4-H Online 2.0 Participant Event Registration Guide

Whether you are a new or returning family*, this guide will help you through registering an event in Wisconsin 4-H. Please read this page for a summary of the steps needed to enroll.

If you are a new family, start with Creating a New 4-H Online Account on page 2. After you create your login account, you will be prompted to Add a New Member to the Family right away. To add additional family members, click on the *Add Member* button on your family member list screen.

If you are a returning family, start with Logging in to an Existing 4-H Online Account on page 4.

After establishing a family profile with members, you will search for and register for the event.

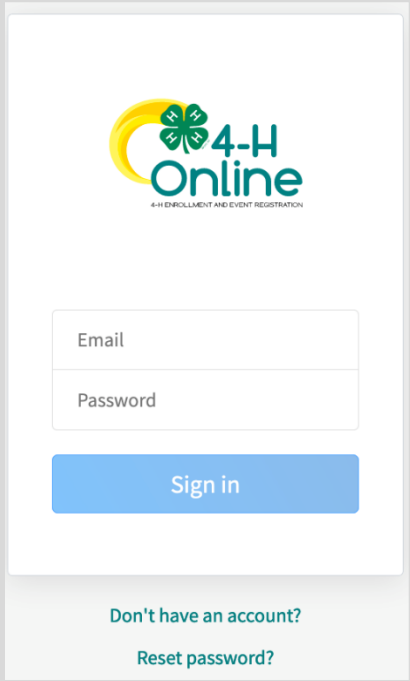* Family can be a household or a recognized outside group (classroom, partner organization, etc.).

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Logging in to an Existing 4-H Online Account

1. Go to http://wi.4honline.com.

2. Enter your email address and password.

3. Click Sign-In

If you have forgotten your password, click "Reset Password?" to receive an email with a link to set a new password.
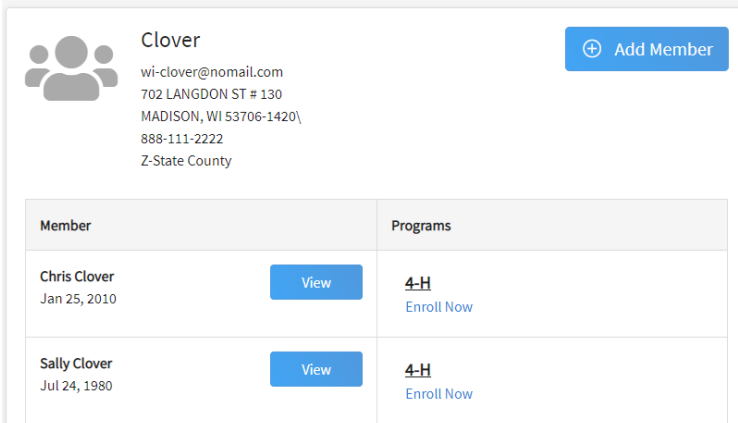
4. You will be at the Family Member List Screen.

5. To add a new youth or adult member, click on the Add Member button and skip to Adding a New Member to the Family on page 5.

6. To register an existing family member for an event, skip to Registering For An Event on page 7.

Creating a New 4-H Online Account

1. Go to http://wi.4honline.com.
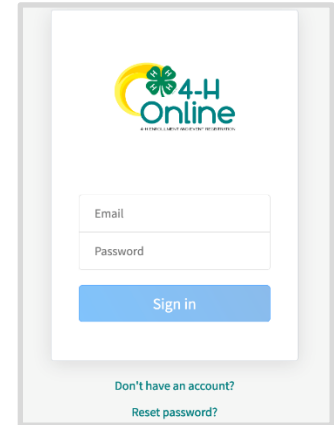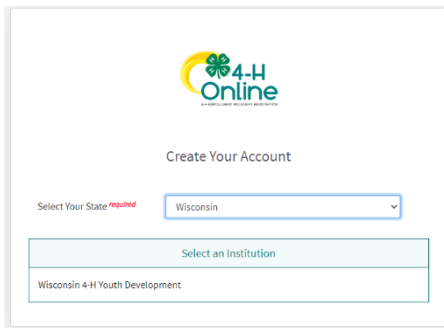
2. Click "Don't have an account?" if you have never enrolled in 4-H before using 4-H Online.

