOUTH DEVELOPMENT PROGRAM AT THE UNIVERSITY OF WISCONSIN-EXTENSION IT IS OUR POLICY TO REQUEST YOUR AGREEMENT TO THE ABOVE TERMS, ON BEHALF OF YOUR MINOR SON, DAUGHTER OR WARD. I UNDERSTAND THAT MY E-SIGNATURE SHALL HAVE THE SAME LEGAL FORCE AND EFFECT AS MY HAND-WRITTEN SIGNATURE ON EACH AGREEMENT BELOW.

THE COUNTY I SELECTED WHILE SETTING UP MY PROFILE IS MY ENROLLED COUNTY.

For assistance with 4HOnline or the enrollment process, please contact your local extension staff. [www.uwex.edu/ces/cty](http://www.uwex.edu/ces/cty)

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**1. Assumption of Risks**

I understand that not all risks can be foreseen and there are some risks which are unpredictable. I understand there are certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. I am aware of the risks of participation, which include, but are not limited to, the possibility of physical injury, fatigue, bruises, contusions, broken bones, concussion, paralysis, and even death. I understand that the county and university have advised me to seek the advice of my physician before participating in my enrolled county's 4-H Youth Development program. I understand that I have been advised to have health and accident insurance in effect and that no such coverage is provided for me by my enrolled county's UW Extension, 4-H leaders association, or the Board of Regents of the University of Wisconsin System. I know, understand, and appreciate the risks that are inherent in the above-listed programs and activities. I hereby assert that my participation is voluntary and that I knowingly assume all such risks.

I have read, understand, and agree to the above.  REQUIRED

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**2. Hold Harmless, Indemnity and Release**

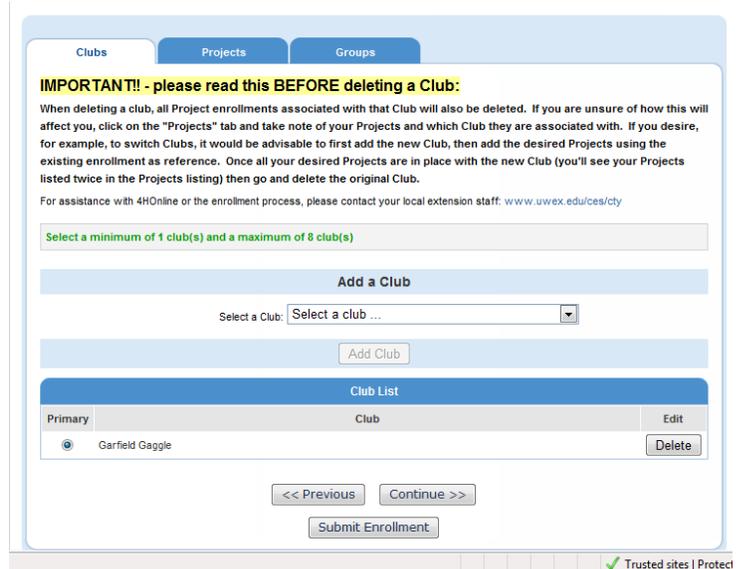
In consideration of my participation in these activities, I, for myself, spouse, heirs, personal representatives, estate or assigns, agree to defend, hold harmless, indemnify and release, my enrolled county's UW Extension, 4-H leaders association, the Board of Regents of the University of Wisconsin System and their officers, employees, agents and volunteers who are involved, from and against any and all claims, demands, actions, or causes of action of any sort on account of damage to personal property, or personal injury, or death which may result from my participation in the above-listed program. This release includes claims based on the negligence of my enrolled county's UW Extension, 4-H leaders association, the Board of Regents of the University of Wisconsin System and their officers, employees, agents and volunteers, but expressly does not include claims based on their intentional misconduct or gross negligence. I understand that by agreeing to this clause I am releasing claims and giving up substantial rights, including my right to sue.

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This is the Clubs/Projects/Groups page, where you will select a 4-H club and projects for the current 4-H year.

