

THESE INSTRUCTIONS ARE MEANT FOR FAMILIES NOT ENROLLED IN 4HONLINE.

Step 1: You will need to register your family/child(ren) on [4HOnline \(www.4honline.com\)](http://www.4honline.com)

Follow along with the screen shots below for further instructions on how to register, please follow these instructions in order to have access to events right away. Choosing the wrong option could delay your enrollment, which will make events unavailable.

SCREEN 1

Choose the following options:

State: Wisconsin **Institution:** Wisconsin 4-H Youth Development



4-H Online
Create Your Account
Step 1 of 3

Select Your State **Wisconsin**

Select an Institution

Wisconsin 4-H Youth Development

[Do you want to sign in instead?](#)

SCREEN 2

Choose the following option:

County: Forest



4-H Online
Create Your Account
Step 2 of 3
Wisconsin 4-H Youth Development

Select County/Parish **Forest**

[Back](#) [Continue](#)

[Do you want to sign in instead?](#)

SCREEN 3

Enter the following information:

Email

Confirm Email

Family Name

Cellphone Number

Choose a password

Confirm password

Click 'Create Account'



The screenshot shows the 'Create Your Account' page for Wisconsin 4-H Youth Development, specifically Step 3 of 3. The page features the 4-H Online logo at the top. Below the logo, the text reads 'Create Your Account Step 3 of 3 Wisconsin 4-H Youth Development'. The form contains several input fields with red asterisks indicating required fields: County (dropdown menu), Email (text box), Confirm Email (text box), Cellphone (text box), Family Name (text box), Mobile Phone Number (text box), Password (text box), and Confirm Password (text box). At the bottom of the form, there are two buttons: 'Back' and 'Create Account'.

SCREEN 4

Verify Your Address

Verify Your Address

Address	<input style="width: 80%;" type="text"/>
Address 2	<input style="width: 80%;" type="text"/>
City	<input style="width: 80%;" type="text"/>
State	<input style="width: 80%;" type="text" value="Select State"/>
Postal Code	<input style="width: 80%;" type="text"/>
Country	<input style="width: 80%;" type="text" value="US"/>
<input style="width: 100px;" type="button" value="Verify"/>	

Sign Out

SCREEN 5

Select Wisconsin 4-H and then click **NEXT**.

4-H Online

- Member List
- Family
- Events
- Credit Cards
- Login History
- Email History

Add Member

Which program would you like to join?

Wisconsin 4-H

TEST Family

SCREEN 6-8

Add information for each family member joining

4-H Online

- Member List
- Family
- Events
- Credit Cards
- Login History
- Email History

Add Member

Profile

First Name *

Middle Name

Last Name *

Preferred Name

Birth Date *

Member Email

Mobile Phone

Member's personal email (if not blank, the family email will be used for direct communication)

TEST Family

Add Member



About You

Gender ^{required}Grade ^{required}

Demographics

Residence ^{required}Are you of Hispanic or Latino ethnicity? ^{required}Race ^{required}

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Pacific Islander
- Other (please list):

