

Printing and Signing an Enrollment Report from 4-H Online to Turn into the Extension Office

1. New Members: Create a Login Profile and Enroll Online by following the instructions in the “New 4-H Family Enrollment Pamphlet” located at

<http://www.coffey.k-state.edu/4-h/Family%20Enrollment%20Flyer%202015.pdf>

Returning Members: Login to 4-H Online at ks.4honline.com using your existing user name and password. DO NOT create a new login account. Contact Lauren in the Extension Office if you need help resetting your user name or password. Enroll each returning member online following the instructions in the “Re-enrollment Overview” document located at

<http://www.coffey.k-state.edu/4-h/Member%20Reenrollment%20Overview%202015.pdf>

2. After enrolling or re-enrolling, return to your “Member List” screen.

The screenshot shows the 'Member List' page in the 4-H Online system. At the top, it indicates the user is logged in and provides navigation links for 'Home' and 'My Member List'. The main heading is 'Member List', with a link to 'Click HERE for Help'. Below this, there is an 'Enrollment Status' section explaining that 'Inactive' means no enrollment for the current year, and 'Incomplete' means the user needs to submit their enrollment. An important note states: 'IMPORTANT: If a member already exists - do NOT add/create them again. Click EDIT next to the member's name to begin reenrolling.' The interface includes a 'Family' section with a dropdown menu, an 'Add A New Family Member' section with a 'select a member type...' dropdown and an 'Add Member' button, and a 'Member/Volunteer List' table. The table has columns for Name, Role, Membership ID, Enrollment Status, Last Active Year, and Edit. Two members are listed: a Youth member with ID 943995 and an Adult member with ID 968057, both with an 'Active' status. Below the table are sections for 'Member Reports' and 'Register A Member In An Event', each with a 'Member' dropdown and an 'Event' dropdown.

Logged in as [redacted] Home | My Member List

Member List

[Click HERE for Help](#)

Enrollment Status
If a member's status is listed as "Inactive," they have not enrolled for the current year.
If a member's status is listed as "Incomplete," they still need to submit their online enrollment.

IMPORTANT: If a member already exists - do NOT add/create them again.
Click EDIT next to the member's name to begin reenrolling.

[redacted] Family Edit Family
Burlington, KS 66839-9200
Coffey County Extension County [contact info]

Add A New Family Member
select a member type...
Add Member

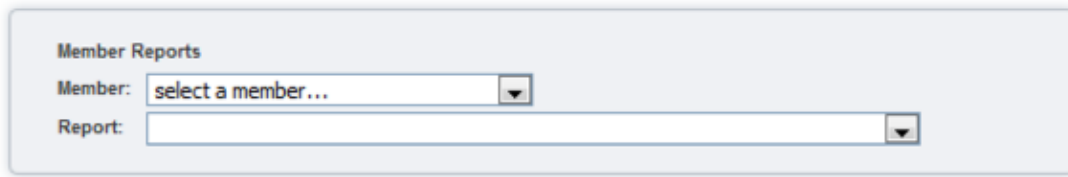
YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE
If your enrollment status is 'Inactive' or 'Incomplete', click the 'Edit' button to review and submit your record for approval

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	[redacted]	Youth	943995	Active	2015-2016	Edit
2)	[redacted]	Adult	968057	Active	2015-2016	Edit

Member Reports
Member: select a member...
Report: [dropdown]

Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register
Member: select a member...
Event: [dropdown]

3. On the Member List screen go to “Member Reports”.

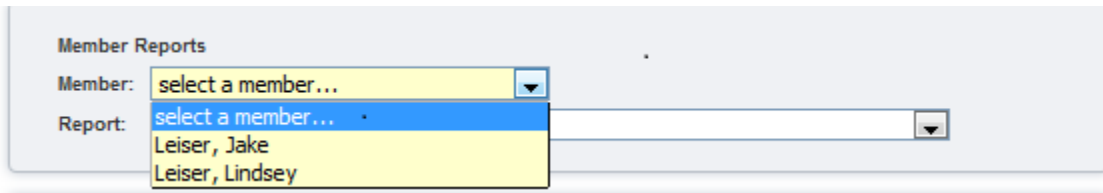


Member Reports

Member:

