

New 4-H Youth/Volunteer Enrollment Process

1. Go to <http://wy.4honline.com> You will see a screen like this.

2. As a Member/Family Enrolling for the **FIRST** time select the second option

I need to setup a profile

- Select your county and fill in the fields
- Save your password so you are able to log back in to your profile!

WRITE DOWN YOUR USER AND PASSWORD HERE

User Email: _____

Password: _____

3. Click the **Create Login** Button.

4. The next screen is the **FAMILY INFO** Screen

- Fill in all the fields
- The red asterisk * indicates required fields
- If you would like to update the Family Information for all members records with the same address click this box

5. The next screen is the **MEMBER LIST**

- The Family Information is displayed on the left.

- Click the “Add a New Family Member” drop down menu and select Adult or Youth.

6. Click the **Add Member** Button.

7. The next screen is the **YOUTH PERSONAL INFORMATION**

- Fill in all the fields
- The red asterisk * indicates required fields
- If you have two email addresses you would like to have information sent to, please enter it in the Second Household email field
- Split families can also be set up for each member

8. When finished click the **Continue >>** Button at the bottom.

Additional Information

Code of Conduct

While attending 4-H meetings, projects, programs, and events as a 4-H member, I will:

1. Obey all rules established by the Wyoming 4-H program, the local club/program and all local laws.
2. Be honest and accept responsibility for personal choices.
3. Conduct myself in a courteous manner and be respectful the authority of adult volunteers, staff, and others in leadership roles.
4. Not use, accept, or carry alcohol, drugs, or tobacco, nor associate with or remain in the presence of the substances.
5. Not carry a weapon or threaten another person with a weapon, bodily force or language.
6. Not be overly affectionate or have sexual contact with another.
7. Not gamble for real money.
8. Not use computers or cell phones maliciously or access inappropriate websites.
9. Acknowledge that searches of personal property may take place when there is reasonable law or policies.
10. Be courteous and respect others as well as leaving sites and public places neat and clean.
11. Use appropriate language and wear acceptable clothing.
12. Show kindness to others and give assistance when needed.
13. Honor my commitments including fully participating in any program or event.
14. Respect the individual rights, safety and property of others.

I have read, understand, and agree to the terms and conditions stipulated and is done freely and without inducement.

General Authorization and Release

As the parent/legal guardian I understand:

- The medical information provided is correct and the youth identified has my permission to engage in all program activities.
- I am financially responsible for any and all charges for any medical attention provided to the indicated youth.
- The release of any medical records necessary for treatment, referral, billing, or insurance purposes youth.
- The University of Wyoming, its officers, trustees, representatives, agents, employees, volunteer leaders and youth of any 4-H program shall not be liable for any claims, demands, injuries, damage, actions or causes of action, whatsoever, to me, my family, or my property arising out of or connected with participation in 4-H programs/events or the premises where the programs/events occur. I do hereby release, discharge, and hold harmless the University of Wyoming, its officers, trustees, representatives, agents, employees, volunteer leaders, and youth of the 4-H program from all such claims, demands, injuries, damage to person or property, actions or causes of action, including but not limited to all acts of active or passive negligence on the part of the University of Wyoming, any 4-H program, their servants, agents, or employees.

As the parent/legal guardian, I authorize:

- Permission for medical staff/physicians to employ such diagnostic procedures deemed necessary if an injury or other medical condition occurs or arises.
- I authorize permission for photos or video of my child to be reproduced and used for educational purposes.
- I agree that all activities and use of all facilities relating to participation in 4-H activities shall be undertaken at the sole risk of the youth/family.

I have read, understand, and agree to the terms and conditions stipulated and is done freely

REQUIRED

REQUIRED

Statement of Assumed Risk

I acknowledge that I understand the risks of my child's participation in 4-H and its activities may include, but are not limited to, sprained muscles, broken bones, injury or other body parts or functions, and death or serious bodily injury. I understand that the dangers and risks of participation in 4-H, 4-H travel, and 4-H activities may result in serious injury, as well as serious impairment of my child's future abilities to earn a living, engage in other business, participate in other social and recreational activities, and/or generally enjoy life.

