4-H Youth/Volunteer Enrollment Process
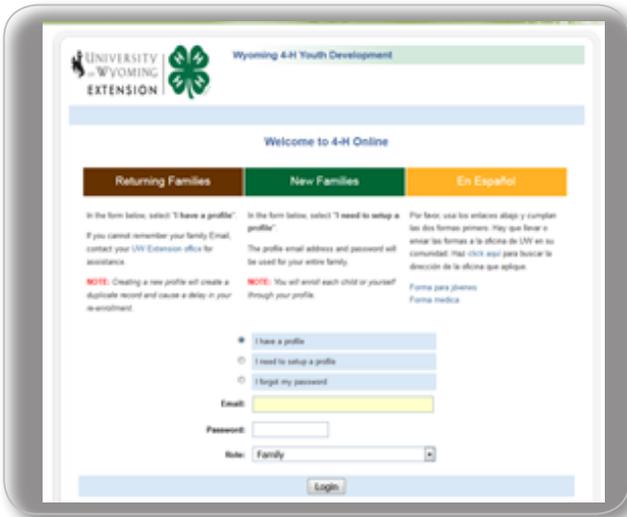

FOR NEW MEMBERS

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
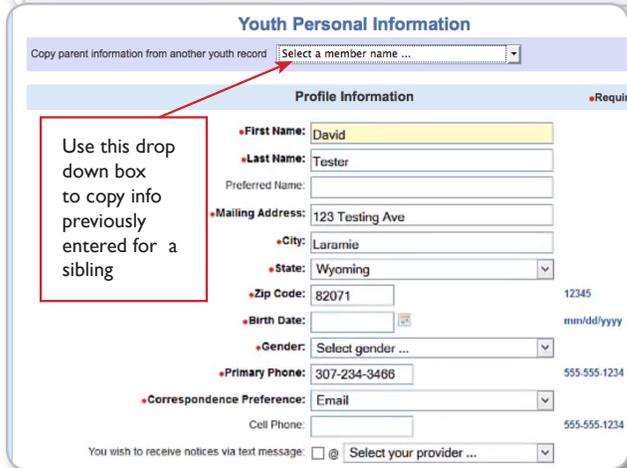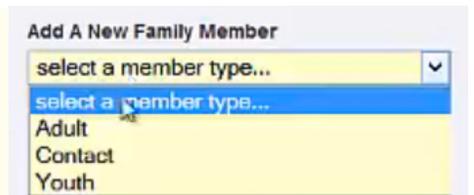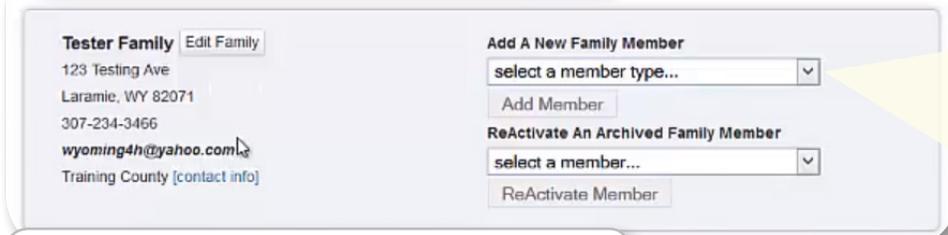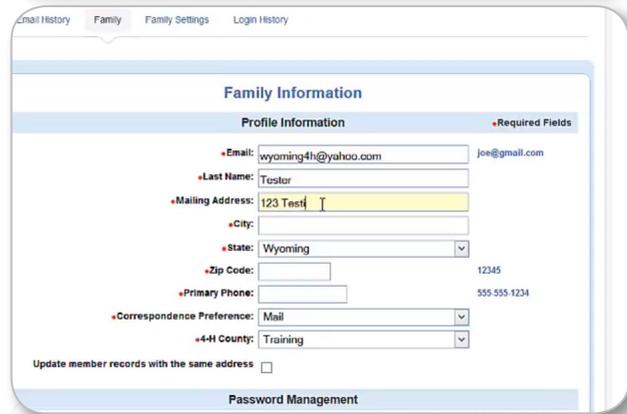- Save your password so you are able to log back in to your profile!

> WRITE DOWN YOUR USER AND PASSWORD HERE
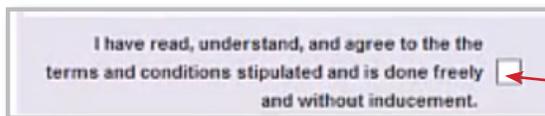>
> User Email: _____
>
> Password: _____

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

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 [Submit Enrollment] Button.

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.

Questions: Call **307-**235-9400