4HOnline Notes for General Leaders

- **Enroll yourself** as a leader as soon as possible.
- **You can appoint another co-leader or adult leader as a club enrollment manager.** This person needs to be someone who has gone through adult volunteer orientation/Youth Protection training. If someone other than the general leader will be coordinating enrollment, please communicate this to UW-Extension staff so that we can approve them as a “Club Manager” in 4HOnline.
- **Important Dates & Deadlines:**
  - **SEPTEMBER 3:**
    - Re-enrollment is available on 4HOnline. Please see the instructions on page 22. For new member enrollment, see the instructions on our website at [http://washington.uwex.edu/4-h-youth-development/how-to-join/](http://washington.uwex.edu/4-h-youth-development/how-to-join/) or contact the UW-Extension office for a copy.
  - **NOVEMBER 1:**
    - Deadline for re-enrolling members to enroll.
  - **DECEMBER 1:**
    - Deadline for re-enrolling members to add livestock projects (beef, sheep, swine, and dairy) if wanting to exhibit livestock at 2015 County Fair.
    - Deadline for new members to enroll and add livestock projects (beef, sheep, swine, and dairy) if wanting to exhibit livestock at 2015 County Fair.
  - **JANUARY 15:**
    - Deadline for re-enrolling members to add non-livestock projects if wanting to exhibit in those projects at 2015 County Fair.
    - Deadline for dropping projects on 4HOnline on your own. If you drop after this date, you need to contact the UWEX office to have a 4-H staff member do it for you.
  - **MARCH 1:**
    - Deadline for new members to enroll and add non-livestock projects if wanting to exhibit in those projects at 2015 County Fair.
- **Think about hosting a club enrollment gathering.** Consider having a get-together at one of these Washington County locations with wireless internet access. (This is just a beginning list – ask around to find more locations with wireless access.) Bring laptops, smart phones, tablets, etc. and have families work together to help each other
  - **Hartford**
    - Jack Russell Memorial
    - McDonald’s
    - Culver’s
  - **West Bend**
    - West Bend Community Memorial Library
    - McDonald’s
    - Panera
    - Starbucks
    - Dunn Bros Coffee
    - Applebee’s
    - Burger King
    - Culver’s
  - **Kewaskum**
    - Kewaskum Public Library
    - Coffee Corner
    - McDonald’s
  - **Jackson**
    - Culver’s
  - **Germantown**
    - Starbucks
    - Ben & Jerry’s Ice Cream
    - Germantown Community Library
    - Culver’s
  - **Slinger**
    - Slinger Community Library
• If a member does not have home computer access or e-mail:
  o Free, public computers with internet access are available at public libraries throughout Washington County. A family without access to other computer resources may also use a computer at the UW-Extension office to enroll. They must call to make an appointment ahead of time.
  o They can obtain a free e-mail address using services such as Gmail, Yahoo, Hotmail, etc.
  o As a last resort: Members can enroll through 4HOnline by creating a non-valid e-mail address as their user name. The username could be something like “firstname.lastname@nomail.com.” This will function as a username but the leader or member will not be able to receive any e-mail notifications through 4HOnline.
• All e-mails related to enrollment are sent to the family e-mail address.
• Member status will be stated as “pending” until reviewed and confirmed by the general leader/club enrollment manager and then accepted by UW-Extension staff. The UW-Extension staff will begin reviewing and accepting enrollments in early November.
• Reviewing & Approving Enrollments. If information is missing or incorrect, the general leader or club enrollment manager should call or e-mail the family to point out what needs to be corrected.
  o Each person who enrolls will receive a submission confirmation e-mail from 4HOnline as soon as the “submit” button has been pressed. It goes to the family e-mail address.
  o Final acceptance of enrollments will start in the beginning of November, after UW-Extension staff review and confirm each enrollment.
Some tips to consider throughout the 4HOnline family enrollment process:

**Log-In Screen**
- The family will be asked to create an account using a last name and an e-mail address. The e-mail address will be the account log-in name.

**Family Information Page**
- The family can select their correspondence preference: e-mail or mail.
  - If the family does not use e-mail, make sure they select mail, especially if they are using a ‘dummy’ e-mail address to log-in.
- Check the box to “update records with this address” to only enter the family address once.

**Member List Page**
- Only parents or guardians intending to enroll as adult volunteer leaders should be added as members.

**Youth Personal Information Page**
- If the youth has a different e-mail address, it can be entered here.
  - This means that communication will come to the youth when e-mails are sent out.
  - Any enrollment related e-mails will still go to the family e-mail address.
- You can add a preferred name on this page. If the member prefers to go by a nickname, enter that name here.
- Years in 4-H: With the new system, it will be defaulted to 1. Be sure to enter the actual years of membership.
- Second Household Information: If there are parents/guardians that live in a different residence, include that contact information under the Second Household section.

**Health Form Page**
- This health form is optional at the time of enrollment. It will be required for some 4-H events such as lock-in, camp, day camp, older youth trips, etc.
  - This health form will serve as the health information needed for 4-H events throughout the year, and will only need to be filled out once.
  - This information can be updated when health conditions or insurance providers change.

**Adding Additional Members**
- There is an option to check “Copy Parent Information from Another Youth Record”, which will transfer info and shorten the process for entering additional youth family members.

**Adult Volunteer Screening**
- Adults enrolling as leaders must complete this page. If you are continuing as an enrolled leader, the background check will be conducted on the normal 4 year rotation. If you are new, the background check will be conducted before approving your enrollment.