Report:

4. Select the appropriate 4-Her name from the “Member” drop down menu where it says “select a member...”



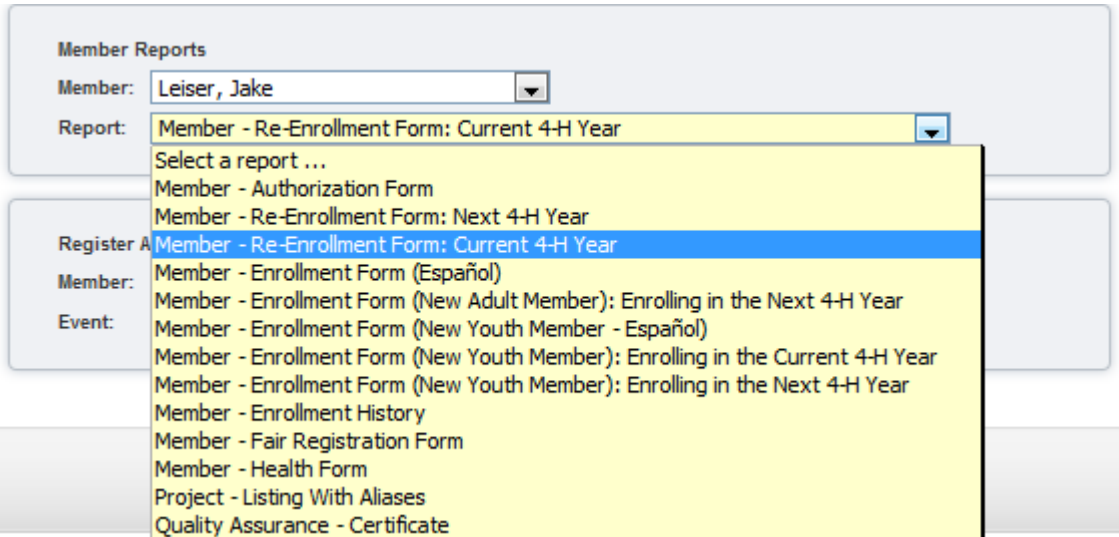
Member Reports

Member:

Report:

- Leiser, Jake
- Leiser, Lindsey

5. Select the report called, “Member Re-enrollment Form: Current 4-H Year”(all members, old and new, will select this report) from the Report drop down menu.



