

Enrolling a new family

Follow these instructions if your family has no youth or adults that are a part of 4-H

Go to 4HOnline
<https://wi.4honline.com/>

- I have a profile
- I need to setup a profile ← Choose I need to setup a profile
- I forgot my password

Are you in a Military 4-H Club:

County ALWAYS La Crosse

County: Show County Contact Info.

Email: Enter your Family (primary) email

Confirm Email:

Last Name: Enter the Family Name

Password: Min. of 8 characters, at least 1 non-alpha

Set your Families password

Confirm Password:

Role: Role: Choose Family

Select Create Login

This is the next screen you will see—this is your family main page

UW Extension University of Wisconsin-Extension

Wisconsin 4-H Youth Development Logout

Logged in as Clover Home | My Member List

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:

Enter in all of your families information

Correspondence ALWAYS Mail

4-H County ALWAYS La Crosse

This is the next screen that you will see—the family member list page

UW Extension
University of Wisconsin-Extension

Wisconsin 4-H Youth Development Logout

Logged in as Clover Home | My Member List

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.

Clover [Family](#) [Edit Family](#)

1339 Trial Ln
Onalaska, WI 54650
608-987-4321
CloverFamilyLaX@gmail.com
4-H Youth Assistant County [contact info]

Add A New Family Member

select a member type...

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: select a member...

Event:

To Add a Member select Youth Leader: select Adult

Once you've chosen the type the Add Member button will be active Select Add Member

Once you select Youth — Add Member you will get the Youth Personal Information page (see next page).



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.

Second household mailing title refers to the last name you would want to appear on mailing labels - "The Johnson Family" for example.

Make sure to complete the emergency contact section that follows the second household information. This is primary emergency contact information.

For assistance with 4HOnline or the enrollment process, please contact your local UW-Extension staff.

Profile Information

Enter in the youth's information—all bold fields are required

| | | |
|-------------------------------|--|---------------|
| Email | <input type="text" value="CloverFamilyLaX@gmail.com"/> | joe@gmail.com |
| First Name | <input type="text" value="Callie"/> | |
| Middle Name | <input type="text"/> | |
| Last Name | <input type="text" value="Clover"/> | |
| Preferred Name | <input type="text"/> | |
| Mailing Address | <input type="text" value="1339 Trial Ln"/> | |
| City | <input type="text" value="Onalaska"/> | |
| State | <input type="text" value="Wisconsin"/> | |
| Zip Code | <input type="text" value="54650"/> | 12345 |
| Birth Date | <input type="text"/> | mm/dd/yyyy |
| Gender | <input type="text" value="Select gender ..."/> | |
| Primary Phone | <input type="text" value="808-987-4321"/> | 555-555-1234 |
| Correspondence Preference | <input type="text" value="Mail"/> | |
| The youth's cell phone | <input type="text"/> | 555-555-1234 |

I wish to receive notices via text message

Nothing needs to be entered here, we will not be using this feature

Continued on pg 4

Required

Years in 4-H #

Parent 1 First Name

Parent 1 Last Name

Parent 1 Cell Phone 555-555-1234

Parent 1 Work Phone 555-555-1234

Parent 1 Work Extension

Parent 2 First Name

Parent 2 Last Name

Parent 2 Cell Phone 555-555-1234

Parent 2 Work Phone 555-555-1234

Parent 2 Work Extension

Parent 2 Email

Second Household Send Correspondence

Second Household Correspondence Preference

Second Household Family Name

Second Household First Names

Second Household Primary Phone 555-555-1234

Second Household Mailing Title

Second Household Address

Second Household City

Second Household State

Second Household Zip Code 12345

Second Household Email

Emergency Contact Name

Emergency Contact Phone 555-555-1234

Emergency Contact Cell Phone 555-555-1234

Emergency Contact Email

Emergency Contact Relationship

4-H County

Required

Required

Volunteer

Select "Yes" if you serve in a leadership capacity in 4-H.
 Examples for youth: Junlor Leader, Club Officer, etc.
 Examples for adult: Chaperone, Community Club Leader, Project Leader, etc.

Are you a Volunteer?: No: Yes:

Youth Members ALWAYS say NO

Ethnicity

Check all that apply

Are you of Hispanic ethnicity?: No: Yes:

Required fields please select at least one

- White:
- Black:
- American Indian or Alaskan Native:
- Native Hawaiian or Pacific Islander:
- Asian:
- Prefer Not to State:

Residence

Farm:

Town under 10,000 and rural non-farm:

Town/City 10,000 - 50,000 and its suburbs:

Suburb of city more than 50,000:

Central city more than 50,000:

Select the appropriate one

Military Service of Family

Family Member Military Service:

Branch of Service:

Branch Component:

Select the appropriate one

School Information

Please select your school from the list below, by selecting your school's county, then district and then your school

School County:

School District:

School Name:

School County ALWAYS choose La Crosse

Find the District *districts not listed can be found under Other—Private

If you are unable to locate your school in the list above, please enter the school name and type, in the fields below

We do not use this section

School Name:

School Type:

School Name should be selected from the drop down *ALL home school and online schools should select Home School

Select school grade

Grade:

Select the youth's grade as of the fall of the current 4-H Year

Continue >>

Select Continue >>

That opens up the additional information page where you will be required to agree in order to enroll

UW Extension University of Wisconsin-Extension Wisconsin 4-H Youth Development Logout

Logged in as Matysik, Laura Home | My Member List

Enrollment

Personal Information **Additional Information** Health Form Participation

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 BY CLICKING ON THIS LINK.

