

## **Signing up Online for Happy Days Café, and Livestock, Small Animal & Horse Record Book Interview is easy**

### **Here is a step-by-step guide on how you can sign up:**

1. Visit [www.weld4h.org](http://www.weld4h.org) and go to the Bulletin Board on the homepage. Click on the “4-H Scheduler” link. New Families will need to create a new account. If you created an account last year, your account is still active in the system.

### **Returning Families**

1. **If you created a family account last year, your account is still active in the system. When you go to sign up the member, you will need to select an age group before you can register for anything.**
2. If you forgot your password, you could reset your password. The system will send you an email from Weld County 4-H ([4h@weldgov.com](mailto:4h@weldgov.com)) to confirm your account and reset your password. Please go to your email and click on the link provided to activate your account.
3. Click the Register for time slots button to register for Happy Days Café and Livestock, Small Animal and Horse Record Book Interviews.
4. Select the activity from the Activity dropdown box. Select the project from the Project dropdown box. Select the unit from the Unit dropdown box. Select the location from the Location dropdown box. Select the Sign-Up button for the time you want. Repeat these steps to sign up for additional projects and times. You can always log back into your account to make any changes necessary.
5. If you are an adult signing up for Happy Days Café, please know there are two options for you to select from in the Unit section. There is Happy Days Café Shift – Adult and Happy Days Café Work Shift – Intermediate, Senior and Adult. You can sign up using either one of these.

### **New Families**

1. **Families can create a family account and view all member accounts at one time.** To create a family account, a parent or a member who is the primary individual that will be signing up members will need to create the first account.
2. **Click on the Login Button. The next screen will show a prompt for “Register as a New User link” at the bottom of the login screen.** Enter your email address (this email address is for all members accounts), create a password [password must be at least 9 characters and contain: upper case (A-Z), lower case (a-z), and a number (0-9)] and enter your password again in the confirm password. Click the Register button.
3. The system will send you an email from Weld County 4-H ([4h@weldgov.com](mailto:4h@weldgov.com)) to confirm your account. Please go to your email and click on the link provided to activate your account.
4. Click the login button and enter your email address and password to login to your account.
5. Complete the Add User Information Form to create your first account. Enter your first and last name, a contact phone number, choose the age group as of December 31<sup>st</sup> in the dropdown box for the individual, choose a club in the dropdown box for the club you are with. Once all information is entered, click the Save button.
6. Click the Register for time slots button to register for Happy Days Café and Livestock, Small Animal and Horse Record Book Interviews.
7. Select the activity from the Activity dropdown box. Select the project from the Project dropdown box. Select the unit from the Unit dropdown box. Select the location from the Location dropdown box. Select the Sign-Up button for the time you want. Repeat these steps to sign up for additional projects and times. You can always log back into your account to make any changes necessary. Login, then click Manage Family button and follow instructions in 7 and 8.
8. If you are an adult signing up for Happy Days Café, please know there are two options for you to select from in the Unit section. There is Happy Days Café Shift – Adult and Happy Days Café Work Shift – Intermediate, Senior and Adult. You can sign up using either one of these.
9. To add another family member, click on the Home button at the top left and then click the Manage Family button. This will bring you to your family account. Click the Add New Family Member in blue under Manage Family. Now add the name, age group and club, then click the Create button. You can click the Register button to the right of the family members name to sign up. Please follow the instructions in number 7 and 8.
10. You can also look at your entire family and what their schedule is by clicking on the View Family Schedule button at the top of the page.