FOR NEW MEMBERS

1. Go to [http://wy.4honline.com](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.
   - Select your county and fill in the fields
   - Save your password so you are able to log back in to your profile!

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
   - Years in 4-H: For returning members, this number will automatically increase
   - 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.

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

**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.
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
    • For returning Members the years in project will automatically increase
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.

Questions: Call 307-367-4380