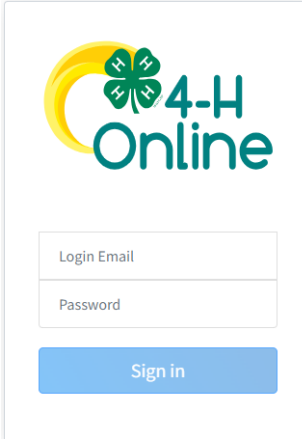## Background

This guide to 4-H Online gives a quick tour of where features can be found. For details on how to use each section, please refer to the relevant user guide for that feature.

Sign in

- Go to https://v2.4honline.com

- Enter your email address and password

- Click on the Sign In button.
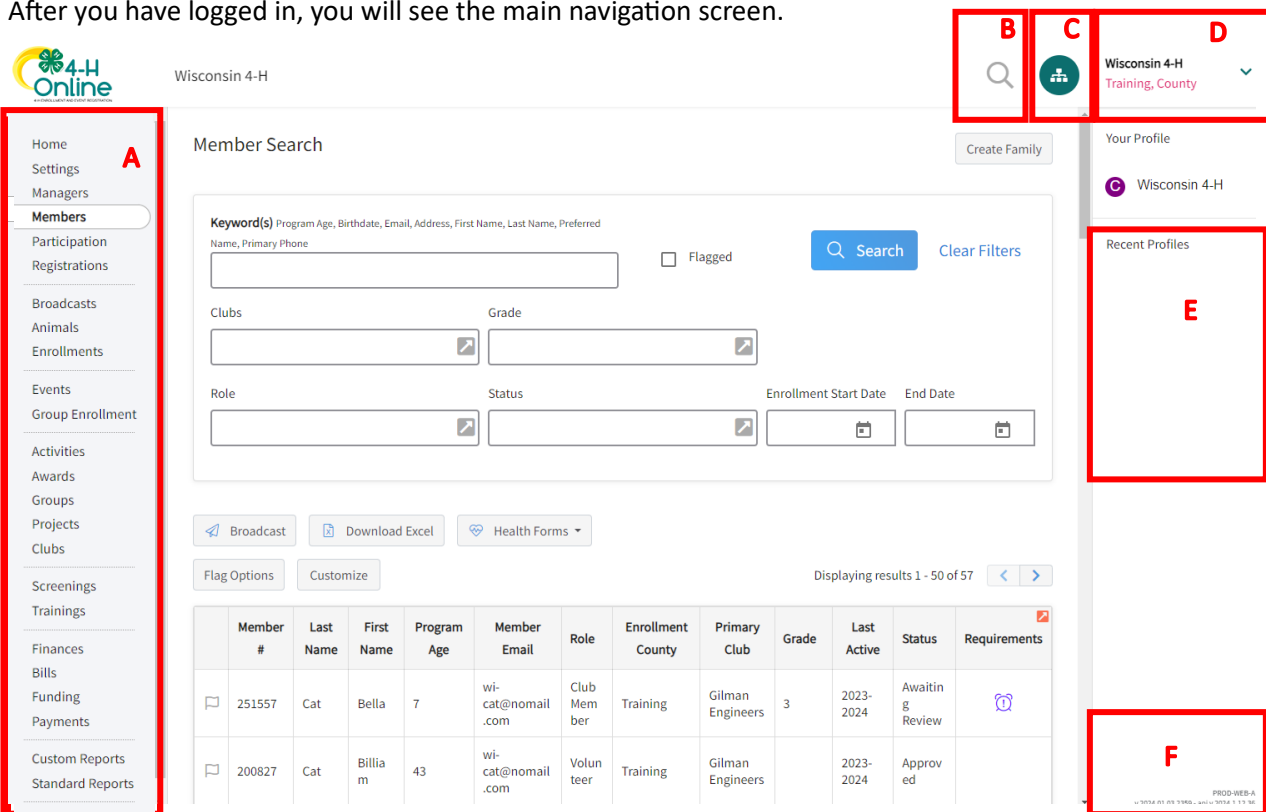
Main Screen

After you have logged in, you will see the main navigation screen.

A. Menu

Home

1. Quick enrollment stats for your county broken down by Status and Enrollment Role.

2. Event Registrations waiting for you to review and approve.

3. Health form reports are password protected. Here you can copy your system generated password to open the report.

4. If a report will take more than 45 seconds to run, it will be run in the background, and you will get a notification when it is done. Here is where you will go to download the completed report.

5. If your local fair uses FairEntry, the request for integration will be listed here for approval.

Settings

Here are county specific settings that the primary county admin can adjust. The county primary admin is the person who gets the email notifications when members enroll or register for an event.

