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 “Youth.”

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.

2. Scroll Bar
Left-click and hold the scroll bar or use a mouse wheel to fill out the next section of this screen.
2. Volunteer
If the youth serves as a club officer or youth project leader, left-click the circular button next to "Yes." Otherwise, left-click the circular button next to "No."

2. Demographic Info
Left-click the buttons next to the statements that best describe the youth. 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. Scroll Bar
Left-click and hold the scroll bar or use a mouse wheel to fill out the bottom sections of this screen.
1. School Information
Left-click the drop-down menus to select your school district or alternative education arrangement.

If the youth’s school is not listed, left-click the circular button next to the option “If you are unable to locate your school…”, then left-click the field next to “School Name” to type it in.

2. Grade
Left-click the drop-down menu to select the youth’s grade. “Post High School Education” indicates the youth is one year or less beyond high school.

3. 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 this drop-down menu and left-click the option best describing the youth.

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 the youth attends a camping trip or 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 fields and type the youth’s legal name and your legal name, respectively.

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. 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:** Left-click the first drop-down menu and then left-click the club in which you want to enroll in that project. Then left-click the second drop-down menu and left-click the project in which you want to enroll.

3. **Add Projects:** Left-click this button to add your project and any literature you may have requested.

4. **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.

---

**3. Project Materials:** This is an optional field where you can indicate your interest in project literature. Some club leaders may use this to submit their literature order to the UW-Extension office. Keep in mind that any pieces of literature you order above five (5) will need to be paid for out-of-pocket.

To select literature for the project you would like to add, left-click the drop-down menu and then left-click the literature you are interested in.