

CHANGING A PROJECT

Go to 4HOnline — <http://wi.4honline.com>

The Welcome page will open scroll down to the log in section

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

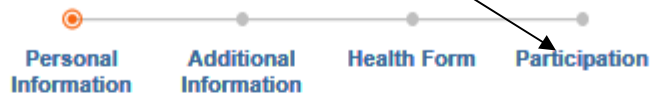
Email:

Password:

Role:

1. Choose “**I have a profile**”
2. Enter your designated family “**Email**”
3. Enter the “**Password**” you have assigned to your families account
4. Choose “**Family**” as the Role
5. Then “**Login**”

After you Login choose “**Edit**” on the member that needs to be changed
This will open up their Personal Profile
Then select “**Participation**”



Youth Personal Information

Please note:

Information on this page should be as specific to the individual as possible and where applicable (including email address and cell phone number). Otherwise, the parent's information is requested.

Second household mailing title refers to the last name you would want to appear on mailing labels - "The Johnson Family" for example.

Make sure to complete the emergency contact section that follows the second household information. This is primary emergency contact information.

For assistance with 4HOnline or the enrollment process, please contact your local [UW-Extension staff](#).

Copy parent information from another youth record

Profile Information

Email joe@gmail.com

First Name

Once participation is selected you will be taken to that members Enrollment — the clubs tab will be open

Choose the **Projects** tab

The screenshot shows the UW-Extension website interface. At the top, there is a navigation bar with the UW-Extension logo, the text 'Wisconsin 4-H Youth Development', and a 'Logout' button. Below this, a user is logged in as 'Clover: Karter' with a 'Return to the County account' link and a 'My Member List' link. A breadcrumb trail shows 'Enrollment' > 'Personal Information' > 'Additional Information' > 'Health Form' > 'Participation'. The 'Participation' step is currently active. Below the breadcrumb, there are five tabs: 'Clubs', 'Projects', 'Activities', 'Awards', and 'Groups'. The 'Projects' tab is selected and highlighted. Below the tabs, there is a large text box with instructions: 'You must select one club. If you are new to 4-H and have not already connected with a club, contact your local UW-Extension staff to help identify a club that will meet your needs.' This is followed by an 'IMPORTANT!!' warning about deleting clubs and instructions for Project Leaders. Below the text, there is a green message: 'Select a minimum of 1 club(s)'. Then, there is an 'Add a Club' section with a dropdown menu labeled 'Select a Club:' and a button 'Add Club'. At the bottom, there is a 'Club List' table with one entry: 'Salem Seekers'.

UW Extension
University of Wisconsin-Extension

Wisconsin 4-H Youth Development [Logout](#)

Logged in as Clover: Karter [Return to the County account](#) [My Member List](#)

Enrollment

Personal Information Additional Information Health Form Participation

Clubs **Projects** Activities Awards Groups

You must select one club. If you are new to 4-H and have not already connected with a club, contact your local UW-Extension staff to help identify a club that will meet your needs.

IMPORTANT!! - please read this BEFORE deleting a Club:
When deleting a club, all Project enrollments associated with that Club will also be deleted. If you are unsure of how this will affect you, click on the "Projects" tab and take note of your Projects. If you desire, for example, to switch Clubs, it would be advisable to first add the new Club, then add the desired Projects using the existing enrollment as reference. Once all your desired Projects are in place with the new Club (you'll see your Projects listed twice in the Projects listing) then go and delete the original Club.

If you are a Project Leader in a club, then select your club here, but leave leader type blank. You will select your project and select Project Leader on the next page.

Select a minimum of 1 club(s)

Add a Club

Select a Club:

Club List		
Primary	Club	Edit
<input checked="" type="radio"/>	Salem Seekers	<input type="button" value="Delete"/>

Once the **Projects** tab opens go to:

The section “**Add a Project**”

Then “**Select a Project**” use the drop down list to find the name of the project you want to add and select it

Now select the button “**Add Project**” this will send the project into the project list

Select a minimum of 1 project(s)

Add a Project

Select a Club: Salem Seekers

Select a Project: Woodworking:3

Years in Project: 1

Select Project Materials:

Add Project

Project List

Club	Project	Years in Project	Edit
Project Materials			
Salem Seekers	Aerospace:2	1	Edit
Salem Seekers	Art:2 (Sketchbook Crossroads)	1	Edit
Salem Seekers	Computers:2	1	Edit

If they were in the wrong level of a project...

You'll need to delete the one that was incorrect *they can't be in multiple levels of the same project*

Project List

Club	Project	Years in Project	Edit
Project Materials			
Salem Seekers	Aerospace:2	1	Edit
Salem Seekers	Art:2 (Sketchbook Crossroads)	1	Edit
Salem Seekers	Computers:2	1	Edit
Salem Seekers	Creative Writing	1	Edit
Salem Seekers	Electricity:2	1	Edit
Salem Seekers	Geospatial:1	1	Edit
Salem Seekers	History & Heritage	1	Edit
Salem Seekers	Home Environment:2	1	Edit
Salem Seekers	Photography:2	1	Edit
Salem Seekers	Robotics:1	1	Edit
Salem Seekers	Scale Models	1	Edit
Salem Seekers	Small Engines:1	1	Edit
Salem Seekers	Woodworking:4	1	Edit

<< Previous Return to Member List Continue >>

To delete (remove) a project choose the “**Edit**” button to the right of the project name

This will bring up two button options, choose “**Delete**”

The project should then not be a part of the project list

When you are finished select “**Return to Member List**”

“**Log out**” when you have everything complete