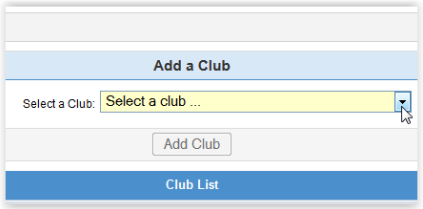
Step 4: Complete Health Form

1. Complete the Health Form.
2. Click [Continue].

Step 5: Add Club and Projects

1. Select your club from the drop down menu.
2. Click [Add Club] and ensure the club appears in the Club List.



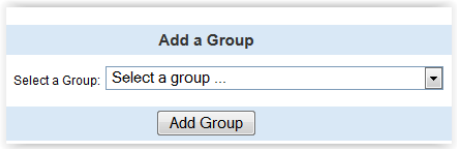
3. Click [Continue].
4. Under "Select a Project," click the drop down menu and scroll to select a project.
5. Click [Add Project] and ensure the project appears in the Project List.

Add all desired projects.

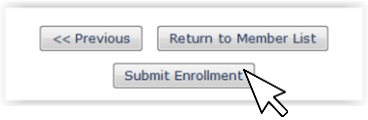
6. Click [Continue] when done adding projects.

Step 6: Add Groups & Submit

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



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



This will submit the member's enrollment for local Extension staff to review and accept.

Repeat Steps 2 through 6 for each member in the family you wish to reenroll.

Parents do not need to be added as individual family members unless serving as a volunteer.

K-STATE Research and Extension

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July 2015

JOIN THE CLUB

USING THE 4HONLINE ENROLLMENT SYSTEM

Dear 4-H Family,

Kansas 4-H enrollment is 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 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?

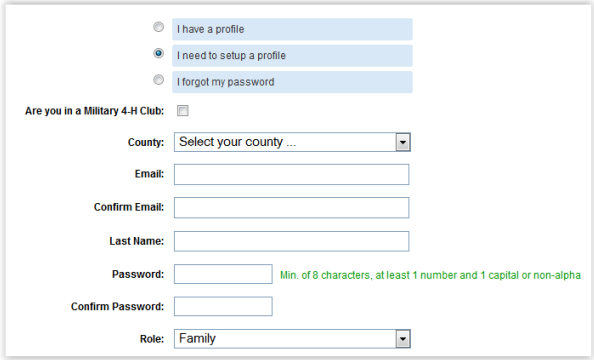
Kansas 4-H Enrollment begins October 1 for the upcoming 4-H year. Check with you local Extension office for more information.

Getting started in 4HOnline

Kansas 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 4-H 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 at least one number/symbol and be a minimum of 8 characters.



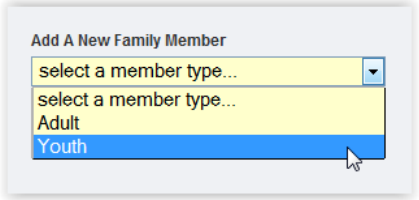
5. Click Create Login.

Your email address and password serve as your login. Be sure to keep this information for future use.

6. Complete the Family Information page.

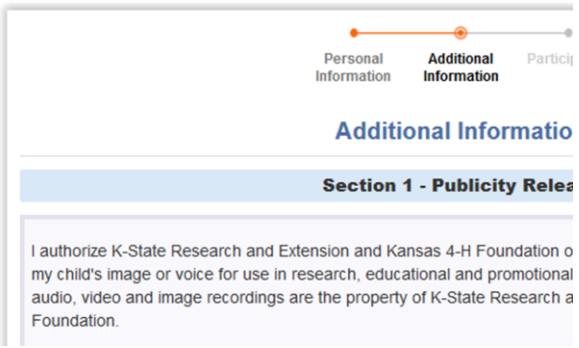
Step 2: Add Youth to Family

7. Click [Continue] at the bottom of the page. *You do not need to enter or update your password.*



1. Click the drop down box under [Add a New Family Member], then select [Youth].
2. Click [Add Member] to begin youth creation.
3. Enter personal information for that specific youth.
4. Click [Continue] at the bottom.

Step 3: Complete Additional Info



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

6. Click [Continue] when complete.