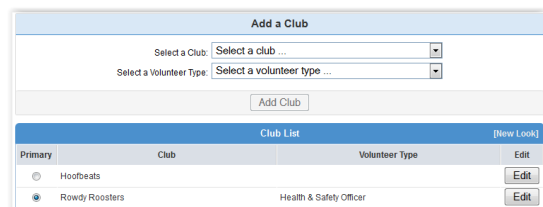


## Step 3: Edit Club Information

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

1. Remove or add club memberships as needed.



Primary	Club	Volunteer Type	Edit
<input type="radio"/>	Hoofbeats		<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.

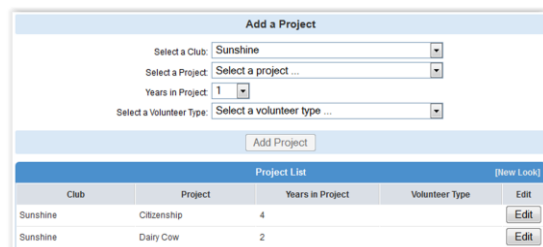
2. Click [Continue].



## Step 4: Edit Project Information

1. Remove or add projects as needed.

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

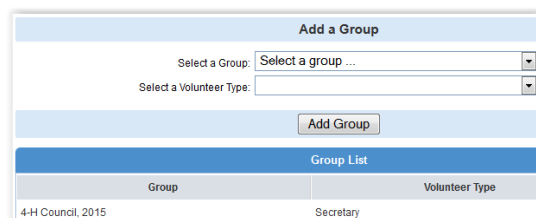


Club	Project	Years in Project	Volunteer Type	Edit
Sunshine	Citizenship	4		<input type="button" value="Edit"/>
Sunshine	Dairy Cow	2		<input type="button" value="Edit"/>

2. Click [Continue].

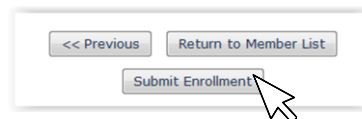
## Step 5: Add Groups & Submit

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



Group	Volunteer Type
4-H Council, 2015	Secretary

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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Department of Agriculture Cooperating, John D. Floros, Director.  
July 2015



*Beginning October 1st*

**REENROLL  
USING  
4HONLINE**



## Welcome Back to 4HOnline!

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

## When Can I Reenroll Online?



KS4HOnline opens **October 1<sup>st</sup>** 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.

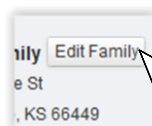


If you forgot your password, complete the “I forgot my password” process and a temporary password will be emailed to you. Check the junk folders if needed.

**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.

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

2. Review the member's Personal Information and click [Enroll for 2015-2016].

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.

## Step 1: Log in to 4HOnline

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