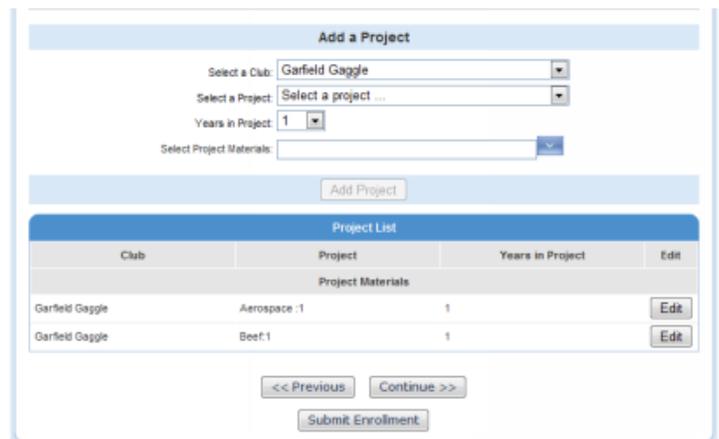
**On the Clubs tab:**

1. Select the correct club from the drop down menu and click on it. (If you are an Organizational, Activity, or Project Leader for a specific club then select that club. A few Sawyer County volunteers are not associated with a specific club. Those leaders should select the club "LEADERS.")
2. Be sure to click "Add Club".
3. If you are an Organizational or Activity Leader for you club, select the appropriate volunteer type from the drop-down menu. If you are a club Project Leader or Key (Countywide Project) Leader, do NOT select a volunteer type on this screen.
4. Click the "Continue" button.



**On the Projects tab:**

1. Under "Select a Project" click on the drop down menu and select the first project you would like to be a leader for. If you are not a club Project or county Key Leader do not make any selections on this screen.
2. "Years in Project" – must have 1 for 1<sup>st</sup> year leaders. For returning leaders, enter the number that reflects your experience. For example, if this is the beginning of your second year in the project enter 2.
3. Select a Volunteer Type for that project. If you are a project leader on the club level select "Project Leader". If you are countywide Project Leader select "Key Leader".
4. Do not select Project Materials at this time.
5. Click on "Add Project".
6. For each additional project that you want to add, repeat the steps above.
7. Click the "Continue" button.



**On the Groups tab:**

There are no groups available at this time. Do not enter any information on this screen. Click the “Continue” button.

After you have entered all your information, click on “**Submit Enrollment**” button and you are done!

**Entering Additional Youth or Adult Leaders in Your Family**

If there is another youth (or an adult leader) in your family enrolling in 4-H, repeat this process for them. There is an option to “copy parent information from another youth record”. Using that option will shorten the process for entering additional youth or adults.

**Enrollment Approval**

After your enrollment has been submitted, it is sent to your club leader and the Sawyer County UW-Extension office to be approved. If there are any problems with your enrollment, such as incorrect or missing information, you will get an e-mail asking you to complete the missing information and resubmit the enrollment. If there are no problems, you will receive an e-mail stating that your enrollment has been accepted. E-mails related to your enrollment will be sent to your family e-mail address. If you do not receive an e-mail from 4HOnline in your inbox, please check your junk mail folder.

**Use 4HOnline Throughout the Year**

Keep your login (family email address) and password handy so that you can log in to the program and update your records whenever you need to. You will have access to your online record throughout the year to update personal information, look up your family members’ enrollment in clubs, projects and leadership roles, read newsletters, receive announcements about 4-H activities and more.

# 4HOnline – Club manager

Updated: August 6, 2013

## OVERVIEW AND INITIAL ACCESS

4HOnline offers two levels of access to adults. First, all adult family members have access to their family’s enrollment data. Secondly, for those adults with designated leader roles, it is possible to grant “Club Manager” or “Project Leader” access, which provides greater access to member enrollment data.

