



# JOIN THE CLUB Online!

4-H Families now have the convenience of enrolling online using the Kansas 4HOnline enrollment system! Here is some information about our new enrollment process and how we need your partnership in getting your child(ren)'s membership entered and active.

*"I'm very happy that Kansas has taken this step. Reenrolling my kids in 4-H will be so easy!"*

- The 4HOnline system will be ready to accept 4-H enrollments **beginning November 1<sup>st</sup>** for the 2014-2015 year.
- Each family will need a valid email address. The email address serves as part of your login. It is also used to send important communications regarding 4-H enrollment.
- A paper Kansas 4-H Participation (medical) form will still need to be submitted to your Extension office or club leader this year; but look forward to this form becoming electronic soon!



## Did You Know ???

- 4HOnline can be accessed 24/7 anywhere there is an internet connection using a computer, laptop, iPad, tablets, or even a smart phone!
- 4-H members will be able to add/drop projects using 4HOnline; deadlines will be set by your local Extension office.
- 4-H families can print member enrollment report or update their personal information anytime!

## My Family Login for **KS.4HONLINE.COM**

<input checked="" type="radio"/>	I have a profile
<input type="radio"/>	I need to setup a profile
<input type="radio"/>	I forgot my password
Email:	<input type="text"/>
Password:	<input type="password"/>
Role:	Family <input type="button" value="v"/>

# HOW TO USE 4HONLINE FOR THE FIRST TIME

## 1. CREATE A FAMILY LOGIN

2. Select your 4-H county
3. Type in your family's email address in both email fields
4. Enter your family/household last name (*this will be the name that appears on 4-H mailings*)
5. Create your family password (*must include letters and numbers/symbols, with a min. of 8 characters*)
6. Click [Create Login]

## 7. CREATE A FAMILY PROFILE (*individual youth will be added to the family after this is set up*)

8. Complete all required fields and click [Continue] (*You do not need to change your password*)

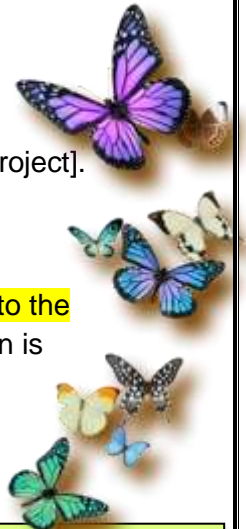
## 9. ADD A YOUTH TO THE FAMILY

10. Click the drop down box under [Add a New Family Member]
11. Select [Youth] and click [Add Member]
12. Enter personal information for that youth and click [Continue]  
\*Some fields will be pre-populated with family data. If youth data differs (*email address, cell phone number, last name, etc.*) simply edit information
13. Review additional information page and click [Continue] when finished

## 14. ADD YOUTH'S CLUB(S) & PROJECTS

15. Select the youth's club from the drop down box
16. Click [Add Club] and [Continue]
17. Under "Select a Project," click the drop down box to select desired projects. Click [Add Project].  
Repeat as necessary.
18. Click [Submit Enrollment] when finished with youth's enrollment

**REPEAT STEPS 9-18 FOR EACH YOUTH MEMBER IN THE FAMILY. Do not add adults to the family unless they have completed the 4-H Volunteer Screening Process.** \*Parent information is already included in youth records.



## 4-H Enrollment

4HOnline enrollment is ACTIVE: \_\_\_\_\_  
Date

Kansas 4-H Participation Form turned in: \_\_\_\_\_  
Date

### 4HOnline Enrollment Status Definitions

*Incomplete* = I need to finish creating my child's enrollment & click submit when it's complete.

*Pending* = My child's enrollment has been submitted & is waiting to be accepted.

*Active* = My child's enrollment has been accepted!



### Important Reminder

\_\_\_\_\_ is the 2014-2015 Project Deadline. I won't be able to add new 4-H projects to this year's enrollment after this date.  
Date