

Using 4H4ME.com



Setting County Web Options



Setting Data Web Access

Select **“Goto”**
Then **“Web (4H4Me.com) Interactions”**

Select **“4H4ME Direct Access”**
Then **“County Options Direct Access”**

A web browser will open and you will see:

The screenshot shows the 4H4ME.com website interface. At the top left is the logo with the tagline "The Future of 4-H Online". The main heading is "County Function Selection...". To the right, it shows "State: Wisconsin" and "County: Extra 2". There are "Sign Out" and "Prior Screen" buttons. Below this are several sections of menu items:

- Members / Leaders:** Set Club / Project / Achievement Access Parameters, List Members / Leaders, Set All Member / Leader County Web Optional Fields to Not Visible
- Additional One:** 4H County Staff, Enter / Update County Office Info, Yearly Re-Enrollment Utilities, County Level Parameters, Enter / Delete Cell Carrier
- Additional Two:** Enter Club Web Information, Remove County Based Web Forms, Set Member Reg Card Field Visibility, Set Leader Reg Card Field Visibility
- Additional Three:** Member Required Re-Enrollment Forms Access, Leader Required Re-Enrollment Forms Access, Create Download Data for Selected New Member Application
- Event Operations:** Schedule An Event, Cancel An Event, View Event Registrations

At the bottom, there are links for data management: Upload Cty Data, Download Web Data, Upload Full Cty Data Set, Download Full Web Data Set, Download County Frda Data, Remove Wxdu Records, Remove Wxdd Records, Upload Image Files, Remove dtFom Records, Remove dtFrda Records, Remove dtNewu Records, and Remove dtWapp (Temp UserIds) Records.

Setting Leader/Member Web Access

Select **Set Club / Project / Achievement Access Parameters** (first item in top row)

Here you can grant members and leaders the ability to add or remove Clubs, Projects, and Achievements. You can also set the minimum and maximum number of each. Member and leader options are independent of each other. After making changes to any of the options, select **Submit Changes** immediately below.

The screenshot shows a form with three columns of options:

- Column 1 (Clubs):**
 - Club Additions Allowed
 - Club Removals Allowed
 - Minimum Club Count Allowed:
 - Maximum Club Count Allowed:
 -
- Column 2 (Projects):**
 - Project Additions Allowed
 - Project Removals Allowed
 - Minimum Project Count Allowed:
 - Maximum Project Count Allowed:
 -
- Column 3 (Achievements):**
 - Achievement Additions Allowed
 - Achievement Removals Allowed
 - Minimum Achievement Count Allowed:
 - Maximum Achievement Count Allowed:
 -

You can also set the level of access the leaders have when generating reports. You can allow leaders to see all members in the county or just the members in their club. The same options are available for seeing leaders. If you allow leaders to see only members/leaders in their club, you can override this for those leaders with county wide responsibilities by setting their 'Adult Volunteer Type' as '86 Key' in 4HPlus. This allows that leader to see all members and leaders in the county regardless of how the 4H4ME parameter is set.

Member / Leader Access by Leaders...

Project Listings and Reports... (CLMPA)

All Project Members

Only Members In Leader's Club(s)

Submit Changes

Project Listings and Reports... (CLLPA)

All Project Leaders

Only Leaders In Leader's Club(s)

Submit Changes

County leader types with county wide responsibility are automatically granted full county project access

Select **Prior Screen** when done.

Setting Registration Page Changes

Select **County Level Parameters** (fourth item in second row)

Set County Level Parameters

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Sign Out
<<< Prior Screen <<<

Accept Member Registration Page Changes

Allow New Member Registration

Allow Current Member Re-Enrollment

Accept Leader Registration Page Changes

Allow New Leader Registration

Allow Current Leader Re-Enrollment

Enter County Current Year: (Ex: cpcy = 09, 10, 11, ...)

11

Age calculation method:

Use Current Date (cpam = 0)

Use 4-H Age Date (cpam = 1)

Enter County 4-H Age Date: (Ex: cpad = 10/31/09)

01/01/11

Save Above Parameter Settings / Changes

RecKey	V1	V2	V3	V4	V5	V6	Delta
EXBCLAP	0	0	1	12			
EXBCLCP	1	1	1	4			
EXBCLMPA	1						
EXBCLLPA	1						
EXBCMAP	0	0	1	12			
EXBCLPP	1	1	1	10			
EXBCMPP	1	1	1	12			
EXBCMCP	1	1	1	4			
EXBcpacmr	1						
EXBcpaclr	1						
EXBcpalrc	1						
EXBcpad	01/01/11						
EXBcpam	1						
EXBcpamrc	1						
EXBcpanlr	1						
EXBcpanmr	1						
EXBcpcy	11						
EXBmref							

NOTE: These same parameters can be set at the state level by state staff. For the option to be functional or allowed in your county, the parameter must also be enabled by the state level.