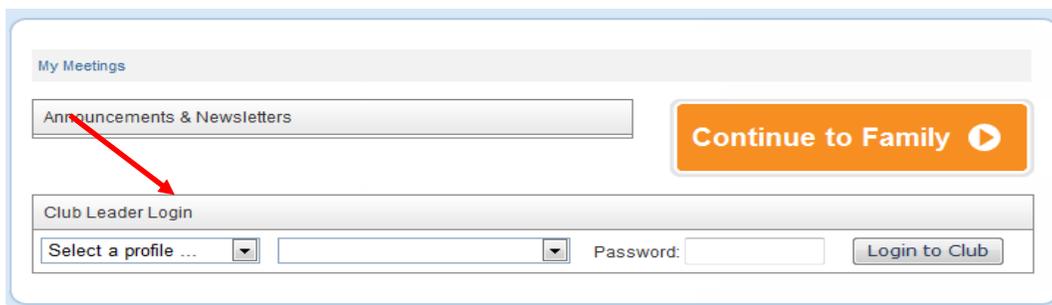
To access 4HOnline as a Club Manager, you must:

- Be enrolled as a screened adult volunteer in 4HOnline.
- Know the family email address used to enroll in 4HOnline.
- Know (or request from 4HOnline) your family login password.
- Be granted Club Manger access by Extension staff.
- Be provided with the club password by Extension staff.

## LOGGING IN

Start by going to <https://wi.4honline.com>

Once granted Club Manager access, you will see the [Club Manager] toolbar after you login to 4HOnline:



- Clicking on [Continue to Family] will bring you to your regular data access screens.
- Under [Club Leader Login], choose your name under [Select a profile], then your club.
- The club [Password] will be provided by your Extension staff.

After clicking on [Login to Club], you will see the Club Manager dashboard, and by default, you will be looking at the [Confirm Members] screen.

**Note that “Members” refers to family members, who may be Youth or Adult “Members”.**



### Confirm Members



[Confirm Members] lists all pending youth and adult members for your club. In other words, these are people who have applied online, but have not yet been approved by Extension staff. As a Club Manager, you may be interested in following up with these families in some way.

In addition to allowing you to review their submitted enrollment data, this screen allows you to “Confirm” their enrollment, but their enrollment must still be ultimately accepted (confirmed) by Extension staff.

### Members



[Members] gives you access to a listing of your club members, where you can access each individual member (both youth and adult members). Clicking on the [Edit] button next to each listed member will then display the details of their enrollment (you won't actually be able to edit their enrollment data).

- To return from viewing a member's details, either click the [Close] button at the bottom of the screen, or click on one of the dashboard icons (Members, Search, etc.).
- Clicking on [Return to the Family Account] will log you out of your Club Manager access.

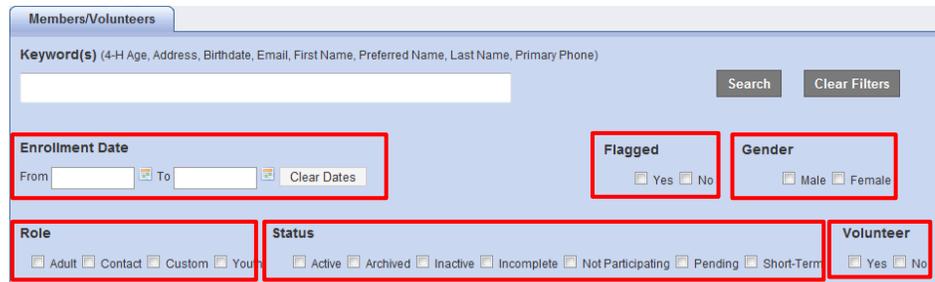
### Search



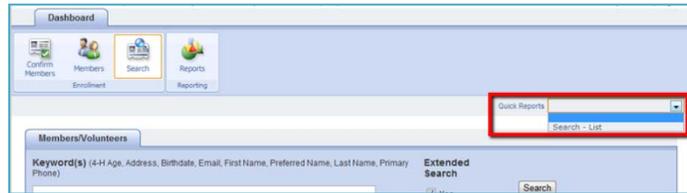
[Search] allows you to search for or apply various filters to a listings of your club members. This can be helpful when looking for a specific member (or group of members) and it also the quickest way to use the [Quick Exports] option (info below) to print a list of the listed members.

