Step 3: Edit Club Information

Last year's club information will exist, but is editable.

1. Remove or add club memberships as needed.



Volunteer types (*club officer positions*) can also be edited and updated.

2. Click [Continue].



Step 4: Edit Project Information

1. Remove or add projects as needed.

Volunteer types (junior project leader positions) can also be edited and updated.



2. Click [Continue].

Step 5: Add Groups & Submit

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



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



Repeat Steps 2 through 5 for each member in the family you wish to reenroll.



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July 2015



Welcome Back to 4HOnline!

Kansas 4-H welcomes you to another year of convenient online enrollment!

When Can I Reenroll Online?



KS4HOnline opens October 1st for online enrollment and reenrollment; families may enter the system on or

after this date to enroll or reenroll for the new 4-H year.

Who Is Responsible for Reenrollment?

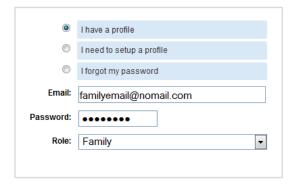
Both parent/guardian and their child are responsible for completing 4-H reenrollment online for youth members.

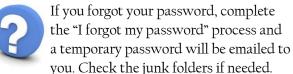
Questions?

Contact your local Extension office for assistance.

Step 1: Log in to 4HOnline

- 1. Visit https://ks.4honline.com
- 2. Login to your family's existing profile.







Don't create a new family account.

3. After login, click [Continue to Family].



Step 2: Complete Forms



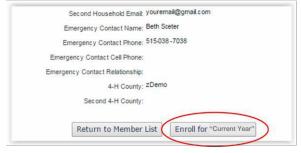
Edit family information any time by clicking [Edit Family]. This includes changing the login email or password.

1. Click [Edit] next to the existing member you wish to reenroll.



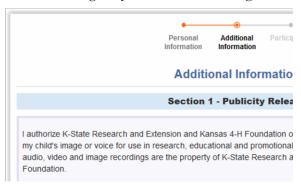
Don't create a new youth if reenrolling that youth.

2. Review the member's Personal Information and click the [Enroll] button for the new 4-H year.



- 3. Make changes to the member's Personal Information page if needed.
 - *If the youth is a club officer or project leader, indicate "Yes" for Volunteer. If not, mark "No."
- 4. Click [Continue].

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



5. Click [Continue] when completed.

A parent or guardian is responsible for completing the youth's Health Form page next.

6. Click [Continue] when finished.