

After you have contacted your local Extension office and know which club best suites your family, you may begin the online enrollment process. Kansas 4-H has implemented an annual \$15 Kansas 4-H program fee. All youth will be asked to indicate their payment intention. If unsure which selection to use, please contact your local Extension office.

1. Visit <u>https://kansas.4honline.com</u> .	Research and Extension Research and Extension				
Firefox and Chrome web browsers work best; Internet Explorer is					
not supported. It is recommended to use a computer, laptop or					
tablet to complete this process.	Welcome to 4-H Online				
2. Select "I need to set up a profile."	I have a profile				
	I need to setup a profile				
3 Enter the family's county/district of 4-H participation and	I forgot my password				
desired login information	Are you in a Military 4-H Club:				
A Click [Croote Legin]	County: Select your county 🔻				
4. Click [Create Login].	Email:				
	Confirm Email:				
CAUTION	Last Name:				
If a duplication message is received, do not continue creating a new	Password: Min. of 8 characters, at least 1 number and 1 capital or non-alpha				
family account. Try the "I forgot my password." Contact the local	Confirm Password:				
Extension office if this process is unsuccessful.	Role: Family				
5. Enter the Family's information.	Family Information				
TID	Profile Information				
<u>IIF</u> If all family members have the same address, check the "Undate	Email: robertsfarm@nomail.com joe@4honline.com				
momber records with the same address" hey	Last Name: Roberts				
member records with the same address box.	Mailing Address: 8750 Main Street				
C Click [Continue]	• State: Kansas				
6. Click [Continue].	• Zip Code: 67642 12345				
	• Primary Phone: 785-171-0875 555-555-1234				
	• Correspondence Preference: Email • • 4.H County: Graham County				
	Update member records with the same address 📝				
7 Add family members who would like to enroll in 4-H: youth					
and/or adult volunteers	Boharte Family Edit Family Add & New Family Member				
	8750 Main Street select a member type				
8 Select the desired Member Type and click Add Member	Add Member				
o. Select the desired weinber type and elek Add weinber.	Graham County Extension-Karen Shepard County [contact info]				
9. Enter the Youth or Adult Volunteer's Personal Information.	Youth Personal Information				
Information in bold is required. All other information is optional.	Profile Information • Required Fields				
	Email: robertsfarm@nomail.com joe@4honline.com				
TIP	Middle Name.				
If the youth member or adult volunteer holds a 4-H leadership	Last Name: Roberts				
position such as (club officer, club leader, project leader,	Preferred Name:				
Ambassador, Youth Council member, etc.) be sure to indicate YES	Mamng Address: [8750 Main Street Gity: Hill City.				
"I am a Volunteer."	• State: Kansas				
	• Zip Code: 67642 12345				
10. Click [Continue].	Birth Date: 12/17/2009 IZ mmiddlyggy				



4HOnline Enrollment Guide for New Families

11. Read the Additional Information carefully. Mark answers	Additional Information				
and/or sign sections with the necessary electronic signatures.	Section 1 - Publicity Release				
CAUTION	INSTRUCTIONS: A parent or guardian must complete sections 1-3, as their electronic signature is <u>required</u> . Both youth and their parent/guardian must complete section 4. An electronic signature is your typed name and is the legal equivalent of your handwritten signuature which will be verified in the approval process.				
This section will be locked for editing after the enrollment has been submitted.	I authorize K-State Research and Extension and Kansas 4-H Foundation or their assignees to record and photograph my child's image or voice for use in research, educational and promotional programs. I also recognize that these audio, voice and image recordings are the property of K-State Research and Extension and/or the Kansas 4-H Foundation.				
12. Kansas 4-H has implemented an annual \$15 Kansas 4-H	Kansas 4-H Program Fee				
program fee . This fee is for youth of Organized 4-H Community Clubs and Independent 4-H members, 4-H ages 7-18. Cloverbuds (4-H ages 5-6) should not pay this fee.	Kansas 4-H has implemented an annual \$15 Kansas 4-H program fee for Organized 4-H Community Club Mer Cloverbuds (youth 4-H age 5-6 as of January 1st of the current 4-H year) and adult volunteers are NOT charg Please indicate your payment intention by selecting the appropriate option below. This will assist the state in				
	Payment Intention: Select an item				
 All youth will be asked to indicate their payment intention. If unsure which selection to choose, please contact the local Extension office. 	Select an item I will pay online with a credit/debit card I will pay by mailing a check I am a Cloverbud, there is no fee				
	I wish to request a waiver A local sponsor has agreed to pay my fee				
14 If the \$15 Kansas A-H Program Fee is more than you can afford	Waiver Request				
at this time, please provide a brief answer to request a waiver. Reasons could include but are not limited to job loss, homelessness. food stamps. free or reduced school lunch, single	If the \$15 Kansas 4-H program fee is more than you can afford at this time, please provide a brief answer to re limited to job loss, homelessness, food stamps, free or reduced school lunch, single family income, bankruptcy better understand how to support 4-H families and will not be shared with outside agencies. "If a family wishes to request a waiver for all youth in their family, each youth in the family must request a waive				
family income, bankruptcy or health conditions. This information will allow us to better understand how to support 4-H families and will not be shared with outside agencies	Reason for Waiver request.				
15. Click [Continue] when completed with this page.					
16. Complete the Health Form.	Health Form				
17. Click [Continue].	HEAL IN HIS I OKY A parent or guardian is responsible for completing this section for their child. Reporting health conditions will not prevent a youth from attending and will be kept confidential.				
	Please indicate if any of the following health conditions apply to the participant. Asthma: Auto immune Disease: SeizuresConvulsions: Diabetes:				
18. Select the desired club.	Add - Olip				
19. Click [Add Club] to add it to the member's "Club List."	Select a Club: Select a club				
20. Click [Continue] when finished.	Add Club				
21. Select the member's primary club.	Add a Project				
22. Select the desired Project.	Select a Club: Happy Crickets				
23. Click [Add Project]. The project will be added to the "Project	Select a Project				
List." Repeat the process to enroll the member in any additional projects	Add Project				
24. Click [Continue] when finished adding projects.					



