

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

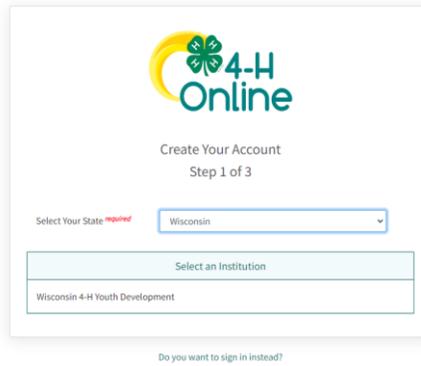
Step 1: You will need to register your family/child(ren) on [4HOnline \(www.4honline.com\)](http://www.4honline.com)

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

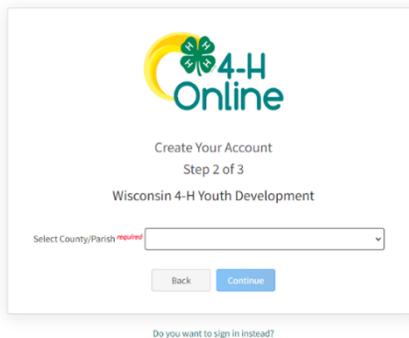


The screenshot shows the 'Create Your Account' page, Step 1 of 3. At the top is the 4-H Online logo. Below the logo, it says 'Create Your Account Step 1 of 3'. There is a dropdown menu for 'Select Your State' with 'Wisconsin' selected. Below that is a box for 'Select an Institution' with 'Wisconsin 4-H Youth Development' selected. At the bottom, there is a link that says 'Do you want to sign in instead?'.

SCREEN 2

Choose the following option:

County: Oneida



The screenshot shows the 'Create Your Account' page, Step 2 of 3. At the top is the 4-H Online logo. Below the logo, it says 'Create Your Account Step 2 of 3'. The institution 'Wisconsin 4-H Youth Development' is already selected. There is a dropdown menu for 'Select County/Parish' with 'Oneida' selected. Below the dropdown are 'Back' and 'Continue' buttons. At the bottom, there is a link that says 'Do you want to sign in instead?'.

SCREEN 3

Enter the following information:

Email

Confirm Email

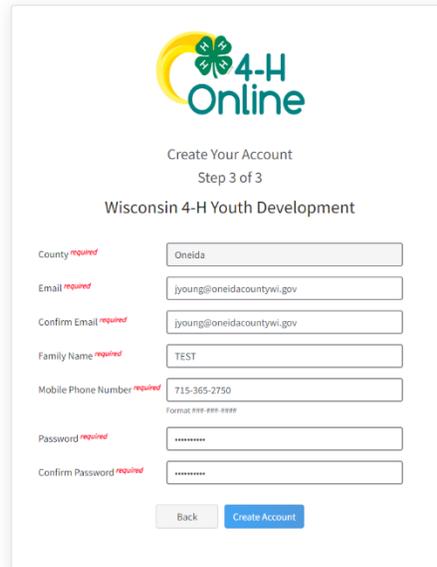
Family Name

Cellphone Number

Choose a password

Confirm password

Click 'Create Account'



The screenshot shows a web form titled "Create Your Account" for "Wisconsin 4-H Youth Development", which is Step 3 of 3. The form includes the following fields and values:

- County *required*: Onida
- Email *required*: jyoung@oneidacountywi.gov
- Confirm Email *required*: jyoung@oneidacountywi.gov
- Family Name *required*: TEST
- Mobile Phone Number *required*: 715-365-2750 (Format: ###-###-####)
- Password *required*: [Redacted]
- Confirm Password *required*: [Redacted]

At the bottom of the form are two buttons: "Back" and "Create Account".

SCREEN 4

Verify Your Address

Verify Your Address

Address

Address 2

City

State

Postal Code

Country

[Sign Out.](#)

SCREEN 5

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

TEST Family

Member ListFamilyEventsCredit CardsLogin HistoryEmail History

Add Member

1 Join a Program2 Profile3 About You4 Select Participation

Which program would you like to join?

Wisconsin 4-H

SCREEN 6-8

Add information for each family member joining

4-H Online TEST Family

Member List
Family
Events
Credit Cards
Login History
Email History

Add Member

1 Join a Program 2 Profile 3 About You 4 Select Participation

First Name *required*

Middle Name

Last Name *required*

Preferred Name

Birth Date *required*

Member Email

Mobile Phone

Member's personal email (if left blank, the family email will be used for direct communication)

Format 000-000-0000

4-H

4-H Online TEST Family

Member List
Family
Events
Credit Cards
Login History
Email History

Add Member

1 Join a Program 2 Profile 3 About You 4 Select Participation

About You

Gender *required*

Grade *required*

Demographics

Residence *required*

Are you of Hispanic or Latino ethnicity? *required*

Race *required*

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Pacific Islander
- Other (race not listed)



Emergency Contact

Full Name *required*
Test

Relationship to member *required*
Test

Contact Phone *required*
715-365-2750

Contact Email

Back Next

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!

