YPCL Adult Registration Instructions—Background check and forms

High school students should register as youth participants even if they are already 18.

Anyone out of high school and 18 or older should register as an adult.

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Instructions for those registering as adults for 2017 YPCL Conference.

 PLEASE READ BEFORE REGISTERING:

1. If you are attending 2017 YPCL but also attended 2016 YPCL as an adult, you should be able to just register into your pre-existing account and then follow the prompts to update any needed information.

2.   Go to http://wi.4honline.com

3.    Check: Set up a profile if you don’t already have one

4.     Role: Family

5.   NOTE: When you get to the screen where it asks for your profile information (either if new registrant or re-enrolling), in the upper left hand side of the screen are three options: "Enrollment", "Member settings" and "Trainings". Please click on "Trainings" to either complete or verify completion of the "Mandated Reporter for UW-Extension" training. The system will indicate if you have completed the training. If you do not see it listed as completed, please click on “Sign up for a training” and proceed with the training module(s).  NOTE: You may complete the training at a later time but must complete it before October 1. To get back to continuing your (re) enrollment, please click on the "Enrollment" tab.

6.    On the Member List screen, under Add a New Family Member, check: Adult (if new registrant)

7     NOTE: Do not register under your home county.  For YPCL, register using “Z-State” for your county.

8.    From here, follow the prompts, which will take you through several screens including three health form screens.  Please be sure to enter your name and current date on the bottom of the third health form screen.  Then hit continue.  This will update your registration information.

 9.  At the background check (BC) screen, if it does not show a completed within the past 4 years, please provide the information requested. \*\*TIME-SENSITIVE - If you need a background check, after registration you will receive an email from GIS .  Please respond to that email immediately as it takes time to get the background check completed and adults cannot attend YPCL without an approved background check.

10.  If you have not already completed the mandatory reporting requirements (includes online training), be sure to complete that component as well. *If you are serving in a staff capacity, the mandated reporter training is optional if you have received training from your organization.*

11. You may skip the club, project, and activity tabs.

12. Also, make sure you have completed the individual registration form at <http://fyi.uwex.edu/wi4hcitizenship/ypcl/>

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