

Welcome to Wyoming 4-H

Dear 4-H Family,

UW 4-H is using a software program called 4HOnline for our data management. Everyone is new to this program this year whether you are new to 4-H, have been involved for many years, or are a youth member or adult volunteer. Our annual federal reporting requirements dictate enrollment in 4-H every year. If you use technology a lot, the process for enrollment will be rather simple. However, if you either don't have internet access or don't enjoy using technology, your UW Extension office will be able to assist you with the process.

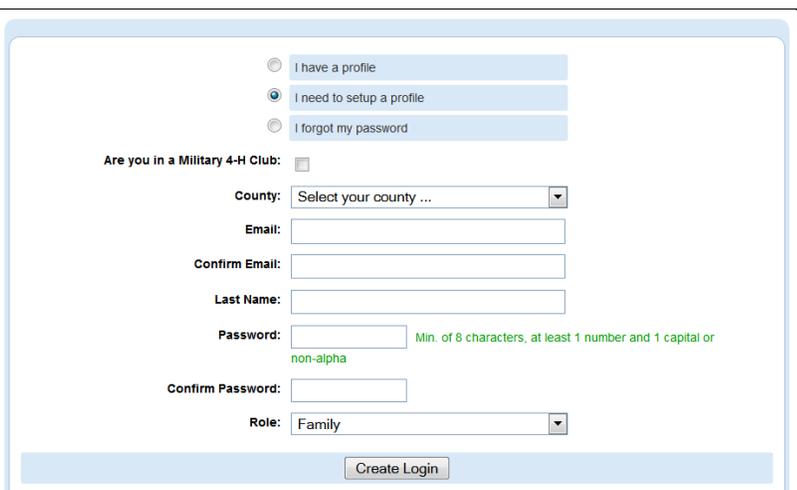
Whether you are a parent enrolling your children, or an adult wishing to be a 4-H volunteer, or both, it all starts with creating a family profile:

1. Go to <http://wy.4honline.com>
2. Select- "I need to setup a profile"
3. Create your profile by selecting your county, entering your email, last name, and creating a password.

***Note:* You only need to create your family profile one time. When you return to 4HOnline, just type in your email and password for access.**

4. With your family Login created, you enter your contact information. If the same address is used by more than one person, be sure to check the box.

5. Now you can enroll your child as a member or yourself as a 4-H volunteer by selecting the member type (Youth, Adult) and **clicking on Add Member**.



I have a profile
 I need to setup a profile
 I forgot my password

Are you in a Military 4-H Club:

County:

Email:

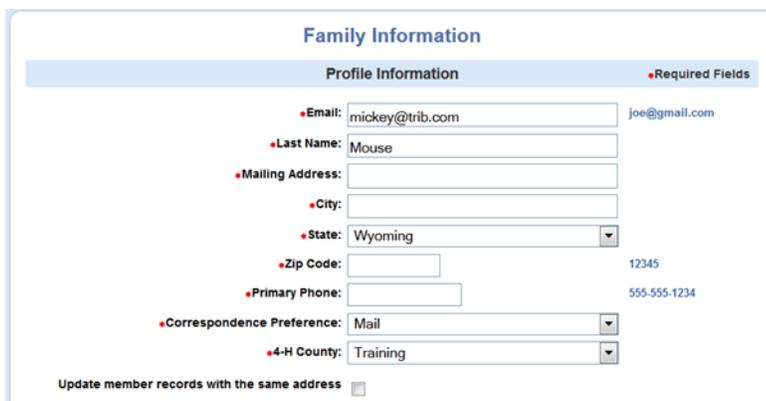
Confirm Email:

Last Name:

Password: Min. of 8 characters, at least 1 number and 1 capital or non-alpha

Confirm Password:

Role:

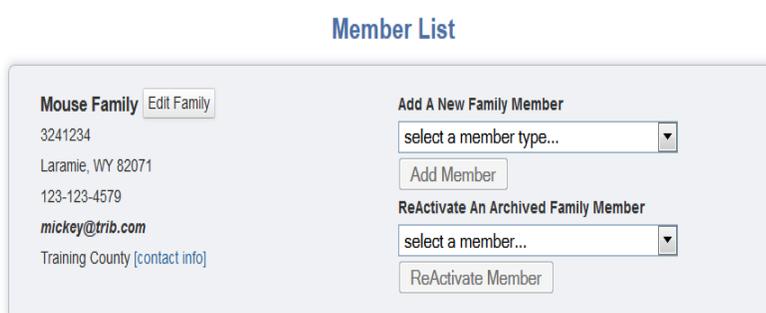


Family Information

Profile Information Required Fields

• Email:
 • 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



Member List

Mouse Family
 3241234
 Laramie, WY 82071
 123-123-4579
 mickey@trib.com
 Training County

Add A New Family Member

ReActivate An Archived Family Member

- Continue with the process by completing steps on Additional Information, Participation, etc., pages.

***Note:* EACH tab has information you can provide. Be sure to click on each one for your desired options for projects, clubs, etc., AND click the “Add...” button for each choice.**

***Note:* Be sure to mark the checkbox and press Submit Enrollment.**

- You will receive an email indicating your application was received. The county will review your application and send you an email with your member status or next steps. You will receive an email indicating when everything has been completed and welcoming you to Wyoming 4-H.

The image displays two screenshots of a web-based enrollment process. The top screenshot shows a progress bar with six steps: Personal Information, Additional Information (highlighted), Participation, Invoice, Payment, and Confirm. Below the progress bar is a form with tabs for Clubs, Projects, Activities, Awards, and Groups. The 'Clubs' tab is active, showing a message 'Select a minimum of 1 club(s)' and an 'Add a Club' section with dropdown menus for 'Select a Club' and 'Select a Volunteer Type', and an 'Add Club' button. The bottom screenshot shows the 'Confirm' step of the process. It features a warning message: 'Your enrollment is not complete until you click 'Submit Enrollment''. Below this is a checkbox for 'Pay By Computer Terms and Conditions' and a 'Submit Enrollment' button.

2014- 2015 Enrollment Begins October 1