This is where you allow members and/or leaders to change their personal information, register as new members/leaders or re-enroll.

You also set the current year and how to calculate ages in 4H4ME. For age calculation you can use the current date or a 4-H Age Date. If you select 4-H Age Date, you must set a date to use.

Check the boxes as desired and select **Save Above Parameter Settings / Changes**.

Note: Registration page changes and Re-enrollments have been abled at the state level for both members and leaders, so these check boxes are important to set if you do not wish to use 4H4ME to collect address changes or reenrollments.

Select **Prior Screen** when done.

Adding 4H County Staff Accounts

Select **4H County Staff** (first item in second row)

The screenshot shows the 4H4ME.COM website interface. At the top left is the logo with the text "The Future of 4-H Online". The page title is "4H County Staff with single (Home) county access...". In the top right corner, there are buttons for "Sign Out" and "<<< Prior Screen <<<".

The main content area is titled "Current 4-H County Staff...". On the left is a dropdown menu with the following options: "-- No Selection --", "Barbera, Joe >>>> EXBBarberaJ", "Clover, Chris >>>> EXBclover01", "Farrey, Mike >>>> EXBmikefarr", "Hanna, Bill >>>> EXBHannaBil", "Marquardt, Jane >>>> EXBjamarqua", and "Staff, First >>>> EXBStaff001".

To the right of the dropdown menu, there is text explaining the "4-H County Staff UserID Format: CCCcccccccc". It states "CCC = County Code" and "cccccccc = any eight letters and/or numbers." An example UserID is given as "WSKJohn0001" with a note: "NOTE: The UserID must be exactly eleven (11) characters in length."

Below this text is a button labeled "Enter New County Staff Member". Underneath are input fields for "UserId:", "Last:", "First:", "Password:", and "Email Address:". A "Check UserID" button is positioned next to the UserID input field.

At the bottom of the form area are two buttons: "Save / Update County Staff Member Data" and "Delete Selected County Staff Member".

To add a new county user:

- Select **Enter New County Staff Member**
- Enter a UserID that uses the format CCCcccccccc, where CCC is your county code and cccccccc is any combination of 8 numbers and letters.
- Select **Check UserID**. If the UserID is accepted, continue with the next step, otherwise try again with another UserID.
- Enter the staff member's **Last** name and **First** name in the next boxes.

- Enter a **Password**. Preferable one that is 8-10 characters and a mix of letters and numbers.
- Enter an **Email Address**.
- Select **Save / Update County Staff Member Data**.

Select **Prior Screen** when done.

Entering Local 4-H Office Information

Select **Enter/Update County Office Info** (second item in second row)

Select **Prior Screen** when done.

The screenshot shows a web form titled "Enter/Update Local 4-H Office Information...". At the top left is the 4H4ME.COM logo with the tagline "The Future of 4-H Online". At the top right, there are "Sign Out" and "Prior Screen" buttons, and a page number "33". The form fields are as follows:

- County Code:** EXB
- Street Address:** 431 Lowell Center
- City:** Madison
- Phone:** 608-262-0000
- Hours:** 9-4 M-F

Below these are three contact sections:

- Contact One:** 4-H Agent / Contact Name: Ima Agent; Phone: 608-262-0001; Ext: ; Email: ima.agent@uwex.edu
- Contact Two:** 4-H Agent / Contact Name: ; Phone: ; Ext: ; Email:
- Contact Three:** 4-H Agent / Contact Name: ; Phone: ; Ext: ; Email:

At the bottom, there are two text areas for "New Member Email Welcome Text" and "New Leader Email Welcome Text". A "Submit" button is located at the bottom right, with the instruction "When all data has been entered and/or corrected, click [Submit]" above it.

This information is available to all users of 4H4ME.

Add and/or correct the information and select **Submit**.

There are more options at the county level, but these are still in development. As options become available, additional instructions will be added to this document.



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