

Information about Wisconsin 4-H: [4h.uwex.edu](http://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.

4HOnline

Registration  
powered by  
4HOnline

[Contact Us](#) | [Privacy Policy](#) | [Refund Policy](#)



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](mailto: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.

Wisconsin 4-H Youth Development [2015-2016] **Chilton Chickens (Club)**
Family | Logout

Dashboard

Search  
Search

Confirm Members  
Enrollment

Members

Reports  
Reporting

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

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

4HOnline

Add New Page < Portage < x

Portage County | Universit < x

4HOnline

x

← → ↺

https://wi.4honline.com/Manager/Dashboard/Search.aspx

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Wisconsin 4-H Youth Development [2015-2016] Chilton Chickens (Club)

Family | Logout

Dashboard

Search

Search

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Reports

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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

Clear Dates

Flagged

Yes

No

Gender

Male

Female

Role

Adult

Contact

Custom

Youth

Status

Active

Archived

Inactive

Incomplete

Not Participating

Pending

Short-Term

Volunteer

Yes

No

3 records returned

Flag Options

Email List

MEMBERS/VOLUNTEERS

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.

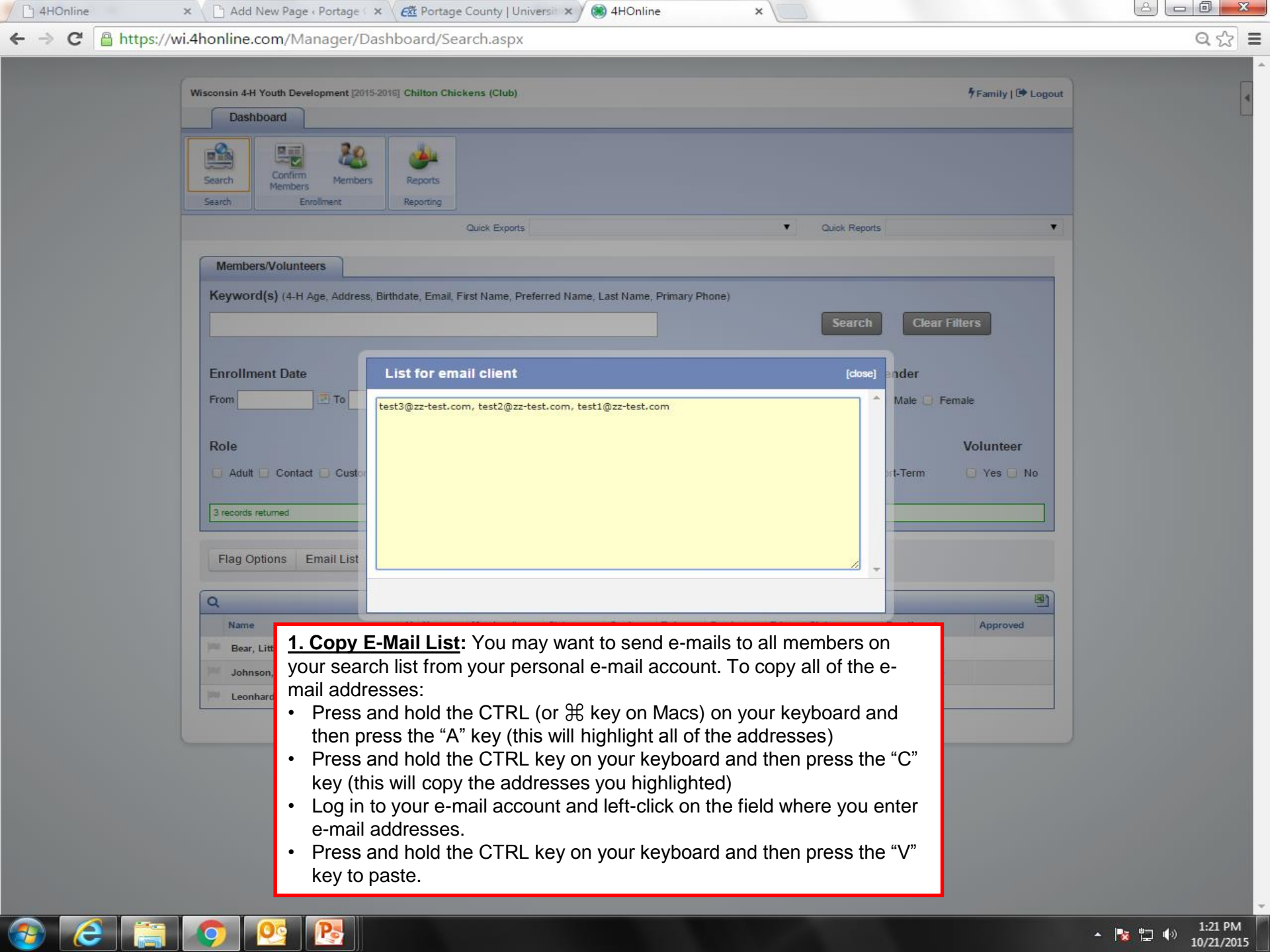
For a detailed explanation of flags and filters, see the Screen-by-Screen guide for "The Search Screen."

4. Email List:

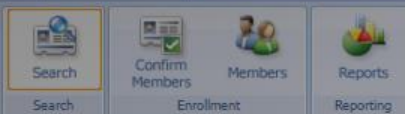
To pull up a list of e-mail addresses for the members listed in your search, left-click "Email List."

1:03 PM

10/21/2015



## Dashboard



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

## List for email client

[close]

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

Name

Bear, Litt

Johnson,

Leonhard

**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.