

## Step 3: Add Youth in Family

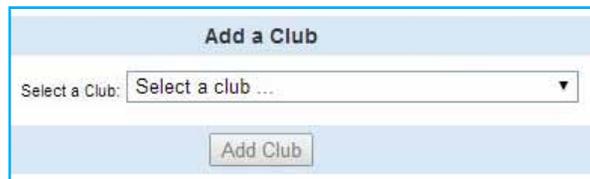
1. Click the drop down box under [Add a New Family Member], then select [Youth].
2. Click [Add Member] to access the [Youth Personal Information] screen.
3. Enter personal information for that specific youth.
4. Click [Continue] at the bottom.
5. Review and complete additional information. Efforts are being made to include all authorizations from the *Kansas 4-H Participation Form* beginning with the 2016 4-H enrollment year.
6. Click [Continue] when all fields are complete.

\*Some fields are pre-populated with family data. If member data differs from family data (email address, cell phone, last name, etc.) simply edit information.

## Step 4: Add Club to Youth

The next screen includes a series of “tabs” that represent different aspects of 4-H participation.

1. Select your club from the drop down menu.
2. Click [Add Club]. The club must appear in the [Club List].
3. Click [Continue]



## Step 5: Add Projects to Youth

1. Under “Select a Project,” click on the drop down menu; select the first project for this member.
2. Click [Add Project].
3. Repeat 1-2 to add each additional project.
4. Click [Continue] when done adding all projects.
5. Click [Submit Enrollment] when finished with this member’s enrollment.

This will submit the member’s enrollment for local Extension staff to review & accept.

Repeat steps 3 through 5 for each youth member in the family. For each enrollment submitted, an email confirmation will be sent to the family email address.

Parents do not need to be added as family members unless serving as a volunteer and completing the screening process.



**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.  
August 2014



# JOIN THE CLUB

## USING THE NEW 4-H ONLINE ENROLLMENT SYSTEM



## Dear 4-H Families,

Kansas 4-H enrollment is going 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 the 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?

Check with your local Extension office exact 4-H enrollment generally begins in the fall for the upcoming year. Families typically enroll before October 31st.

## Questions?

Contact your local Extension office for assistance.

## Getting started in 4HOnline

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 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 numbers/symbols, with a minimum of 8 characters).
5. Click [Create Login].



*Your e-mail address serves as your account login, allows you to receive information, and retrieve forgotten passwords, etc.*

*Fields with **bold text** are required; others are optional.*



## Step 2: Family Information Page

This general information is for your immediate family. Individual family members will be added in step 3.

1. Fill in the blank fields of the [Profile Information]. Do not check Update Member Records yet.
2. Click [Continue] at the bottom of the page.

*You do not need to enter or change your password*

