

Information about Wisconsin 4-H: 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:

2. Click Login

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

Login





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 like reports.

Dashboard

Search Search

Confirm Members Enrollment

Members

Reports Reporting

1. Reports
Left-click the Reports button at the top of the screen to access the Reports home page.

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

Quick Videos Quick Exports Quick Reports

Enrollment Reports Manager Reports

- Custom
- Memorized
- Shared
- Standard
- Trash

Current 4-H Year
Enrollment: Custom
Project Lists
Cloverbud Youth Leaders
Literature Report
member copy
Photo Release
rr
TEst 4
test2
Test5

1. Create Report
"Reports" in 4-H Online are lists that include whatever information you want to know about a specific group of members, such as addresses, phone numbers, ages, grades, projects, years in 4-H, enrollment status, etc.
Left-click "Create Report" to get started.

Report Options

- Run Report
- Edit Report
- Copy Report

File Options

- Create Report**
- Delete Report
- Create Folder
- Rename Folder
- Delete Folder

Dashboard

Search
Search

Confirm Members
Enrollment

Members

Reports
Reporting

Quick Videos

Quick Exports

Quick Reports

Enrollment Reports

Manager Reports

Custom

Memorized

Shared

Standard

Trash

Current 4-H Year

Enrollment: Custom

- Project Lists
 - Cloverbud Youth Leaders
 - Literature Report
 - member copy
 - Photo Release
 - Photo Release
 - rr
 - Sample
 - TEst 4
 - Test5
 - Testing

Create Report

[close]

Title

Description

Create

1. Title

Type a title for your report that identifies what it will be used for. When you run a report, it is generated from the **most recent** data in the system and is not tied to the data that existed when you created it, so do not enter a date or year. A report I created in 2015 showing me a list of poultry project members can still be used, unchanged, to show me an updated list of poultry project members in 2020.

GOOD EXAMPLES:

- “Swine Project Members”
- “Leader Phone Numbers”

BAD EXAMPLES:

- “My Report”
- “2015 Club Roster”

A descriptions is not necessary.

4. Standard Filters: When you have selected and saved all the data you want to know, left-click this button to decide which members you want included.

1. Data to Display
These lines represent **what you want to know** about the members who will appear in the report (e.g. names, ages, addresses, photo releases). Left-click to select a piece of information you want to know.

The tabs just above this field (Profile, Additional, Participation, etc.) will show you more options.

2. Arrow
Left-click the arrow to move your desired data over to the blank field on the right. You may repeat this process for as many data as you like.

3. Save: Left-click "Save" before moving on to the next screen.

Report: Sample

Description: [Blank field]

Worksheet Name: [Blank field] Excel Export (31 char. max)

Profile | Additional | Participation | Animal | Registration | Payment

- Authorization: Assumption of Risk: Consent
- Authorization: Code of Conduct: Consent
- Authorization: General Release: Consent
- Authorization: Guardian Code of Conduct: Consent
- Authorization: Indemnity Agreement: Consent
- Authorization: Medical Release: Consent
- Authorization: Privacy Release: Consent
- Authorization: Publicity Release: Consent
- Authorization: Rodeo Waiver: Consent
- Authorization: Shooting Sports: Consent
- Authorization: Surveys and Evaluations Eligibility Impact: C
- Authorization: Surveys and Evaluations Verbal Assent: Cor
- Authorization: Surveys and Evaluations: Consent
- Authorization: Transportation Release: Consent
- Authorization: Volunteer Confidential Self-Disclosure Form:
- Enrollment: 4-H Year Date Range
- Enrollment: 4-H Year Range
- Enrollment: Approved
- Enrollment: Date Approved

>> <<

Move Up Move Down

Label Options

Apply uppercase Include 'Or Current Resident' Include second family Remove comma between city and state Sort by zip code

Correspondence Options

Apply filter for correspondence preference *if checked, Labels will reflect the 'Mail' preference and the Email List quick export will reflect the 'Email' preference*

Include Second County

Include Member Second County Designation

Save Delete

Report: Sample

Counties Clubs (Units) Groups (Units) Events Projects

- Adventures
- Adventures - Yth Ldr
- Adventures:Ldr
- Aerospace
- Aerospace - Yth Ldr
- Aerospace:1
- Aerospace:2
- Aerospace:3
- Aerospace:4
- Aerospace:Ldr
- Afterschool Projects
- Afterschool Projects - Yth Ldr
- Afterschool Projects:Ldr
- Air Pistol
- Air Pistol - Yth Ldr
- Air Pistol:Ldr
- Air Rifle
- Air Rifle - Yth Ldr
- Air Rifle:Ldr

Family Flag
 Flagged Not Flagged

Member Flag
 Flagged Not Flagged

Primary Club
 Primary Club Only Not Primary Club

Role
 Adult Contact Custom Youth

Friend Role
 Alum Donor FFA Judge

Include Records From All Years (only available with the current 4-H year)
 Include all records

Status
 Active Archived Inactive Incomplete Not Participating Pending Short-Term

1. Members You Want to See
 These lines are “filters” and represent **who you want to appear** in your report (e.g. members enrolled in a certain project, members registered for a particular event). Left-click to select a filter. For example, if I only want to see members enrolled in the Aerospace project, I would select each of the Aerospace projects and move them over to the blank field on the right. I have now told the report to exclude any members in my club who **aren't** enrolled in Aerospace.

