# 4-H Youth/Volunteer Enrollment Process

UNIVERSITY   No Wyoming 4-H Youth Development	FOR NEW MEMBERS
	I. Go to http://wy.4honline.com You will see a screen like this.
•	<b>2.</b> As a Member/Family Enrolling for the <b>FIRST</b> time select the
Welcome to 4-H Online	second option  I need to setup a profile
C Lhave a notice	Select your county and fill in the fields
I need to setup a profile	<ul> <li>Save your password so you are able to log back in to your</li> </ul>
I forgot my password  Are you in a Military 4-H Club:	
County: Select your county	
Email:	WRITE DOWN YOUR USER AND PASSWORD HERE
Confirm Email:	User Email:
Password: Min. of 8 characters, at least 1 number and 1 capit	<sup>ar</sup> Pasaword:
non-alpha Confirm Password:	
Role: Family	3. Click the Create Login Button
Create Login	4. The next screen is the FAMILY INFO Screen
al Listony Eamly Eamly Sations Login Listony	• Fill in all the fields
n natory rammy rammy ocumpa. Cognitizatory	• The red asterisk * indicates required fields
Family Information	• If you would like to update the Family Information for all
Profile Information *Required	Fields members records with the same address click this base
•Email: wyoming4h@yahoo.com Jee@gmail.com	E The payt screep is the MEMPED LIST
*Last Name: Tostor     *Mailing Address: 123 Teeri T	5. The next screen is the MEMBER LIST
•City:	• The Family Information is displayed on the left.
• State: Wyoming v •Zip Code: 12345	• Click the "Add a New Family Member" drop down menu and
•Primary Phone: 555 555.1234	select Adult or Youth.
•Correspondence Preterence: Mail      •     •4H County: Training      ·	6. Click the Add Member Button.
Update member records with the same address	
Password Management	
Tester Family Edit Family Add A M	New Family Member Add A New Family Member
Laramie, WY 82071	a member type V Member
307-234-3466 ReActiv	/ate An Archived Family Member select a grember type
wyoming4h@yahoo.com	a member Adult
ReAd	ctivate Member Youth
Youth Personal Information	
topy parent information from another youth record Select a member name	7 The next screen is the YOUTH PERSONAL INFORMATION
Profile Information	• Fill in all the fields
•First Name: David	• Years in 4 H: For returning members this numer will automatically
Use this drop down box	increase
to copy info	The red estericle * indicates required fields
entered for a + City: Laramie	I he held asterisk findicates required helds
sibling •state: Wyoming	• If you have two email addresses you would like to have
•Zip Code: 82071	1235 Information sent to, please enter it in the Second Household email
•Gender: Select gender	
*Primary Phone: 307-234-3466	• Split families can also be set up for each member
Correspondence Preference: Email     Cell Phone:	<b>8.</b> When finished click the Continue >> Button at the bottom.
You wish to receive notices via text message:	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 Pick
	Ploase Road this information!
I have read, understand, and agree to the the terms and conditions sticulated and is done freely	· Flease Read uns information!
and without inducement.	• Tou must click this box in each section before you are able to
	continue to the next screen
) When finished reading click the Conti	nue >> Button at the bottom.
. When mistied reading click the condi	

#### II. 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

## 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 Che 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.

Button.

21. When you are finished adding clubs and projects

Click the Continue >> Button.

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

Click the Continue >>

Hea	Ith Form
Do you have diabetes, asthma, heart troubles, high blood pressure, seizures, or fainting spells? Yos 🔵	
No  Please explain any health conditions mentioned above:	
Alamias os caudios da PEU/OSAISDIPIUESZ // aprin	a
Pennicilin, etc.):	I
Allergies or reactions to FOODS? (dairy, peanuts, gluten,	44
solenish, etc.):	
Allergies or reactions to THINGS IN NATURE? (insect bite/stings, hay fever, ky/bak/sumac toxins, etc.):	
	.41
Los any requires medications:	
Provide any additional health information or clarification :	
	24
<< Previous	Continue >>

	Pers	onal Additional nation Information	Health Form	● Participation	
Club	Projects	Group	s		
Youth: Your loc If you ar choose:	You will need to select al county Extension of e new to 4H or do no -Club Placement Re	t a club to move ffice. t have any idea w quested	forward, how	vever, placement will be fi ay be most appropriate, pl	inalized in ease
Select a m	nimum of 1 club(s)				
		Add	a Club		
	Select	a Club: Select a club		<b>•</b>	
		Add	d Club		
		Clu	b List		
Primary			Club		Edit

Clubs	Projects	Activities	Awards	0
elect a minimum of 1 pro	oject(s)			
		Add a Project		
	Select a Club:	4-H Builders		Y
	Select a Project	Select a project		~
	Years in Project:	1 🗸	ช	
		Add Project		
		Project List		
Club		Project		Years in Project

### 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.

Converses County 4-H Office. Click the Select Payment Method >>	Button.	Additional Health Force of the payment Credit Card" button.  Personal Additional Health Force of the payment Information Payment Payment Payment Payment Services, the payment gateway used by "Wyoming 4-8 Youth Development". You are only adding your card as a payment option, NO charges will be made at this point.					on. Int charges
		Pay with an existing c	ard	Credit Card No.	Card	holder Name	Card Added
		Pay using a non-electr	ronic method				
			County/Club 4H C IMPO defau	RTANT: County Cl It payment metho : Previous Sele	neck is the id selected. ct Payment Met	nod >>	Change Billing Address
24. You are now ready to submit	Animals / Livestock	Enrollment N	Member Settin	gs Trainings			
your enroinnent.							
	Personal Information	Additional Information	Health Form	Participation	Invoice	Payment	Confirm
	Confirm						
	Your enrollment is not complete until you click 'Submit Enrollment'.						
	By checking this box, you signify you have reviewed, understand, meet and agree to the Pay By Computer Terms and Conditions.						
			Su	ubmit Enrollmer	ıt		

UNIVERSITY SWYOMING

EXTENSION

Logged in as 🌲 Pockets: Filthy

Animals / Livestock Enrolment

418

Wyoming 4-H Youth Development

Train

Member Settings

If you want to pay by credit

Dogout

# Home | My Member List

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.