I have read, understand, and agree to the terms and conditions stipulated and is done freely

REQUIRED

9. The next screen is the **ADDITIONAL INFORMATION** screen. Here you will review the Code of Conduct, General Authorization and Release, and Statement of Assumed Risk

- Please Read this information!
- You must click this box in each section before you are able to continue to the next screen

10. When finished reading click the **Continue >>** Button at the bottom.

11. The next screen is the **HEALTH FORM**

- Here you will first verify if you have any of the following health conditions: diabetes, asthma, heart trouble, high blood pressure, seizures, or fainting spells. Select **Yes** or **No**
- In the Following fields you will note the following information:
 - Explanation of the conditions listed above, if any
 - Allergies/reactions to Drugs/Medicine
 - Allergies/Reactions to Foods
 - Allergies/Reactions to Things in Nature
 - List medications
 - Specify additional Health information

Health Form

Do you have diabetes, asthma, heart troubles, high blood pressure, seizures, or fainting spells?

Yes

No

Please explain any health conditions mentioned above:

Allergies or reactions to DRUGS/MEDICINE? (Aspirin, Penicillin, etc.):

Allergies or reactions to FOODS? (dairy, peanuts, gluten, shellfish, etc.):

Allergies or reactions to THINGS IN NATURE? (weed stalks, hay fever, ivy/latex/sumac trees, etc.):

List any required medications:

Provide any additional health information or clarification:

<< Previous Continue >>

NOW THE FUN PART.

12. The **PARTICIPATION** screen.
 - Here you will add Clubs and Projects for each member/leader
13. First select your **CLUB(s)** from the drop down menu.
14. Click the **Add Club** Button. You will see your club selection added to the Club list.
 - You can add additional clubs by repeating the steps above.
15. When finished adding clubs click the **Continue >>** Button at the bottom.

Personal Information Additional Information Health Form Participation

Clubs Projects Groups

Youth: You will need to select a club to move forward, however, placement will be finalized in your local county Extension office.

If you are new to 4H or do not have any idea which club may be most appropriate, please choose: 1-Club Placement Requested

Select a minimum of 1 club(s)

Add a Club

Select a Club: Select a club ...

Add Club

Club List

Primary	Club	Edit
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Select a minimum of 1 project(s)

Add a Project

Select a Club: 4-H Builders

Select a Project: Select a project ...

Years in Project: 1

Add Project

Project List

Club	Project	Years in Project	Edit
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<< Previous Continue >>

16. Next you will **ADD A PROJECT(S)**
17. Select the club from the drop down menu.
18. Pick a project from the list
19. Selects Year in Project
(if you don't know, call the extension office and we can help)
20. Click the **Add Project** Button. You will see your project selection added to the Project List.
 - You can add additional projects by repeating the steps above.

21. When you are finished adding clubs and projects Click the **Submit Enrollment** Button.

Once you have Submitted an Enrollment you will then be taken back to the **MEMBER LIST** screen

You can then enroll new 4-H Members or Volunteers using the same steps.

Your enrollment will be sent to the County Extension Office where they will review and approve/activate your profile, or return your enrollment to you for changes/additional information.

A couple more notes:

- ◆ If you want to be contacted by text messaging, make sure you have a check mark in the box to indicate it. It is not a required field and can be missed easily.
- ◆ Do **NOT** enroll yourself in any groups at this time.
- ◆ Before your enrollment is complete you will need to pay your assessment for the year. It will be \$20 per member again this year. Evanston assessments can be dropped off or mailed to the Extension Office at 228 9th Street, Evanston, WY 82930; Valley assessments can be dropped off at the Valley Office on Tuesday's between 10:00-4:00 or mailed to the above address. Thank you for taking care of this promptly so we can get your membership activated.
- ◆ We may be making some changes to the Record Books. We anticipate having the new ones ready around the first of January. Watch for the changes. You can continue to update your sections 2-5 as they most likely won't change.