Use the tabs just above this field (Counties, Clubs, etc.) for more options. Groups are not used at this time.

2. Arrow
 Left-click this after selecting a line to include it in your report. If you are not using any of the filters available in these field (i.e. projects and events), you may skip steps 1 and 2.

3. Checkbox Filters
 Left-click any of these checkboxes to narrow the list of members who will appear in your report. For example, if you only want youth members to appear, left-click the “Youth” checkbox under “Role.”

Checking none of the boxes in a section is the same as checking all of the boxes in the section. For example, you do not have to check “Male” and “Female” to see both male and female members. **The one exception to this rule is with the “Status” section.** If you do not check any boxes, the report will assume you only want to see “Active” members (those who have enrolled for the current year and have been approved at the county level).

4. Scroll
 Left-click and hold (or use your mouse wheel) to scroll down to the bottom of the screen to see more checkbox options and the “Save” button.

1. Checkbox Filters
You may left-click these additional checkboxes to narrow the list of members who will appear on your report. If you want your report to show only members who enrolled during a specific period, left-click the white fields under "Enrollment Date" and enter the dates in mm/dd/yyyy format, or left-click the calendar icon next to the fields and select your dates off of a calendar.

Status
 Active Archived Inactive Incomplete Not Participating Pending Short-Term

4-H Age
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

Enrollment Date
From To

Gender
 Male Female

Ethnicity
 Hispanic Not Hispanic

Race
 White Black American Indian Or Alaskan Native Native Hawaiian Or Pacific Islander Asian Balance Of Other Combinations

Military Service
 I have a parent serving in the military Myself, and/or my spouse, is currently serving in the military No one in my family is serving in the military

Residence
 Farm Town under 10,000 and rural non-farm Town/City 10,000 - 50,000 and its suburbs Suburb of city more than 50,000 Central city more than 50,000

School Grade
 Kindergarten 1 2 3 4 5 6 7 8 9 10 11 12 Post High School Education Not in School Special

Volunteer
 Volunteer Not Volunteer

2. Save: Left-click "Save" before scrolling up to move on to the next screen, or you will lose your work!

3. Scroll
Once you have saved your work, left-click and hold (or use your mouse wheel) to scroll up to the top of the screen and move on to the next section of the report.

- Report: Sample**
- | Counties | Clubs (Units) | Groups (Un |
|----------|--------------------------------|------------|
| | Adventures | |
| | Adventures - Yth Ldr | |
| | Adventures:Ldr | |
| | Aerospace | |
| | Aerospace - Yth Ldr | |
| | Aerospace:1 | |
| | Aerospace:2 | |
| | Aerospace:3 | |
| | Aerospace:4 | |
| | Aerospace:Ldr | |
| | Afterschool Projects | |
| | Afterschool Projects - Yth Ldr | |
| | Afterschool Projects:Ldr | |
| | Air Pistol | |
| | Air Pistol - Yth Ldr | |
| | Air Pistol:Ldr | |
| | Air Rifle | |
| | Air Rifle - Yth Ldr | |
| | Air Rifle:Ldr | |

1. View Report: When you have selected and saved all the filters for your report, left-click this button to view your report.

(Note that this presentation has skipped the Data & Format Options screen. This screen includes options for adding more specific filters or changing how the data are displayed in your report, but most reports you use will probably not need features like this. See the "Screen-by-Screen" guide for Reports to learn more).

Family Flag
 Flagged Not Flagged

Member Flag
 Flagged Not Flagged

Primary Club
 Primary Club Only Not Primary Club

Role
 Adult Contact Custom Youth

Friend Role
 Alum Donor FFA Judge

Include Records From All Years (only available with the current 4-H year)
 Include all records

Status
 Active Archived Inactive Incomplete Not Participating Pending Short-Term

Wisconsin 4-H Youth Development [2015-2016] **Chilton Chickens (Club)** Family | Logout

Dashboard

Search | Confirm Members | Members | Reports

Standard Filters | Data & Format Options | Grid View | View Report | Family Correspondence | Member Correspondence

3. Quick Print
 If you simply want to print your report, left-click this printer icon. If you have a printer connected and installed on your computer, your default printer options will launch.



1. Download
 To download your report, left-click the arrow on this drop-down menu and then left-click "Pdf" (for a PDF) or "Xls" for a Microsoft Excel spreadsheet.



Drop-down menu showing options: Pdf, Pdf, Xls, Xlsx, Rtf

2. Download
 When you have selected a report option in the drop-down menu, left-click the save icon to complete the download. Your browser may present you with additional steps to open or save the file to your computer.

Chilton Chickens 2015-2016

Report: Sample

Member: Full Name (Last, First)	Project: Project and Alias
Jessie, Cowgirl	Adventures
Jessie, Cowgirl	Horse
Leader, Chilton Chickens	Woodworking:Ldr
Leader, Fruits	Fruits:Ldr
Simpson, Bart	Air Pistol
Simpson, Bart	Dogs
Simpson, Bart	House Plants
Simpson, Bart	Robotics:1
Simpson, Bart	Wood Burning
Stark, Eddard	Archery
Stark, Eddard	Leader - Key