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. **Edit**

Left-click the “Edit” button across from the member for whom you are updating the Health Form.
1. Health Form
Left-click the “Health Form” button on the progress bar to jump straight to your health form.
1. **Health Form**
Left-click the fields to enter new or updated information.

Any field that says “Select an item …” needs to be filled in with a “Yes” or “No” for the health form to be considered complete.

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 for the first time, left-click the blank field and type your **legal name**. If you are completing a youth’s health form for the first time, you will also have to type their name in a box that will appear below.

2. **Date**
If you have made updates to 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. Your health form is now up to date!