

After you have contacted your local Extension office and know which club best suites your family, you may begin the online enrollment process. Kansas 4-H has implemented an annual \$15 Kansas 4-H program fee. All youth will be asked to indicate their payment intention. If unsure which selection to use, please contact your local Extension office.

1. Visit https://kansas.4honline.com .	K-STATE Kansas 4-H Youth Development
Firefox and Chrome web browsers work best; Internet Explorer is not	Research and Extension
supported. It is recommended to use a computer, laptop or tablet to	
complete this process.	Welcome to 4-H Online
	Wolcome to 4-11 Online
2. Select "I need to set up a profile."	○ I have a profile
	Ineed to setup a profile
3. Enter the family's county/district of 4-H participation and	I forgot my password Are you in a Military 4-H Club:
desired login information.	
_	County: Select your county ▼
4. Click [Create Login].	Email:
	Confirm Email:
CAUTION	Last Name:
If a duplication message is received, do not continue creating a new	Password: Min. of 8 characters, at least 1 number and 1 capital or non-alpha
family account. Try the "I forgot my password." Contact the <u>local</u>	Confirm Password:
Extension office if this process is unsuccessful.	Role: Family
·	
5. Enter the Family's information.	Family Information
or lines the running of morniadions	Profile Information • Required Fields
TID	• Email: robertsfarm@nomail.com joe@4honline.com
TIP	*Last Name: Roberts
If all family members have the same address, check the "Update	• Mailing Address: 8750 Main Street
member records with the same address" box.	• City: Hill City
	• Primary Phone: 785-171-0875 555-555-1234
6. Click [Continue].	Correspondence Preference: Email
	◆4-H County: Graham County ▼
	Update member records with the same address 📝
7. Add family members who would like to enroll in 4-H: youth	Roberts Family Edit Family Add A New Family Member
and/or adult volunteers.	8750 Main Street Hill City, KS 67642 Add Member
·	785-171-0875 robertsfarm@nomail.com
8. Select the desired Member Type and click Add Member.	Graham County Extension-Karen Shepard County (contact info)
o. Select the desired Welliser Type and ellek Add Welliser.	
9. Enter the Youth or Adult Volunteer's Personal Information.	Youth Personal Information
Information in bold is required. All other information is optional.	Profile Information • Required Fields
·	Email: robertsfarm@nomail.com joe@4honline.com
TIP	First Name: Emma
	Middle Name:
If the youth member or adult volunteer holds a 4-H leadership	• Last Name: Roberts
position such as (club officer, club leader, project leader, Ambassador,	Preferred Name: • Mailing Address: 8750 Main Street
Youth Council member, etc.) be sure to indicate YES	* City: Hill City
"I am a Volunteer."	• State: Kansas 🔻
	• Zip Code: 67642 12345
10. Click [Continue].	• Birth Date: 12/17/2009 ☑ mm/dd/yyyy