1. This is the text that appears as the default instructions for paying by check on a county event registration.
2. This is where you turn off the ability to allow checks and credit cards as payment options for county enrollment dues and event fees.
3. These settings allow the families to change their project selections and request club additions to their approved enrollments. If set to "Yes" they can do this until midnight the night of the date listed.

Enrollment Settings

Discounts	
Family Discounts On	No
Family Discounts Clover Bud On	No
Family Discounts Volunteer On	No

Payment Instructions	**1**	Edit
Non Electronic Payment Instructions		

Payment Options	**2**
Allow Checks	Yes
Allow Credit Cards	Yes

Member	**3**	Edit
Member Edit Projects	Yes	
Member Project Edit End Date	7/28/2024	
Member Edit Clubs	No	
Member Clubs Edit End Date	7/1/2024	

Managers

This is a list of the managers with access to 4-H Online in your county. You should check this at least annually to verify that those listed are still in your county.

There is also a Broadcast email button you can use to send an email to these managers.

Members

This is a listing of all members (adults and youth) that have been enrolled in your county going back to the start of 4-H Online in Wisconsin (2013/2014). This includes all statuses. You can filter by Keywords like Name/Birthdate/Email/Address/Phone, Club, Grade of Last Enrollment, Role, Current Status. You can also Flag members for use in reports and filter your search by the flagged status.

Participation

This is a listing of all members (adults and youth) that have started an enrollment this program year. There is a drop-down selector for prior years. In addition to the filters available in the Members search, you can filter by Projects, Groups, Activities, and Awards.

Registrations

This is a list of the events registered for by your members. You can filter by Keyword like the Member and Participation search screens, or you can search by event. If you search by event, you can only see events happening in the current enrollment year.

Broadcasts

This is a listing of all the broadcast emails you have created. You can check the status of the broadcasts and see who has received and opened the emails and which email addresses bounced. There is also a button to download a list of which email addresses have unsubscribed from broadcast emails.

Animals

This is an integration with FairEntry and only a small number of county fairs are using this feature.

Enrollments

This is where you can see the enrollments that have been approved and those that have been submitted and awaiting review. If your county allows families to request clubs to be added to enrollments after the enrollment is approved, the Club Requests will be listed here too.

Events

This is where you create and manage events for your county.

Group Enrollment

This is a feature that Wisconsin 4-H is not using at this time.

Activities

This is where you create Activities that can be added to a member's record. Activities can be used to record members' participation in events that occur in your county.

Awards

Similar to Activities, you can create Awards that can be added to a member's record. This is a good way to keep track of awards a member has received through out their 4-H career.

Groups

Groups act like clubs but are not able to be used in place of clubs during enrollment. They are more a logical grouping that can be used in reports to help with creating broadcast email lists.

Projects

This is where you can customize your county's project list if the projects in the state list do not quite match what your county offers. This is if there is something you offer but is not listed on the state list.

Clubs

This is where you manage the list of clubs in your county and the details of each club.

Screenings

The background checks for your adult volunteers are tracked on this screen. There are filters by keyword, status, level, and dates.

Trainings

With the trainings required of volunteers, there is a menu item and screen dedicated just to this. You can filter by keyword to search for one person and see all their trainings and status or filter by club, training, training status, or dates.

Finances

This is where you enter Stripe and bank information for credit card processing of event payments.

Bills

This section is not used at this time.

Funding

This is where you can see ACH payments from Stripe for credit card payment deposits.

Payments

This is a record of all payments, both check (non-electronic) and credit card (electronic), made by your members.

Custom Reports

This is where you create and run reports on the enrollments. There are also shared reports that were created for your ease.

Standard Reports

There are two sections in the standard reports – ES237 and Financial.

The ES237 section has reports that are based on a deprecated annual federal report. The criteria for this report are not the same as what we use so these numbers should not be relied upon to create any reporting.

The Financial section contains two reports – Check Payments and Credit Card Transactions. If you are not accepting or recording payments for events through 4-H Online, then these reports will not contain any information.

B. Global Search

You can use this to search through the entire database for a member or family profile that matches the text you enter. The search starts as soon as you start typing so entering the first few characters is usually enough to find what you are looking for. It searches members and family profiles so will return results that would not show in a Member search.

C. Hierarchy Change

If you are a manager in more than one county, use this to switch counties.

D. Manager ID

You can also use this to move around in the hierarchy or to Log Off.

If you are in a member's profile, this will show you which member you are currently looking at.

E. Recent Profiles

This is a list of the recent profiles (member and family) that you have visited. Click on the profile name to quickly return without having to search.

F. Web Server and Program Version

This shows which web server you are attached to and when the 4-H Online was last updated. This information is important for troubleshooting purposes.

- PROD-WEB-A = Web Server A
- V.2024.02.01.1607-api.v.2024.1.31.2204
  - Main program updated February 1, 2024 4:07 PM UTC
  - api updated January 31, 2024 11:04 PM UTC (connector between web server and database)

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