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 BELOW 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/oes/cty

1. Assumption of Risk

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.

I have read, understand, and agree with the above

REQUIRED

3. Consent for Emergency Treatment

I authorize my enrolled county's UW Extension, county's 4-H leaders association, or the Board of Regents of the University of Wisconsin System and their designated representatives to consent, on my behalf, to any emergency medical/hospital care or treatment to be rendered upon the advice of any licensed physician. I agree to be responsible for all necessary charges incurred by any hospitalization or treatment rendered pursuant to this authorization.

I have read, understand, and agree with the above.

REQUIRED

4. Code of Conduct

Wisconsin 4-H Youth Development Code of Conduct

As a 4-H participant, I will:

- adhere to program rules, customs, dress codes, policies, and rules of the facility being used.
- conduct myself in a courteous, respectful manner, use appropriate language, exhibit good sportsmanship, and provide a positive role model.
- comply with local, state and federal laws.
- abstain from use of alcohol, illicit drugs, and tobacco during 4-H events and activities.
- fully participate in scheduled activities and orientations.
- respect others' property and privacy rights.
- abstain from child abuse (physical, sexual, emotional and neglect), harassment, hazing and bullying.
- accept personal responsibility for behavior including any financial damage.
- adhere to safety rules.

Consequences for violating any part of this Code of Conduct may include, but are not limited to:

- removal from participation in the event in which the Code of Conduct has been violated (at the individual's expense).
- suspension of membership.
- restriction on participation in future 4-H events.
- forfeiture or repayment of financial support for the event.
- removal from leadership positions held.
- loss of status as a "volunteer in good standing."

It is the responsibility of all program participants to establish the code of conduct and intervene when necessary to address the code.

I have shared the code of conduct with my son, daughter or ward. We have read, understood, and agree to the above.

REQUIRED

5. Photo Release

I grant 4-H Youth Development, UW Extension and the University of Wisconsin Board of Regents the right to publish, and copyright my image (including audio, moving image or photography) for educational programs, websites, and promotion of its programs.

Yes

No

Accommodations

Do you require an accommodation for a disability to participate in this program?

<< Previous

Continue >>

Must check Agree in order to enroll

Photo Release must choose Yes or No

Accommodations must choose Yes or No

We do not use this form, events or activities requiring this information will be sent to those participants

*This can be skipped completely — just scroll to the bottom of the page
Select Continue >>

The next page is where the member selects the 4-H Club that they are enrolling with.

Select the Club from the drop down list

Once a club is selected the Add Club button will become active — Select Add Club

After you select Add Club the club will appear in the club list

Select Continue >>

You are now to the project entering tab

The screenshot shows the 'Enrollment' process. At the top, it says 'Logged in as Clover, Callie' and 'Home | My Member List'. Below this is a progress bar with four steps: 'Personal Information', 'Additional Information', 'Health Form', and 'Participation'. The 'Participation' step is highlighted with a blue circle. Below the progress bar are three tabs: 'Clubs', 'Projects', and 'Groups'. The 'Projects' tab is selected. The main content area contains information about 4-H projects, including a note about final dates and a section for selecting project literature. Below this is a form titled 'Add a Project' with the following fields: 'Select a Club' (Onalaska Merry-makers), 'Select a Project' (Citizenship), 'Years In Project' (1), and 'Select Project Materials'. There is an 'Add Project' button. Below the form is a 'Project List' table with columns for Club, Project, Years In Project, and Edit. The table contains one row with 'Project Materials' in the Project column. At the bottom of the form are buttons for '<< Previous', 'Continue >>', and 'Submit Enrollment'.

REMINDER: you can only enroll in one level of a project...i.e.

No Poultry 1 & Poultry 2 Crops is an exception because each level is a different type of crop

Members CANNOT enroll in Leader projects and Leaders CANNOT enroll in Member projects.

Select project (one at a time) from the drop down
Then choose Add Project

After Add Project is selected the project will appear in the project list

Once you have all the project entered choose Submit Enrollment

Submitting your enrollment sends notification to the UW-Extension office that an enrollment has been submitted. You need to do nothing further until we "Accept" your enrollment at which time you will receive an email notification on your status. At that time, please follow up with any necessary actions .

As always if you have questions along the way, please contact us:
phone—608.785.9593
Email—LaCrosseCounty4H@lacrossecounty.org