4-H Online

TEST Family

Member List
Family
Events
Credit Cards
Login History
Email History

Add Member

Join a Program Profile About You Select Participation

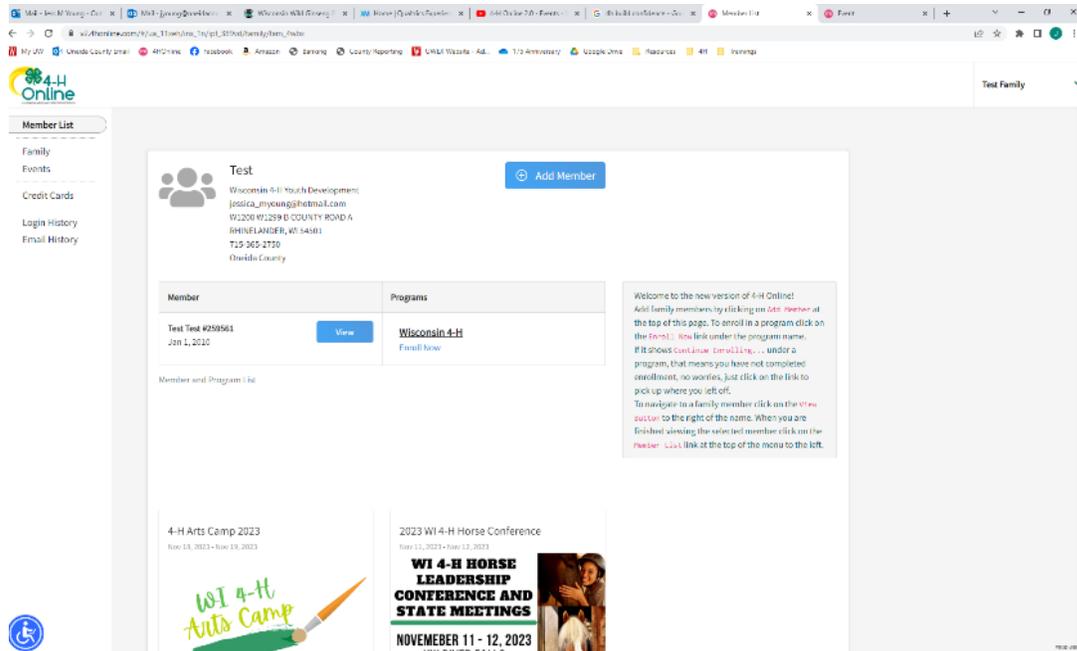
How would you like to participate?

I want to join Wisconsin 4-H as a New or Returning Wisconsin 4-H Club Member

I want to participate in a Wisconsin 4-H activity but I do NOT want to join Wisconsin 4-H at this time.

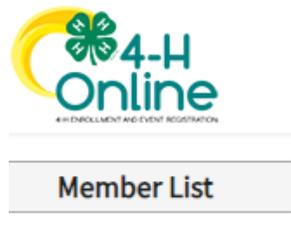
Back Finish

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

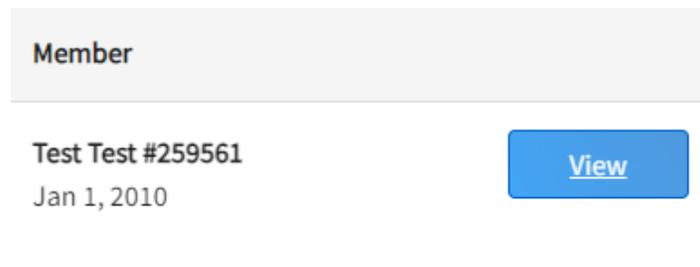


Follow the directions below to REGISTER FOR THE EVENT ITSELF!

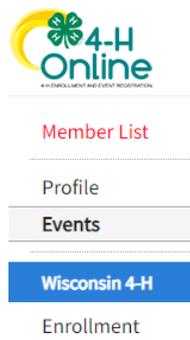
Step 2: Select **Member List** from the navigation pane on the left.



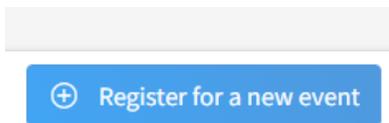
Step 3: Find the member you want to register for the event, select the **View** button next to their name.



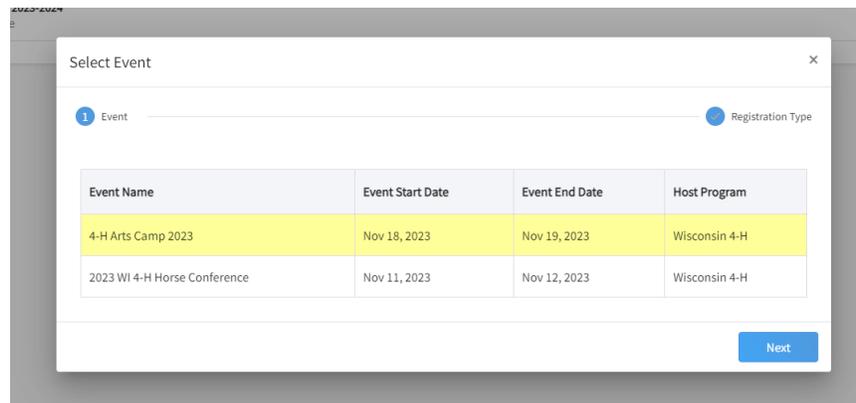
Step 4: Select **Events** from the navigation pane on the left.



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**.

Name	Role	Registration Start Date	Registration End Date
Staff	Participant	Oct 1, 2023	Oct 27, 2023

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.