CHANGING A PROJECT

Go to 4HOnline — **http://wi.4honline.com**

The Welcome page will open <u>scroll down to the log in section</u>

⦿ I have a profile	1. Choose "**I have a profile**"
○ I need to setup a profile	2. Enter your designated family "**Email**"
○ I forgot my password	3. Enter the "**Password**" you have as-
Email: [ ]	signed to your families account
Password: [ ]	4. Choose "**Family**" as the Role
Role: Family ▾	5. Then "**Login**"
[Login]	

After you Login choose "**Edit**" <u>on the member that needs to be changed</u>

This will open up their Personal Profile

Then select "**Participation**"

⦿ Personal Information   ● Additional Information   ● Health Form   ● Participation

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.

Copy parent information from another youth record   Select a member name ... ▾

Profile Information

Email | KClover@umail.com   joe@gmail.com

First Name | Karter

Once participation is selected you will be taken to that members Enrollment — the clubs tab will be open

Choose the **Projects** tab

Wisconsin 4-H Youth Development   **Logout**

Logged in as Clover: Karter   Return to the County account]   **My Member List**

Enrollment

Personal   Additional   Health Form   Participation
Information   Information

Clubs	Projects	Activities	Awards	Groups

You must select one club. If you are new to 4-H and have not already connected with a club, contact your local UW-Extension staff to help identify a club that will meet your needs.

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. 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.

If you are a Project Leader in a club, then select your club here, but leave leader type blank. You will select your project and select Project Leader on the next page.

Select a minimum of 1 club(s)

Add a Club

Select a Club: | Select a club ... ⌄ |

Add Club

Club List

Primary	Club	Edit
◉	Salem Seekers	Delete

Once the **Projects** tab opens go to:

        The section "**Add a Project**"
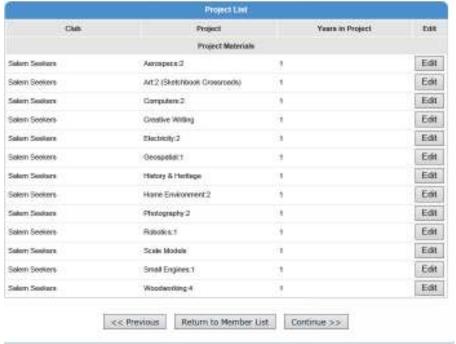
                Then "**Select a Project**" use the drop down list to find the name of the project you want to add and select it

                        Now select the button "**Add Project**" this will send the project into the project list

If they were in the wrong level of a project…

      You'll need to delete the one that was incorrect *they can't be in multiple levels of the same project*

To delete (remove) a project choose the "**Edit**" button to the right of the project name

This will bring up two button options, choose "**Delete**"
The project should then not be a part of the project list

When you are finished select "**Return to Member List**"

"**Log out**" when you have everything complete