

Step 3: Edit Club Information

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

1. Remove or add club memberships as needed.

The 'Add a Club' form includes dropdowns for 'Select a Club' and 'Select a Volunteer Type', with an 'Add Club' button. Below is the 'Club List' table:

Primary	Club	Volunteer Type	Edit
<input type="radio"/>	Hootbeats		<input type="button" value="Edit"/>
<input checked="" type="radio"/>	Rowdy Roosters	Health & Safety Officer	<input type="button" value="Edit"/>

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.

The 'Add a Project' form includes dropdowns for 'Select a Club' (Sunshine), 'Select a Project', 'Years in Project' (1), and 'Select a Volunteer Type', with an 'Add Project' button. Below is the 'Project List' table:

Club	Project	Years in Project	Volunteer Type	Edit
Sunshine	Citizenship	4		<input type="button" value="Edit"/>
Sunshine	Dairy Cow	2		<input type="button" value="Edit"/>

2. Click [Continue].

Step 5: Add Groups & Submit

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

The 'Add a Group' form includes dropdowns for 'Select a Group' and 'Select a Volunteer Type', with an 'Add Group' button. Below is the 'Group List' table:

Group	Volunteer Type
4-H Council, 2015	Secretary

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

Navigation buttons: '<< Previous', 'Return to Member List', and 'Submit Enrollment' (with a mouse cursor pointing to it).

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



Beginning October 1st

**REENROLL
USING
4HONLINE**



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

The login form has three radio buttons: "I have a profile" (selected), "I need to setup a profile", and "I forgot my password". Below these are fields for "Email:" (familyemail@nomail.com), "Password:" (masked with dots), and "Role:" (Family).



If you forgot your password, complete the "I forgot my password" process and a temporary password will be emailed to you. Check the junk folders if needed.

The "I forgot my password" form has a radio button selected. It includes an "Email:" field (familyemail@nomail.com), a "Role:" dropdown (Family), and a "Send My Password" button.

Don't create a new family account.

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

A button labeled "Continue to Family" with a right-pointing arrow.

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.

Membership ID	Enrollment Status	Last Active Year	Edit
	Inactive	2014-2015	Edit

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.

The form shows fields for "Second Household Email:", "Emergency Contact Name:", "Emergency Contact Phone:", "Emergency Contact Cell Phone:", "Emergency Contact Relationship:", "4-H County:", and "Second 4-H County:". The "Enroll for 'Current Year'" button is circled in red.

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.

The form has a progress bar with "Personal Information", "Additional Information" (active), and "Participation". Below is "Section 1 - Publicity Release" with a text area for authorization.

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.