

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 715-526-6136.

I have a profile
 I need to setup a profile
 I forgot my password

Email:

Password:

Role:

Login

2. Click Login

Left-click "Login" to access the family home screen.





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 715-526-6136 or terri.brunner@co.Shawano.wi.us

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. Reports
Let-click "Reports" to access your reports, including the Literature Order

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

Dashboard

Search Search
Confirm Members Enrollment
Members Reporting
Reports Reporting

Quick Videos Quick Exports Quick Reports

Enrollment Reports Manager Reports

Current 4-H Year
Enrollment: Custom

1. Shared
Left-click "Shared" to view the pre-made reports that the county has shared with you.

Report Options
Run Report
Edit Report
Copy Report

File Options
Create Report
Delete Report
Create Folder
Rename Folder
Delete Folder

Dashboard

Search | Confirm Members | Members | Reports

Search | Enrollment | Reporting

Quick Videos | Quick Exports | Quick Reports

Enrollment Reports

Manager Reports

- Custom
- Memorized
- Shared
- Standard
- Trash

Current 4-H Year

Enrollment: Shared

- State
 - Projects
 - Count of Members Per Project
 - Members' Projects with Literature
 - Project members and leaders
 - Rosters
 - Active Members and Leaders
 - All Members and Leaders
 - Incomplete Members and Leaders
 - Pending Members and Leaders
 - Quick Leader List
 - Quick Member List
 - Accommodations
 - Leaders and Projects
 - Literature Orders (Totals of Literature Requested)
 - Literature Orders Details**
 - Member Ages by Club
 - Members and Projects (Lists each member and their projects. Long re
 - Photo Release
 - Photo Release of Flagged

2. Run Report
Once your report is selected, left-click "Run Report" to view a list of club members and what literature each one requested through 4-H Online.

Report Options

- Run Report
- Memorize Report

File Options

1. Select Report
Left-click the "Literature Orders Details" report to select it (you can also right-click to open a drop-down menu with more options)

3. Close
When your desired downloads are complete, left-click [close] to return to the main reports screen.

[close]

PDF
MS Excel
MS Excel 2003 and earlier
Rtf

1. Download Options
Left-click the drop-down menu to view download options. You can download the request list as a PDF or as a Microsoft Excel spreadsheet. Left-click your preferred option.

**Carson Climbers
2015-2016**

Report: Literature Orders

Member: Full Name (First Last)	Project: Title	Count: 0

2. Download Report
Once you have selected your download option, left-click the save icon to start the download. Your browser may have other steps for completing the download.

Dashboard

Search | Confirm Members | Members | Reports

Search | Enrollment | Reporting

Quick Videos | Quick Exports | Quick Reports

Enrollment Reports | **Manager Reports**

Current 4-H Year

Enrollment: Shared

- State
 - Projects
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 - Photo Release
 - Photo Release of Flagged

Report Options

- Run Report
- Memorize Report

File Options

2. Run Report
Once your report is selected, left-click "Run Report" to view a complete order list based on your club members' requests.

1. Select Report
Left-click the "Literature Orders (Total of Literature Requested)" report to select it (you can also right-click to open a drop-down menu with more options)

Report Quick View

[close]

**Carson Climbers
2015-2016**

Report: Literature Orders

Member: Full Name (First Last)	Project: Title	Count: 0



Save icon | Pdf dropdown menu

- Pdf
- MS Excel
- MS Excel 2003 and earlier
- Rtf

2. Download Report

Once you have selected your download option, left-click the save icon to start the download. Your browser may have other steps for completing the download.

1. Download Options

Left-click the drop-down menu to view download options. You can download the order list as a PDF or as a Microsoft Excel spreadsheet. Left-click your preferred option.