

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.

Dashboard

Search
Search

Confirm Members
Enrollment

Members

Reports
Reporting

1. Search
Left-click "Search" to bring up the "Search" screen.

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

Search Enrollment Reporting

Quick Exports Quick Reports

Members/Volunteers

Keyword(s) (4-H Age, Address, Birthdate, Email, First Name, Preferred Name, Last Name, Primary Phone)

Enrollment Date From To Clear Dates

Flagged Yes No Gender Male Female

Role Status Volunteer

Adult Contact Custom Youth Active Archived Inactive Incomplete Not Participating Pending Short-Term Yes No

3 records returned

Flag Options Email List

Name	V	Years	Member #	Status	Grade	Role	Gender	Primary Club	Enrollment	Approved
Bear, Little		2	694385	Inactive	6	Youth	Male	Chilton Chickens	Aug 18, 2015	
Johnson, Josie	V	2	598008	Inactive	8	Youth	Female	Chilton Chickens	Aug 18, 2015	
Leonhard, Bradley (Brad)	V	2	564055	Inactive	12	Youth	Male	Chilton Chickens	Sep 05, 2014	

1. Type Search
For a quick search by name, age, phone number, etc., left-click the search field and type what you know about the member you are looking for. If you do not know precisely how a name is spelled, you can do a "wildcard" search by typing as much of the name as you know and inserting an asterisk (*).

For example, typing **Jo*** might show you:
George **Johnson**
John Lennon
Joanna Smith

3. Search: When all of your search options are selected, left-click "Search" to update the list.

2. Filter Search
Left-click any checkbox filters you want to apply in addition to your type search **or** without doing a type search at all.

For example, typing "Johnson" and left-clicking the "Adult" checkbox will produce a list of all members associated with the name "Johnson" **and** who enrolled as adults.

For a detailed explanation of flags and filters, see the Screen-by-Screen guide for "The Search Screen."

4. Email List: To pull up a list of e-mail addresses for the members listed in your search, left-click "Email List."

Dashboard

Search Confirm Members Reports
Search Enrollment Reporting

Quick Exports Quick Reports

Members/Volunteers

Keyword(s) (4-H Age, Address, Birthdate, Email, First Name, Preferred Name, Last Name, Primary Phone)

Search Clear Filters

Enrollment Date From To

Role Adult Contact Custom

3 records returned

Flag Options Email List

Name Bear, Litt Johnson, Leonhard

Gender Male Female Volunteer Short-Term Yes No Approved

List for email client [close]

test3@zz-test.com, test2@zz-test.com, test1@zz-test.com

1. Copy E-Mail List: You may want to send e-mails to all members on your search list from your personal e-mail account. To copy all of the e-mail addresses:

- Press and hold the CTRL (or ⌘ key on Macs) on your keyboard and then press the “A” key (this will highlight all of the addresses)
- Press and hold the CTRL key on your keyboard and then press the “C” key (this will copy the addresses you highlighted)
- Log in to your e-mail account and left-click on the field where you enter e-mail addresses.
- Press and hold the CTRL key on your keyboard and then press the “V” key to paste.