Emergency Contact

Full Name ^{required}Relationship to member ^{required}Contact Phone ^{required}

Contact Email

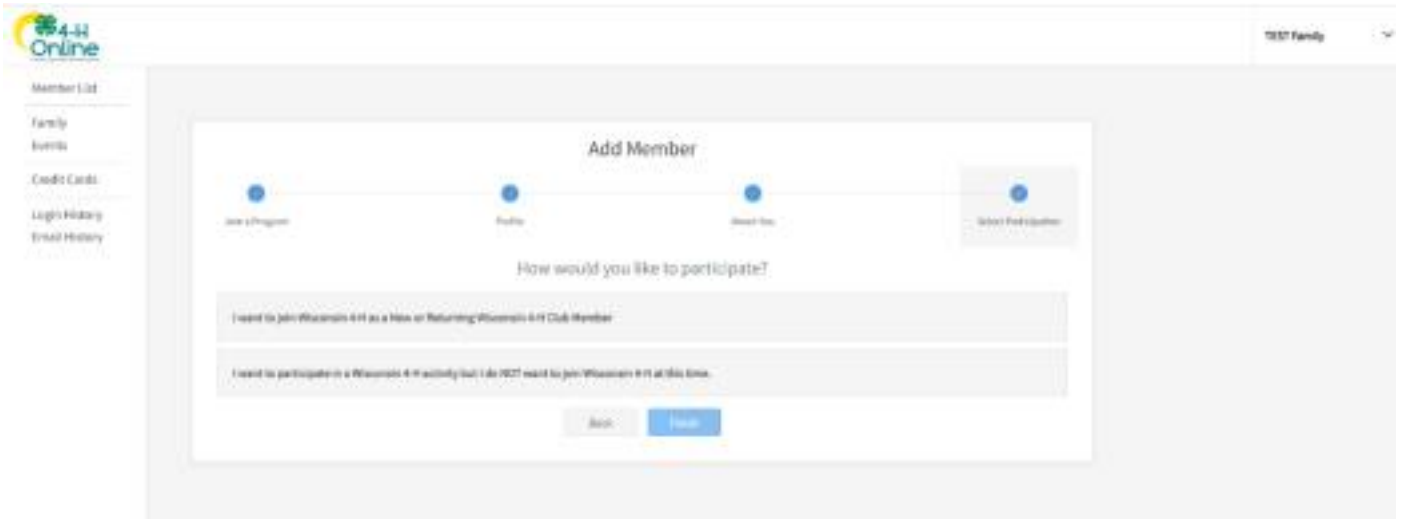
Back

Save

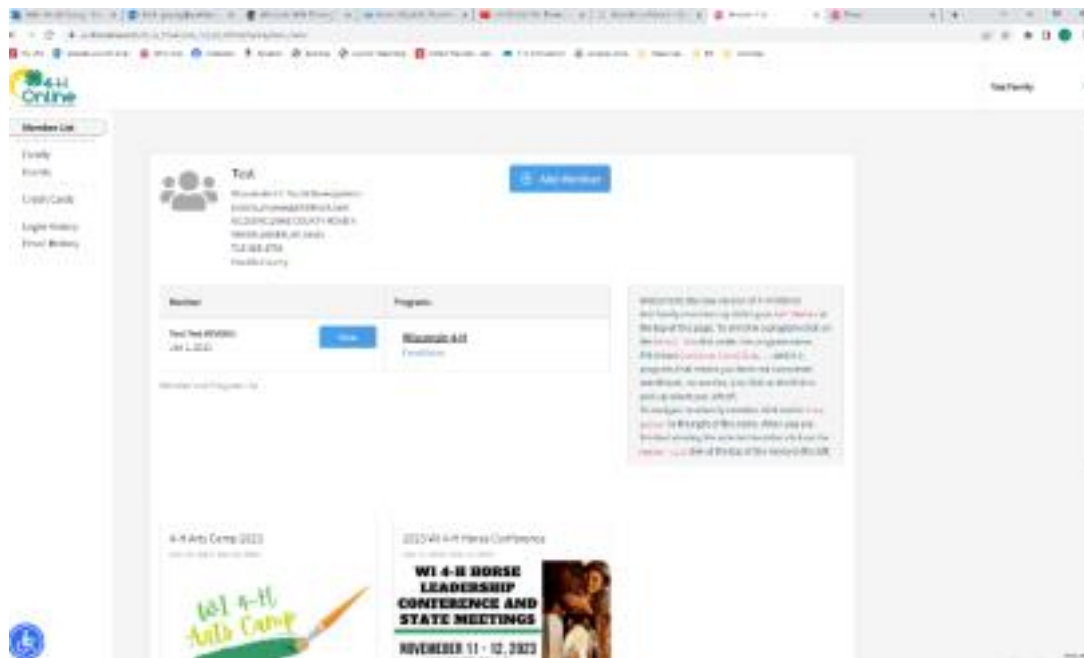


SCREEN 9

SELECT I want to participate in a Wisconsin 4-H activity but I do NOT want to join Wisconsin 4-H at this time. **It is important that you select the second option, as it allows you to register for the event right away, which is helpful when events are first come, first serve basis. Oneida County 4-H staff will automatically apply each registration for 4-H membership. This is a FREE membership, and there are no obligations in 4-H. Being a member in this instance just means the youth will have a 4HOnline account to use to register for future 4-H events – although all members are welcome to join Clubs and programs at any time they wish!

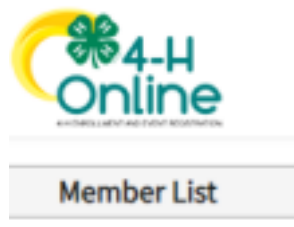


Once enrolled as participant, you will see the following screen:



Follow the directions below to REGISTER FOR THE EVENT ITSELF!

Step 2: Select **Member List** from the navigation pane on the left.



Step 3: Find the member you want to register for the event, select the **View** button next to their

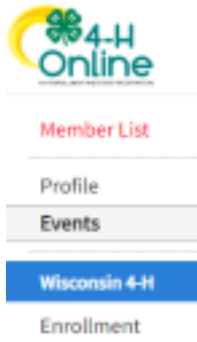
Member

Test Test #259561
Jan 1, 2010

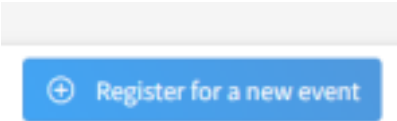
View

