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. **Add a New Member**
   - Left-click the drop-down menu and select “Adult.”
   - If you are a parent or guardian who does not intend to volunteer or participate in club activities, you do not need to enroll yourself.

2. **Add Member**
   - Left-click “Add Member” to begin creating the adult’s profile.
1. Profile Information
Left-click each of the fields and enter the requested information. For drop-down menus, select an option from the ones presented.

The bold fields are **required** before you can proceed.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
<th>Required Fields</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:test1@zz-lost.com">test1@zz-lost.com</a></td>
<td><a href="mailto:Joe@4honline.com">Joe@4honline.com</a></td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td>Jim Bob</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>Leader</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mailing Address</td>
<td>123 Any Street</td>
<td></td>
<td>12345</td>
</tr>
<tr>
<td>City</td>
<td>Madison</td>
<td></td>
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</tr>
<tr>
<td>State</td>
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<td></td>
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<tr>
<td>Zip Code</td>
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</tr>
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</tr>
<tr>
<td>Primary Phone</td>
<td>608-123-4567</td>
<td></td>
<td>555-555-1234</td>
</tr>
<tr>
<td>Correspondence Preference</td>
<td>Mail</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cell Phone</td>
<td></td>
<td></td>
<td>555-555-1234</td>
</tr>
<tr>
<td>You wish to receive notices via text message</td>
<td>@ Select your provider ...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Phone</td>
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<td>555-555-1234</td>
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<tr>
<td>Work Extension</td>
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<tr>
<td>Fax</td>
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<td>555-555-1234</td>
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<tr>
<td>Years in 4-H</td>
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</tr>
<tr>
<td>4-H County</td>
<td>Z-train</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Scroll Bar
Left-click and hold the scroll bar or use a mouse wheel to fill out the bottom sections of this screen.
1. Volunteer
Left-click the second circular button to check "Yes." All Adult 4-H members are volunteers.

2. Demographic Info
Left-click the buttons next to the statements that best describe you. You do not have to list a race if you prefer not to state it.

All of this information is kept strictly confidential and is used by the state for its federal reporting requirements.

3. Military Service
To change your family’s military service status, left-click the top drop-down menu and select the answer that best describes you. To select branch of service and component (if applicable), left-click those drop-down menus and make your selections.

4. Continue
If all information is completed, left-click "Continue > >"
1. Checkboxes
Read the terms and conditions and left-click each checkbox on this screen to agree.

2. Scroll Bar
Left-click and hold the scroll bar or use a mouse wheel to fill out the bottom sections of this screen.
1. **Checkboxes**
   Continue reading the terms and conditions and left-click the checkboxes to agree. The photo release is not required.

2. **Status Info**
   Left-click these drop-down menus and left-click the options best describing you.

3. **Continue**
   When all checkboxes are selected and information is updated, left-click “Continue >”
1. Health Form
An updated health form is not required at the time of enrollment, but you will be asked to update it if you chaperone a camping trip or attend another applicable event.

Left-click the fields to enter information.

2. Scroll Bar
Left-click and hold the scroll bar or use a mouse wheel to fill out the bottom sections of this screen.
1. Signature
If you have filled out the health form, left-click the blank field and type your legal name.

2. Date
If you complete the health form, left-click the field and enter the current date in mm/dd/yyyy format. You can also left-click the calendar icon and select today’s date on the window that appears.

3. Continue
Left-click “Continue > >” to save your changes and proceed to the next screen.
1. **Volunteer Screening**
   
   Left-click the fields next to each applicable item and type your answer. Questions 3 and 4 are required only if you have not been a full-time resident in Wisconsin during the past 3 years.

2. **Scroll Bar**
   
   Left-click and hold the scroll bar or use a mouse wheel to fill out the bottom sections of this screen.
1. Continue: When all applicable information is entered, click “Continue > >” to save your work and proceed to the last section.
1. Club Status:
   To add clubs, left-click the drop-down menu to present your options. Then left-click the “Add Club” button.

2. Primary Club Status:
   If you have added multiple clubs, you must select one as your “Primary” club. Left-click the circular button next to the club you would like to have as your “Primary” club.

3. Continue:
   Once you are satisfied with your club selection, left-click “Continue > >”
1. **Select Projects:** If you would like to be a project leader, left-click the first drop-down menu and then left-click the club in which you want to be a project leader. Then left-click the second drop-down menu and left-click the project in which you want to enroll (the project name should be followed by the code “Ldr”).

2. **Add Projects:** Left-click this button to add your project.

3. **Submit Enrollment:** You may submit your enrollment at this screen by left-clicking “Submit Enrollment.” Left-clicking “Continue” will bring you to the Groups screen, which the county does not use at this time.