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.

2. Click Login
Left-click “Login” to access the family home screen.
2. Continue to Family

Left-click “Continue to Family” to see your member list.
1. Event Registration
Left-click the drop-down menu to select the member you want to register for an event.

2. Event
Left-click the second drop-down menu to select the event for which you want to register. If the event you are looking for does not appear, it has either not been created yet or the member is not eligible to attend based on his or her age, grade, role, etc.
1. **Register**
When you have filled in the drop-down menus, these orange fields will emerge. Left-click the “Register” button to begin the registration process.
1. Registration Entry
All registration entry forms will be different depending on the event. Left-click the fields to type in answers and the drop-down menus to select answers.

2. Continue
When you have entered all required information, left-click “Continue >>”
If your information appears correct, left-click "Check Out > >".
1. “Payment” Method
You will never pay for an event directly through 4-H Online. All events will be paid-for by the county or a club. If your fees are not being paid-for, you may be asked to reimburse the county or club later with cash or check.

Left-click “Select Payment Method”
1. Print Entry
If you would like a paper copy of your entry form, left-click “Print Entry” to open a window with your entry information. You can then left-click “Print” in the upper-right corner of that window to run your computer’s default printer command.

2. Confirm Order
Left-click “Confirm Order” to complete your registration and receive your event registration confirmation.

Again, no transaction has taken place, and any fees will be billed to the county rather than to you directly. Depending on the event, the county or club may require reimbursement for registration.