name. _____

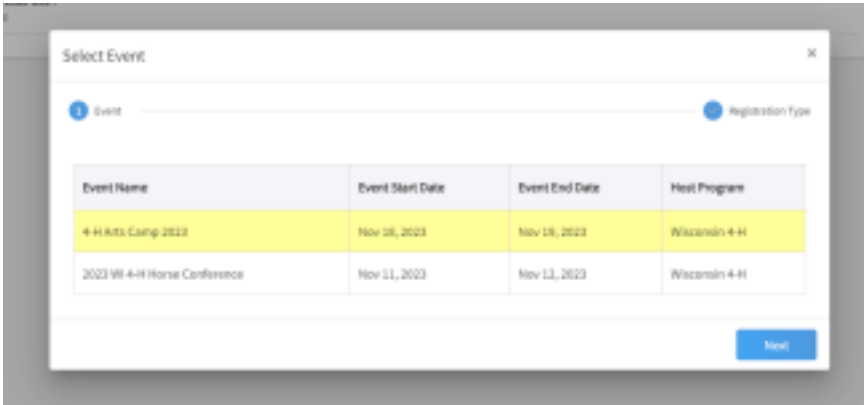
Step 4: Select **Events** from the navigation pane on the left.



Step 5: Select **Register for a new event**.



Step 6: Select the event you wish to sign up for and click **Next**.



Step 7: Verify the correct event is showing and click **Start Registration**.

Step 8: Complete each section of the Registration process, to include, Questions, Health Form, Consents, and Confirm.

Step 9: Once you submit your registration, Oneida County staff will review for completeness and approve. You will be notified when registration is approved and your child has been added to the event roster.

****IMPORTANT**** Some events have a max capacity limit due to venue size, volunteer availability, and materials/supplies limitations. We try to ensure the largest amount of youth can be included in each event, however, we can never guarantee a spot will be open. All event registrations are done on a first come, first serve basis. Thank you for your understanding!

****Why you may not be able to find the event you are looking for****

-Your child does not meet the criteria of the event. If an event is for youth in grades 4-6, it will not show up for a member in grades outside those set parameters.

-The event has reached its max capacity and is no longer open for new registrations.