- In the [Keyword...] field, you can search by any field (phone number, e-mail, name, etc.) but it is a “literal” search. If you enter “john”, you’ll get John Smith and Sally Johnson and Dwight Marks who lives at 2345 Johns Road SE, but NOT Jon Allen.
- You can also use any of the checkbox “groups” to filter the displayed results.
- If you do not select any of the checkboxes in a group (as indicated by the red boxes in the screenshot) 4HOnline will not apply any filter, and the listing of members

(youth and adult) will include members with any of that particular criteria.



- Searches are remembered from your previous session, so if you are not seeing the expected listing, check the search/filter settings. To list all members, leave the [Keyword] field blank and do not check ANY checkboxes, then click [Search]
- Click on [Quick Exports] menu to print a simple contact list for the club members currently being displayed.



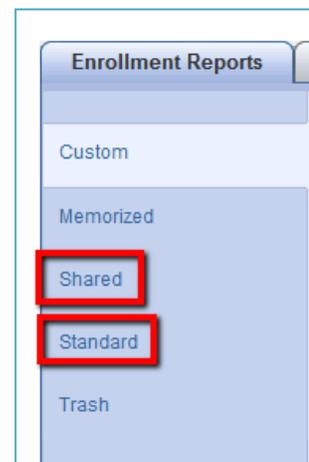
## Reports



[Reports] is where you can create and print reports for your club members.

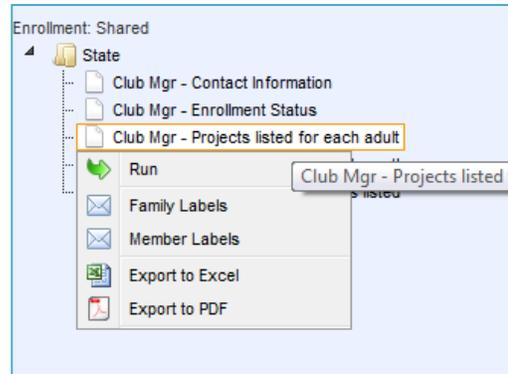
There are five report “directories” (tabs on the left side of the screen): (Standard, Memorized, Custom, Shared, and Trash) but you will only find reports under [Standard] and [Shared].

- [Standard] reports are system generated reports. Several of these reports will be helpful, including the [Club - Directory (Primary Club)] report.
- Under [Shared] reports are several reports designed just for club leaders. **If additional reports are needed (or modifications are needed on the reports), please tell your county 4-H office.**



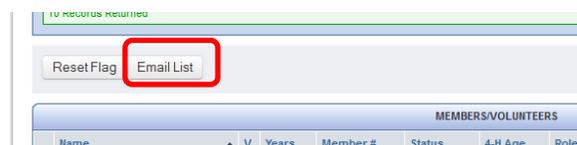
To run/access a report:

- Right click on the desired report
  - [Run] will simply display the report and provide an option to print it
  - [Family Labels] will generate **one label per family** for the individuals listed in the report.
  - [Member Labels] will generate **one label per member (youth or adult)** for the individuals listed in the report.
  - [Export to Excel] generates an Excel sheet that can be manipulated as needed
  - [Export to PDF] generates a PDF that can be saved and/or emailed



**Depending on your browser choice and computer configuration, you may need to allow popups or change your browsers security settings to view the reports.**

**Emailing club members from within 4HOnline is not yet possible, but is being developed. In the meantime, the quickest option is to click on Email List on the Search screen of your dashboard. This will give you a list of emails for all members and leaders listed below. Copy and paste these addresses into your email client.**



## 4HOnline

# 4HOnline Project Leader user guide

Created: August 12, 2013

## OVERVIEW AND INITIAL ACCESS

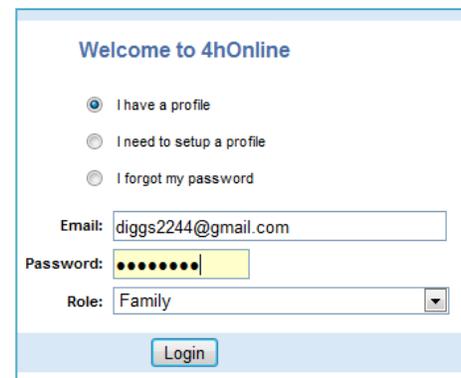
4HOnline offers two levels of access to adults. First, all adult family members have access to their family's enrollment data. Secondly, for those adults with designated leader roles, it is possible to grant "Club Manager" or "Project Leader" access, which provides greater access to member enrollment data.

