

Step 4: Complete Health Form

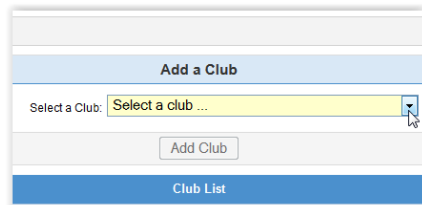


1. Complete the Health Form.
2. Click [Continue].



Step 5: Add Club and Projects

1. Select your club from the drop down menu.
2. Click [Add Club] and ensure the club appears in the Club List.



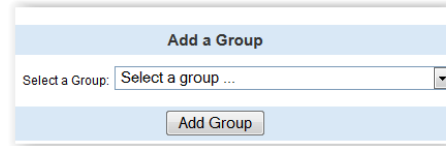
3. Click [Continue].
4. Under "Select a Project," click the drop down menu and scroll to select a project.
5. Click [Add Project] and ensure the project appears in the Project List.

Add all desired projects.

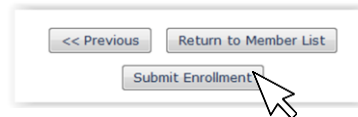
6. Click [Continue] when done adding projects.

Step 6: Add Groups & Submit

1. Add Groups that indicate the youth's commitment to 4-H this year if applicable.



2. When the youth's online enrollment has been completed, click [Submit Enrollment].



This will submit the member's enrollment for local Extension staff to review and accept.

Repeat Steps 2 through 6 for each member in the family you wish to reenroll.

Parents do not need to be added as individual family members unless serving as a volunteer.



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Department of Agriculture Cooperating, John D. Floros, Director.
July 2015



JOIN THE CLUB

USING THE 4H ONLINE ENROLLMENT SYSTEM



Dear 4-H Family,

Kansas 4-H enrollment is online! With 4HOnline, families will be able to manage their 4-H enrollments using a web-based system instead of paper forms.

What is 4HOnline?

4HOnline is a secure online database that manages enrollment information for 4-H members and volunteers. All you need is a computer with internet access and a valid email address. The system works best with Firefox or Chrome web browsers.

Why is Kansas 4-H using 4HOnline?

4HOnline brings the 4-H community together and encourages involvement. Families can ensure their 4-H records are accurate; leaders can help manage 4-H clubs; and the local Extension office can focus on providing information and quality 4-H experiences for youth.

How does 4HOnline affect my Family?

Each family will need to complete their annual 4-H enrollment using the 4HOnline system. The local Extension office will then review and accept each member's enrollment.

When can I begin this process?

Kansas 4-H Enrollment begins October 1 for the upcoming 4-H year. Check with you local Extension office for more information.

Getting started in 4HOnline

Kansas 4HOnline is located at <https://ks.4honline.com>

Step 1: Create a Family Profile

1. Click [I need to set up a profile] button.
2. Select your 4-H county, then type in your family email address in both email fields.
3. Enter your family/household Last Name. (This is the name that will appear on mailings.)
4. Create your password. (Must include letters and at least one number/symbol and be a minimum of 8 characters.)

The screenshot shows the 'Add A New Family Member' form. At the top, there are three radio buttons: 'I have a profile', 'I need to setup a profile' (which is selected), and 'I forgot my password'. Below this is a checkbox for 'Are you in a Military 4-H Club?'. The form includes several input fields: 'County' (a dropdown menu), 'Email' and 'Confirm Email' (text boxes), 'Last Name' (text box), 'Password' and 'Confirm Password' (text boxes with a note: 'Min. of 8 characters, at least 1 number and 1 capital or non-alpha'), and 'Role' (a dropdown menu with 'Family' selected).

5. Click Create Login.

*Your email address and password serve as your login.
Be sure to keep this information for future use.*

6. Complete the Family Information page.

The screenshot shows the 'Family Information' form. It has a title 'Family Information' and a sub-header 'Profile Information'. There are several input fields with red asterisks indicating required fields: 'Email' (AnExample@yahoo.com), 'Last Name' (Example), 'Mailing Address' (2121 Tombstone), 'City', 'State' (Kansas), 'Zip Code' (12345), 'Primary Phone' (555-555-1234), and 'Correspondence Preference' (Mail). There is also a checkbox for 'Are you in a Military 4-H Club?' and a dropdown for '4-H County' (Riley). At the bottom, there is a checkbox for 'Update member records with the same address'.

Step 2: Add Youth to Family

7. Click [Continue] at the bottom of the page.
You do not need to enter or update your password.

The screenshot shows the 'Add A New Family Member' form. At the top, there is a dropdown menu for 'select a member type...'. The dropdown is open, showing 'Adult' and 'Youth' as options. The 'Youth' option is highlighted in blue.

1. Click the drop down box under [Add a New Family Member], then select [Youth].
2. Click [Add Member] to begin youth creation.
3. Enter personal information for that specific youth.
4. Click [Continue] at the bottom.

Step 3: Complete Additional Info

The screenshot shows the 'Additional Information' form. At the top, there is a progress bar with three steps: 'Personal Information', 'Additional Information' (which is the current step), and 'Participate'. Below the progress bar, there is a section titled 'Section 1 - Publicity Release'. The text in this section reads: 'I authorize K-State Research and Extension and Kansas 4-H Foundation on my child's image or voice for use in research, educational and promotional audio, video and image recordings are the property of K-State Research and Foundation.'

Both parent or guardian and youth must be present to complete the youth's Additional Information page. Electronic signatures are required and are the legal equivalent of manual signatures.

6. Click [Continue] when complete.