   NOTE: If you had an account in 4-H Online 1.0, start at Logging in to an Existing 4-H Online Account on page 2.
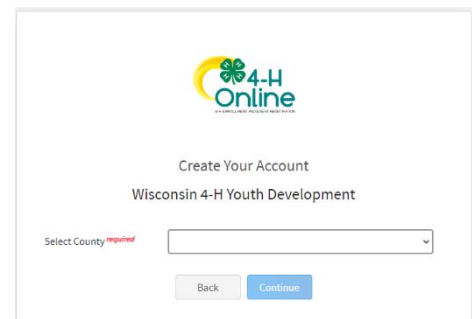
3. Select Wisconsin from the drop-down menu and then select Wisconsin 4-H Youth Development.

4. Choose your county from the drop-down menu. This is the county you want to participate in, which can be different from your county of residence.

5. Complete your family's information

6. Click the Create Account button

7. Enter your family's address information.

8. Click the Verify button.

   NOTE: The verification process may require you to select an appropriate USPS format.

If you create a new account and an existing account is found, click the Confirm button and continue to Logging in with an Existing 4-H Online Account on page 4.

9. Continue to Add a New Member to the Family on page 5.

Adding a New Member to the Family

1. Click on 4-H.

2. Click the Next button.

3. Enter the member's information.

4. Click the Next button.

   NOTE: fields marked with a red *required* are required fields and must be completed. Birthdate is required so the system knows if you are a youth or adult.

5. Complete the "About You", "Demographics", and "Emergency Contact" sections with the requested information.

6. Click the Next button.

7. Select **I want to participate in a 4-H activity, but I do NOT want to join 4-H at this time**.

8. Click the Finish button.

If you have selected that you will be participating, but not as a Club Member or Volunteer, your record is complete. You may register for events that are available to participants.

If you would like to enroll as a Club Member or Volunteer at any time, click "Enroll Now" from the Member List and you will be walked through the process to enroll.

Clover
wi-clover@nomail.com
702 LANGDON ST # 130
MADISON, WI 53706-1420\
888-111-2222
Z-State County

⊕ Add Member

| Member		Programs
Chris Clover Jan 25, 2010	View	**4-H** Enroll Now
Sally Clover Jul 24, 1980	View	**4-H** Enroll Now

Registering for an Event

Now that you have created a family member, you can register that person for an event.

Find the Event

1. To see events that someone in your family is eligible to register for:

   a. From the side menu on your family member list screen, click on **Events**.

   b. Click on the **Register** button for the event.

   c. Select the family member registering and then click on **Select**.

   d. Skip to step 3.
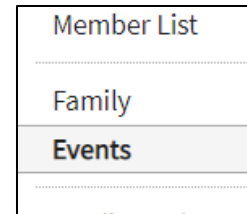
2. To see events that a specific family member is eligible to register for:

   a. Click on **View** for any member.

   b. Click on **Events** from the side menu.

   c. Click on the **Register** button on the right.

   d. Select the event and click on **Next**.
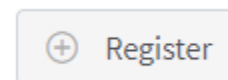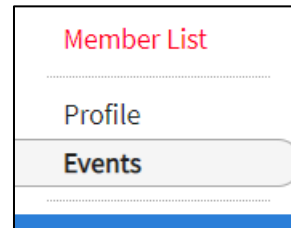
Register for the Event

3. Select the registration type (there will likely be only one listed) and then click on **Start Registration**.

4. You will see a progress timeline across the top to show where you are in the registration process.

1 Questions ——— ✓ Health Form ——— 3 Consents ——— 4 Payment ——— 5 Confirm

5. Answer the questions on the Questions page and then click on **Next**.

6. If there is a health form required, you will be asked to complete the form during registration. Click on **Next** when done.

7. If there are any consents to be signed they will appear next. Complete each item and then click on **Next**.

8. On the Payment screen, the only option right now is to **Pay By Check**. Click this button and then confirm you are paying by check. Click on the **Next** button.

9. On the Confirm screen, you will see a summary of your registration. Click the **Finish** button to submit the event registration.

10. The event registration has now been submitted. Watch your email for messages as the registration moves along the acceptance process.