

4-H Youth/Volunteer Enrollment Process

FOR EXISTING MEMBERS

1. Go to <http://wy.4honline.com> You will see a screen like this.
2. As an existing Member/Family that is re-enrolling for the next 4-H year select the first option I have a profile
 - Enter your email address and password you used to create your Family login and click the **Login** button
 - If you can't remember your password select I forgot my password enter your email address and click the **Send My Password** button.
 - A new automated password will be sent to the email address you provided along with instructions to login and reset your password.

	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Mrs. Tester	Adult	868993	Inactive	2014-2015	Edit
2)	Boy Tester	Youth	868982	Inactive	2014-2015	Edit
3)	Girl Tester	Youth	868983	Inactive	2014-2015	Edit
4)	Mr. Tester	Adult	903413	Inactive	2014-2015	Edit

3. Once you are logged in you can review your Family info and update it if needed by clicking the **Edit Family** button
4. In the **MEMBER LIST** tab, please look at the **Member/Volunteer List** to view the members/adult volunteers associated with your family account.
 - Please do not add a new individual that is already listed in the member/volunteer list!
 - To Re-Enroll for the new 4-H year click on the **Edit** button to the right of each name
 - Review the information displayed in the Personal Information screen.
 - At the Bottom of the page on the right you will click the **Enroll for 2015-2016** button.

- On the next page you can review/update the personal information page.
 - The red asterisk * indicates required fields
- You will now continue through several tabs verifying/updating information. To advance to the next screen click the **Continue >>** button.

NOTE: In an effort to reduce our mailing costs, please consider selecting the EMAIL option in the Correspondence Preference field.

- In the **ADDITIONAL INFORMATION** screen you will review the Publicity Release, Statement of Assumed Risk Transportation Release, Code of Conduct, and for Leaders Training and Screening Understanding.
- Please Read this information! You must click this box in each section in order to continue
 - The next screen is the **HEALTH FORM** - If any of the individuals Health information has changed, please update it!

In the **PARTICIPATION** screen you will add or delete Clubs and Projects for each individual.

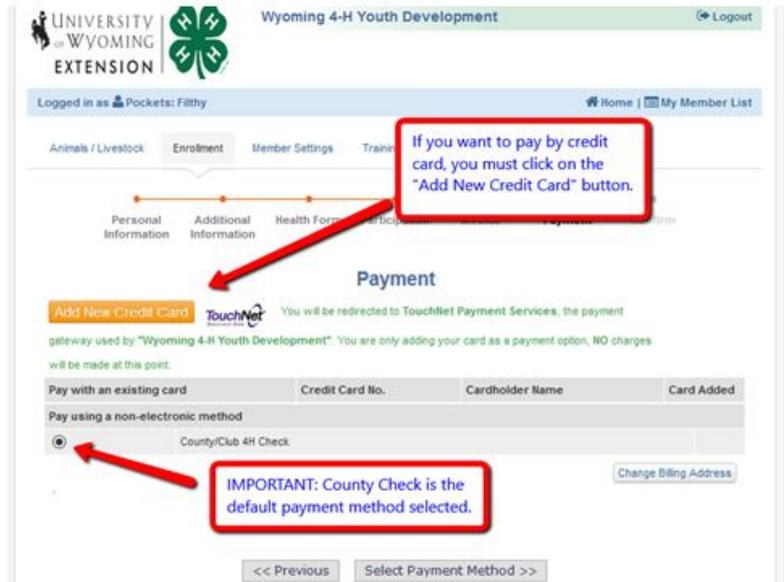
- If you are unsure of which Club to choose, please select I Club Placement and we will help choose a club.
- If you select a new club remember to click the **Add Club** Button to add it to your Club list.
- When finished with club selections click the **Continue >>** Button at the bottom.
 - You will be taken to the project tab where you can add or delete projects.
 - For returning members the years in project should automatically increase for projects you are continuing
 - Remember to click the **Add Project** button to add a project to the Project List.
 - You can delete a project by clicking the **Edit** button and then clicking the **Delete** button.
- When you are finished with club and project selections click the **Continue >>** Button.

The **INVOICE** page will be next. Click the **Submit Enrollment** Button.

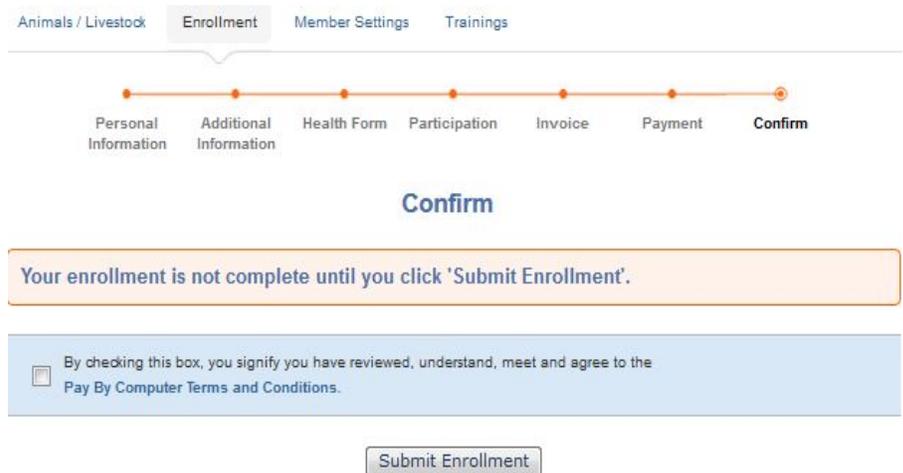
The **PAYMENT** page will be next.

You can choose to pay with credit card or by check. Check will need to be mailed or dropped off to the Converses County 4-H Office.

Click the **Select Payment Method >>** Button.



You are now ready to submit your enrollment!



Once you have Submitted an Enrollment you will then be taken back to the **MEMBER LIST** screen
You can then enroll new 4-H Members or Volunteers using the same steps.
Your enrollment will be sent to the County Extension Office where they will review and approve/activate your profile, or return your enrollment to you for changes/additional information.