

4-H Youth/Volunteer Enrollment Process

FOR NEW MEMBERS

1. Go to <http://wy.4honline.com> You will see a screen like this.
2. As a Member/Family Enrolling for the **FIRST** time select the second option I need to setup a profile
 - Select your county and fill in the fields
 - Save your password so you are able to log back in to your profile!

WRITE DOWN YOUR USER AND PASSWORD HERE

User Email: _____

Password: _____

3. Click the **Create Login** Button.
4. The next screen is the **FAMILY INFO** Screen
 - Fill in all the fields
 - The red asterisk * indicates required fields
 - If you would like to update the Family Information for all members records with the same address click this box
5. The next screen is the **MEMBER LIST**
 - The Family Information is displayed on the left.
 - Click the “Add a New Family Member” drop down menu and select Adult or Youth.

6. Click the **Add Member** Button.

7. The next screen is the **YOUTH PERSONAL INFORMATION**
 - Fill in all the fields
 - Years in 4-H: For returning members, this numer will automatically increase
 - The red asterisk * indicates required fields
 - If you have two email addresses you would like to have information sent to, please enter it in the Second Household email field
 - Split families can also be set up for each member
8. When finished click the **Continue >>** Button at the bottom.

9. The next screen is the **ADDITIONAL INFORMATION** screen. Here you will review the Code of Conduct, General Authorization and Release, and Statement of Assumed Risk
 - Please Read this information!
 - You must click this box in each section before you are able to continue to the next screen

10. When finished reading click the **Continue >>** Button at the bottom.

11. The next screen is the **HEALTH FORM**

- Here you will first verify if you have any of the following health conditions: diabetes, asthma, heart trouble, high blood pressure, seizures, or fainting spells. Select **Yes** or **No**
- In the Following fields you will note the following information:
 - Explanation of the conditions listed above, if any
 - Allergies/reactions to Drugs/Medicine
 - Allergies/Reactions to Foods
 - Allergies/Reactions to Things in Nature
 - List medications
 - Specify additional Health information

Health Form

Do you have diabetes, asthma, heart troubles, high blood pressure, seizures, or fainting spells?

Yes
No

Please explain any health conditions mentioned above:

Allergies or reactions to DRUGS/MEDICINE? (Aspirin, Penicillin, etc.):

Allergies or reactions to FOODS? (dairy, peanuts, gluten, shellfish, etc.):

Allergies or reactions to THINGS IN NATURE? (insect bites/stings, hay fever, ivy/oak/sumac toxins, etc.):

List any required medications:

Provide any additional health information or clarification:

<< Previous Continue >>

NOW THE FUN PART.

12. The **PARTICIPATION** screen.

- Here you will add Clubs and Projects for each member/leader

13. First select your **CLUB(s)** from the drop down menu.

14. Click the **Add Club** Button. You will see your club selection added to the Club list.

- You can add additional clubs by repeating the steps above.

15. When finished adding clubs click the **Continue >>** Button at the bottom.

16. Next you will **ADD A PROJECT(S)**

17. Select the club from the drop down menu.

18. Pick a project from the list

19. Selects Year in Project

- For returning Members the years in project will automatically increase

20. Click the **Add Project** Button. You will see your project selection added to the Project List.

- You can add additional projects by repeating the steps above.

21. When you are finished adding clubs and projects

Click the **Continue >>** Button.

22. The **INVOICE** page will be next.

Click the **Continue >>** Button.

Personal Information Additional Information Health Form **Participation**

Clubs **Projects** Groups

Youth: You will need to select a club to move forward, however, placement will be finalized in your local county Extension office.

If you are new to 4H or do not have any idea which club may be most appropriate, please choose: 1-Club Placement Requested

Select a minimum of 1 club(s)

Add a Club

Select a Club: Select a club ...

Add Club

Club List

Primary	Club	Edit
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Clubs **Projects** Activities Awards G

Select a minimum of 1 project(s)

Add a Project

Select a Club: 4-H Builders

Select a Project: Select a project ...

Years in Project: 1

Add Project

Project List

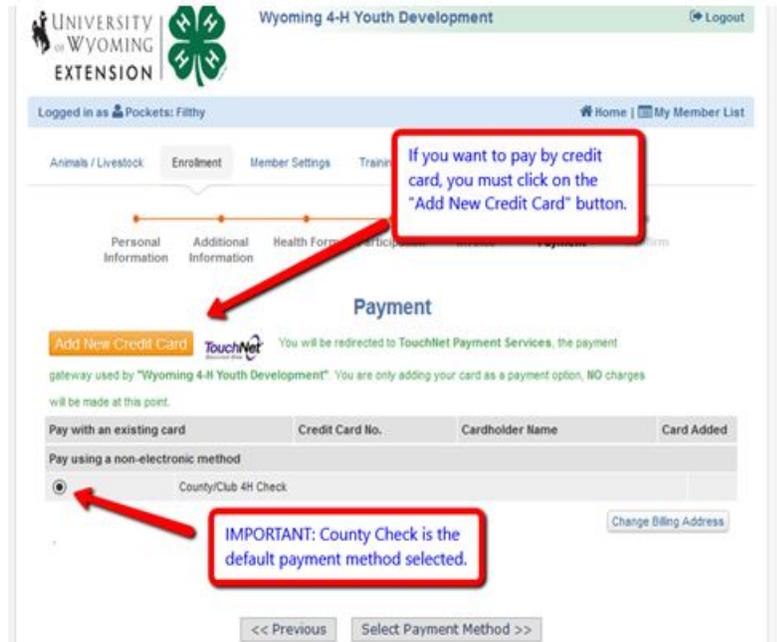
Club	Project	Years in Project
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<< Previous Continue >>

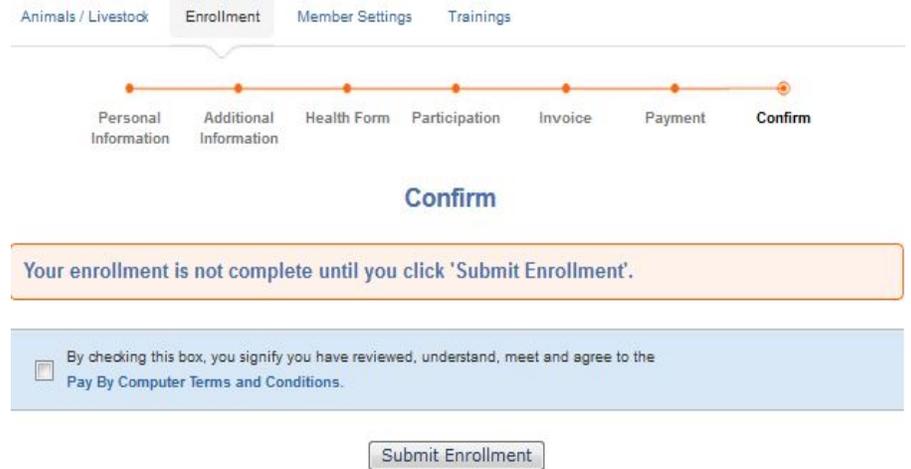
23. The **PAYMENT** page will be next.

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  Button.



24. 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.