To access 4HOnline as a Project Leader, you must:

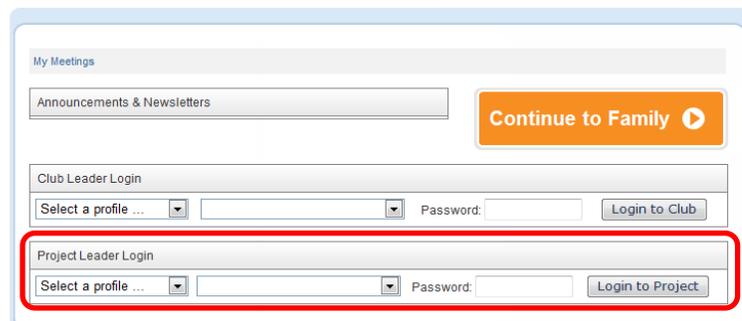
- Be enrolled as a screened adult volunteer in 4HOnline.
- Know the family email address used to enroll in 4HOnline.
- Know (or request from 4HOnline) your family login password.
- Be granted Project Leader access by Extension staff.
- Be provided with the project password by Extension staff.

To log on to 4HOnline:

1. Go to <http://wi.4honline.com>  
(notice that there is no "www" in that address).
2. Enter your email address and password.

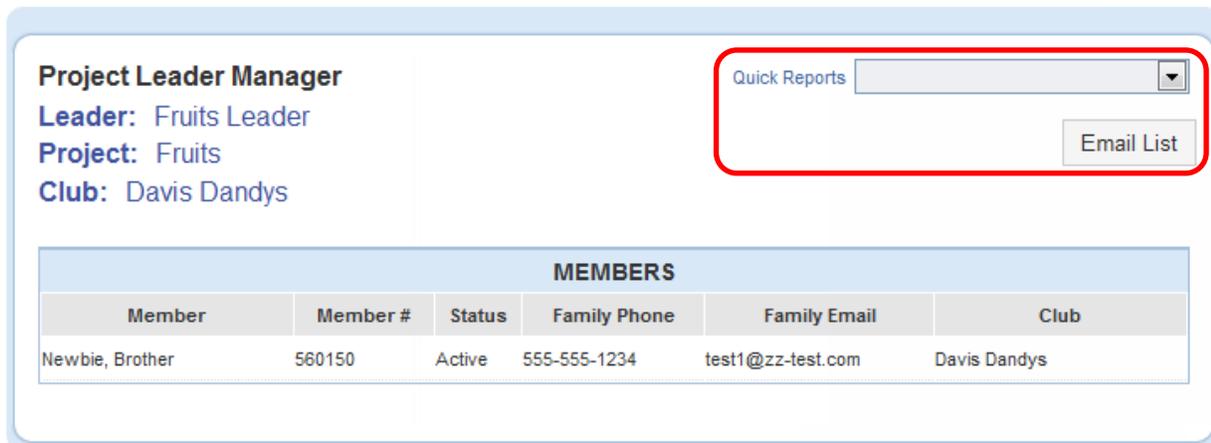


Once granted Project Leader access, you will see the [Project Leader Login] toolbar whenever you log in to 4HOnline:



- Clicking on [Continue to Family] will bring you to your regular data access screens.
- To log in as a Project Leader, choose your name under [Select a profile], then select a project from the second dropdown.
- Enter the project [Password], which will be provided by your Extension staff.

After clicking on [Login to Project], you will see a list of members enrolled in this project.



**Project Leader Manager**  
**Leader:** Fruits Leader  
**Project:** Fruits  
**Club:** Davis Dandys

Quick Reports

MEMBERS					
Member	Member #	Status	Family Phone	Family Email	Club
Newbie, Brother	560150	Active	555-555-1234	test1@zz-test.com	Davis Dandys

- To print reports or mailing labels, click on the [Quick Reports]
- For a list of email addresses you can copy into your email client, click on Email List.

Additional reporting capabilities are being developed and will appear on this screen over time.