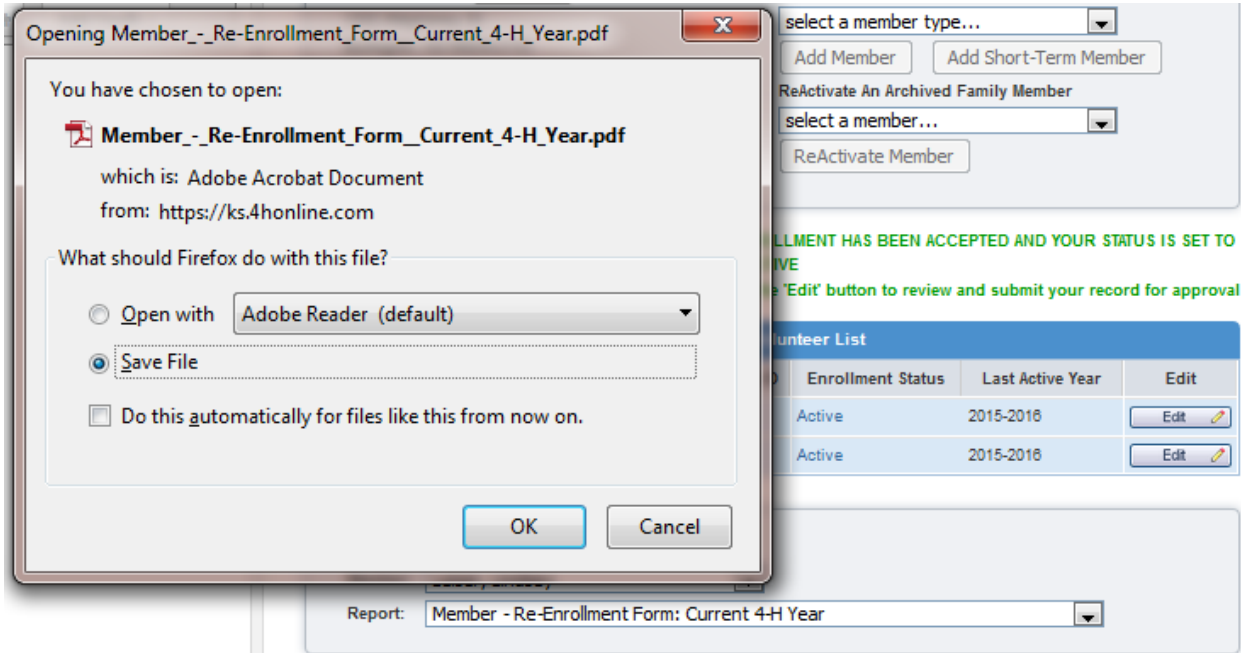
Member Reports

Member:

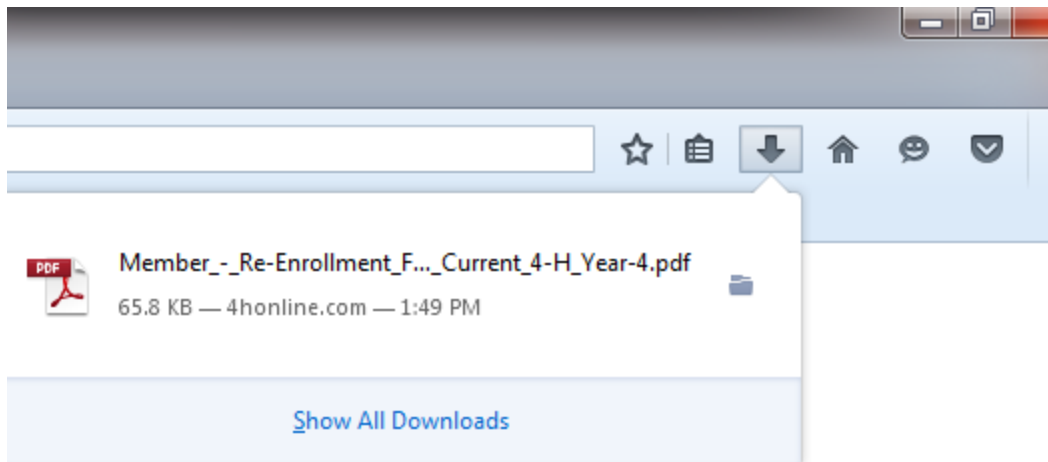
Report:

- Select a report ...
- Member - Authorization Form
- Member - Re-Enrollment Form: Next 4-H Year
- Member - Re-Enrollment Form: Current 4-H Year
- Member - Enrollment Form (Español)
- Member - Enrollment Form (New Adult Member): Enrolling in the Next 4-H Year
- Member - Enrollment Form (New Youth Member - Español)
- Member - Enrollment Form (New Youth Member): Enrolling in the Current 4-H Year
- Member - Enrollment Form (New Youth Member): Enrolling in the Next 4-H Year
- Member - Enrollment History
- Member - Fair Registration Form
- Member - Health Form
- Project - Listing With Aliases
- Quality Assurance - Certificate

6. A PDF reader box should auto populate asking you to open or save the document. Choose to open the document and select the program that you would like to open it with.



If a box does not generate for you to open or save the document, then you can still open the document by using the download arrow at the top of your screen. Click on the downward facing arrow at the top of your screen and a box with all of your recent downloads will appear. Select the appropriate enrollment document by clicking on it. It should then automatically open in your computers default program. For example, our PDF documents are defaulted to open in Adobe Reader.



7. Print the Enrollment Report and review the document to confirm that all of the information provided is correct.

8. Parents and 4-H Exhibitors both need to sign and date the document. Turn the completed form into the Extension Office by the required deadline.