25. If applicable, add Groups that indicate the member's	Add a Group				
commitments to 4-H. It is possible no Groups will exist.	Add a Group Select a group				
	Add Group				
26. Click [Continue] to proceed to the Invoice.					
 27. A \$15.00 4-H Program Fee will automatically be generated for Independent 4-H youth and 4-H Club members. (This includes Cloverbuds, youth who requested a waiver and youth who have a local sponsor). This is normal. 28. Click [Continue] to proceed to the Payment screen. 	Invoice Information # Name Involve Description 25 Cam Checking Youth Enrollment: 2016-2017 Invoice Items Item Rate Quantity Amount STATE: KS: FEE: Kansas 4:H Program Fee 15.00 1 \$15.00				
(If the total is \$0.00, there will be no Payment screen).	Paid: \$0.00 Balance: \$15.00				
 29. Families paying the Kansas 4-H Program Fee will have (2) options to remit payment. <u>Cash cannot be accepted</u>. Please read the next steps carefully on how to proceed with a payment method. Kansas 4-H Program fees are non-refundable. 	Personal Additional Health Form Participation Invoice Payment Confirm Information Information Payment Payment PAYMENT INFORMATION Payment method must be received and processed successfully prior to 4-H enrollment acceptance. *Kansas 4-H Program fees are nonrefundable after payment has been made.				
PAYMENT METHOD #1 - Pay online with a credit/debit card. Select the orange [Add New Credit Card] button and enter payment information. Select credit/debit card as the payment method.	We are testing the payment feature within 4HOnline at this time.				
PAYMENT METHOD #2 - Pay by mailing a personal check. Select "Personal Check" under Pay using a non-electronic method. Write the 4-H youth name(s) in the check memo line or on an additional sheet of paper, enclosed with the check so payment may	Pay using a non-electronic method Personal Check - Sent directly to the State Office Checks should be made payable to:				
be applied to the appropriate member(s). Payment is due within (7) days of submitting 4-H enrollment. Payment cannot be made at the local Extension office.	Kansas 4-H Youth Development 4-H Youth Development 201 Umberger Hall 1612 Claffin Rd Manhattan, KS 66506				
CLOVERBUDS must select "Personal Check" under Pay using a non- electronic method. The family should <u>not</u> mail payment for these youth, despite indicating payment by check.	Pay using a non-electronic method Image: Second Control of Control				
SPONSORED YOUTH must select "Personal Check" under Pay using a non-electronic method. The family should <u>not</u> mail payment for these youth, despite indicating payment by check.	Pay using a non-electronic method Personal Check - Sent directly to the State Office 				
YOUTH REQUESTING A WAIVER must select "Personal Check" under Pay using a non-electronic method. The family should <u>not</u> mail payment for these youth, despite indicating payment by check. Youth will be notified of waiver acceptance within (10) business days.	Pay using a non-electronic method Image: Second Check - Secon				



30. All members must click [Submit Enrollment].							
- · · · · · · · · · · · · · · · · · · ·	Member/Volunteer List						
The member will become "Active" and receive a Membership ID once			Polo	Momborshin ID	Enrollmont St	atue	
the local Extension office approves the member's reenrollment			tole	membership ib	Enronnent St	atus	
information and the State 4-H office approves family or sponsor		You	th		Pending		
payment/waiver/Cloverbud age.							
Once the enrollment has been submitted, it is "pending" approval. To enroll another family member, repeat this process, beginning at step 7.	C	Copy parent information from another youth record Select a member name					
TIP		Role		Membership ID	Enrollment S	Enrollment Status	
If the second member's Parent/Guardian and Emergency contact							
information is the same, select "Copy parent information from		Youth	8	365170	Active		
another youth record" at the top of their Profile Information page.							
	LГ			61 -		1	
Keep login information (family email address and password) as this is	I have a profile						
your family's permanent 4-H account.	I need to setup a profile						
		0	I forgot	t my password			
Families are able to login to 4HOnline to update member records and		Email:					
add/drop projects. Check with your local Extension office for project	Н.	Daceword					
deadimes.	11	Passworu.					
		Role:	Fami	ly .	•		
				Login			
You may logout by clicking "Log out" in the upper right-hand corner.				C Logout			
Next year during 4-H re-enrollment, log in to these records to	E on		4H0	Inline Reenrollment	Guide for Returni	ng Families	
"reactivate" 4-H family members. There is a resource called							
"4HOnline Reenrollment Guide for <u>Returning</u> Families" that may	elopment welcomes you to another year of convenient online enrollment!						
assist you.	nsas.4 er will	nsas.4honline.com. er will not work for this system: Firefox and					
Welcome to Kansas 4 HI	st.	St. Walcome to 44 Online					
	profile." address used to create the family's 4HOnline						
				in the second seco	sharts farm through core.		

Kansas State University Agricultural Experiment Station and Cooperative Extension Service K-State Research and Extension is an equal opportunity provider and employer. Issued in furtherance of Cooperative Extension Work, Acts of May 8 and June 30, 1914, as amended. Kansas State University, County Extension Councils, Extension Districts, and United States Department of Agriculture Cooperating, John D. Floros, Director. July 2015