

Information about Wisconsin 4-H: [4h.uwex.edu](http://4h.uwex.edu)

For assistance with 4HOnline or the enrollment process, contact your local UW-Extension staff.

**Important note!!**

If you attempt to create a profile, and 4HOnline indicates that your email address is already on file, please DO NOT create a new profile for your family with a different email address. Instead, either use the "forgot my password" option below or contact your county UW-Extension office to have your password reset.

**If you are experiencing issues with 4HOnline and you are using Internet Explorer,** you must use a different web browser. Click on one of the following:

[Firefox from Mozilla](#)

[Chrome from Google](#)

**1. Enter E-Mail and Password**

Enter your e-mail and password from when you first created an account. If you have forgotten your password, click the bubble "I forgot my password," enter your e-mail, and click "Send My Password". You will then be sent a temporary password to reset it. If you have forgotten which e-mail you use to log in or are having trouble, contact the Extension Office at 715-346-1462.

I have a profile  
 I need to setup a profile  
 I forgot my password

Email:

Password:

Role:

Login

**2. Click Login**

Left-click "Login" to access the family home screen.





Logged in as Leader

Change Password

My Meetings

Announcements & Newsletters

User Roles  
Apr 30, 2014 Z-Train County

Continue to Family

Club Leader Login

Select a profile ... No items available Password: Login to Club

Project Leader Login

Select a profile ... Password: Login to Project

**1. Select Club**  
Left-click the drop-down menus to select your name and club. Then left-click the field labeled "Password" and enter the club password. For your club password, contact the UW-Extension office at 715-346-1462 or ryan.nelson@ces.uwex.edu

If you cannot see this option, you do not have club manager privileges.

**2. Login to Club**  
Left-click "Login to Club" to access club manager functions.

Dashboard

Search Search

Confirm Members Enrollment

Members

Reports Reporting

**1. Reports**  
Left-click "Reports" to access your reports, including the Literature Order

MEMBERS/VOLUNTEERS NEEDING CLUB APPROVAL

County	Name	4-H Age	4-H Status	Type	Gender	Primary Club Title	Enrollment Date	Edit
Z-Train	Coyote, Wile		Pending	Adult	Male	Chilton Chickens	Sep 17 2015 2:21PM	Edit
Z-Train	De Vil, Cruella		Pending	Adult	Female	Chilton Chickens	Sep 17 2015 2:25PM	Edit
Z-Train	Flinstone, Wilma		Pending	Adult	Female	Chilton Chickens	Sep 17 2015 2:29PM	Edit
Z-Train	Panther, Pink	15	Pending	Youth	Male	Chilton Chickens	Sep 17 2015 2:12PM	Edit
Z-Train	Simpson, Lisa	19	Pending	Youth	Female	Chilton Chickens	Sep 17 2015 2:46PM	Edit
Z-Train	Squirrel, Gray	10	Pending	Youth	Female	Chilton Chickens	Sep 17 2015 2:15PM	Edit

Dashboard

Search Search  
Confirm Members Enrollment  
Members Reporting  
Reports Reporting

Quick Videos Quick Exports Quick Reports

Enrollment Reports Manager Reports

Current 4-H Year  
Enrollment: Custom

**1. Shared**  
Left-click "Shared" to view the pre-made reports that the county has shared with you.

Report Options  
Run Report  
Edit Report  
Copy Report

File Options  
Create Report  
Delete Report  
Create Folder  
Rename Folder  
Delete Folder

**1. Record Book Pages**  
Left-click one of these reports under the "Record Book Pages" folder to find the information you are looking for.

Each report generates a list of club members, alphabetical by last name with a list of the projects they are in requiring that record book page. A total is available for how many copies of the selected record book page each youth will need based on their project enrollment.

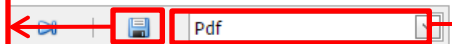
At the top of the first page is a "Grand Total" of all the record book pages your club needs. This is the number you can use on your Record Book Page Order Form if you would like to order them from the Extension Office.

**2. Run Report**  
Left-click "Run Report" after selecting a report.

Report Quick View [close]

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**2. Download Report**  
Once you have selected your download option, left-click the save icon to start the download. Your browser may have other steps for completing the download.



**1. Download Options**  
Left-click the drop-down menu to view download options. You can download the order list as a PDF or as a Microsoft Excel spreadsheet. Left-click your preferred option.

2015-2016	
Report: General Project Record	
Project: Project and Alias	
<b>Doe, Jane</b> Exploring	<b>Count: 1</b>
<b>Doe, Jayden</b> Cats:3 Child Development:3 Horseless Horse:3	<b>Count: 3</b>
<b>Doe, John</b> Exploring Exploring Your Environment:1	<b>Count: 2</b>
<b>Doe, Joseph</b> Archery Pets:2	<b>Count: 2</b>
<b>Doe, Josephine</b> Archery	<b>Count: 1</b>
<b>Doe, Justin</b> Maple Syrup	<b>Count: 1</b>
<b>Doe, Justine</b> Birds Exotic Animals:Alpacas Fishing:1 Recycling	<b>Count: 5</b>

