



4H4ME Member Guide

NOTE: Using Internet Explorer 6.0 or above will provide the best experience. To maximize your viewing screen space, press F11 after opening 4H4ME.

To log into 4H4ME:

- If you know your user ID and password enter them into the **Express Sign in** boxes in the upper right of the screen. For example, if your User ID was EXB3829, you would enter 'WI' in the **State** box, 'EXB' in the **County Code** box, '3829' in the **User ID** box, and your password in the **Password** box, then click the **Sign in** button.
- If you do not know your User ID or password, you will need to use the long method. In the **Currently Enrolled in 4-H** box, select **Wisconsin** from the drop down box, select **Member**, and then click the **Sign In** button. On the next screen, select your county and then click on the **Next Step** button.
 - If you know your User ID, but not your password, enter your User ID in the box in the 2nd row and click on **Email My Password**. Your password will be emailed to the address on file.
 - If you do not know your User ID, enter your email address in the 3rd line and click on **Submit**. All User IDs and passwords associated with that email address will be emailed.

NOTE: Do not use your browser's BACK button. Always use **Prior Screen** or **Previous Screen**.

1. Viewing and changing enrollment data

Note: Changing personal enrollment data will be available only if your county has approved this feature.

- Login as a member
- Select **My Profile Info**
- Make changes to any of the editable info (as indicated by the white field backgrounds)
- Select **Save Changes**
- You can also enter additional email addresses and phone numbers by clicking on the View/Enter Communications Data button.
- Parent contact information is available by clicking on the **View / Enter Parents Data** button.
- Privacy and Photo release settings are available by clicking on the **View County/State Optional Fields** button.

2. Viewing and changing project enrollment

Note: Changing project enrollment data will be available only if your county has approved this feature.

- Login as a member
- Click the **Edit >** button next to **My Current Projects**
- Select a project in the left/right box to add/remove a project, Select the **Add/Remove** button to see your newly revised list of projects.

3. Accessing club resources

- Login as a member
- Select **Explore My Clubs**
- Select the club listed
- Check out the Club Messages
- Select **My Club Links/Files/Pictures** to view club resources currently available.



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