11. Read the Additional Information carefully. Mark answers Additional Information and/or sign sections with the necessary electronic signatures. Section 1 - Publicity Release INSTRUCTIONS: A parent or guardian must complete sections 1-3, as their electronic signature is required. Both youth and their parent/guardian must complete section 4. An electronic signature is your typed name and is the legal equivalent of your handwritten signature which will be verified in the approval process. **CAUTION** Sections 1-4 will be locked for the current 4-H Program Year and I authorize K-State Research and Extension and Kansas 4-H Foundation or their assignees to record and photograph my child's image or voice for use in research, educational and promotional programs. I also recognize that thes audio, video and image recordings are the property of K-State Research and Extension and/or the Kansas 4-H cannot be edited after the enrollment has been submitted. Foundation I Agree. I DO NOT Agree. Kansas 4-H Program Fee 12. Kansas 4-H has implemented an annual \$15 Kansas 4-H Kansas 4-H has implemented an annual \$15 Kansas 4-H program fee for Organized 4-H Community Club Me Cloverbuds (youth 4-H age 5-6 as of January 1st of the current 4-H year) and adult volunteers are NOT char program fee. This fee is for youth of Organized 4-H Community Please indicate your payment intention by selecting the appropriate option below. This will assist the state in Clubs and Independent 4-H members, 4-H ages 7-18. Payment Intention: Select an item ... Cloverbuds (4-H ages 5-6) should not pay this fee. 13. All youth will be asked to indicate their payment intention. If I will pay online with a credit/debit card I will pay by mailing a check unsure which selection to choose, please contact the local I am a Cloverbud, there is no fee Extension office. I wish to request a waiver A local sponsor has agreed to pay my fee 14. If the \$15 Kansas 4-H Program Fee is more than you can afford at Waiver Request this time, please provide a brief answer to request a waiver. If the \$15 Kansas 4-H program fee is more than you can afford at this time, please provide a brief answer to r limited to job loss, homelessness, food stamps, free or reduced school lunch, single family income, bankrupto Reasons could include but are not limited to job loss, better understand how to support 4-H families and will not be shared with outside agencies. If a family wishes to request a waiver for all youth in their family, each youth in the family must request a wa homelessness, food stamps, free or reduced school lunch, single family income, bankruptcy or health conditions. This Reason for Waiver request: information will allow us to better understand how to support 4-H families and will not be shared with outside agencies. 15. Click [Continue] when completed with this page. **Health Form** 16. Complete the Health Form. A parent or guardian is responsible for completing this section for their child. Reporting health conditions will not prevent a youth from attending and will be kept confidentia 17. Click [Continue]. Please indicate if any of the following health conditions apply to the participant. Asthma: Auto Immune Disease: Seizures/Convulsions: 18. Select the desired club. 19. Click [Add Club] to add it to the member's "Club List." Select a Club: Select a club ... 20. Click [Continue] when finished. Add Club 21. Select the member's primary club. 22. Select the desired Project. Select a Club: Happy Crickets Select a Project: Rabbits 23. Click [Add Project]. The project will be added to the "Project Years in Project: 1 List." Repeat the process to enroll the member in any additional Add Project projects. 24. Click [Continue] when finished adding projects.



25. If applicable, add Groups that indicate the member's Add a Group commitments to 4-H. It is possible no Groups will exist. Select a Group: Select a group .. Add Group 26. Click [Continue] to proceed to the Invoice. 27. A \$15.00 4-H Program Fee will automatically be generated for Independent 4-H youth and 4-H Club members. (This includes Cloverbuds, youth who requested a waiver and youth who have a local sponsor). This is normal. STATE: KS: FEE: Kansas 4-H Program Fee \$15.00 Total: \$15.00 28. Click [Continue] to proceed to the Payment screen. \$0.00 Paid: (If the total is \$0.00, there will be no Payment screen). \$15.00 29. Families paying the Kansas 4-H Program Fee will have (2) options to remit payment. Cash cannot be accepted. Please read the next steps carefully on how to proceed with a Payment method must be processed successfully prior to 4-H enrollment acceptance. *Kansas 4-H Program fees are payment method. Kansas 4-H Program fees are non-refundable. PAYMENT OPTION #1 - Pay online with a credit/debit card. Pay with an existing card Credit Card No. Select the orange [Add New Credit Card] button. Enter card information. Add Credit Card Save. Add a New Payment Method On Payment screen, click "Pay with an Existing card." Card Number: * (mm/yy) Expiration Date: Card Code: What's this? If the check option is marked by mistake, the online payment will not process successfully. Credit Card No. Pay with an existing card Added on May 02, 2017 xxxx-xxxx-xxxx-9126 James Youngblood Click [Select Payment Method] to continue. Pay using a non-electronic method PAYMENT OPTION #2 - Pay by mailing a personal check. Personal Check - Sent directly to the State Office Select "Personal Check" under Pay using a non-electronic method. Checks should be made payable to: Click [Select Payment Method] to continue. Kansas 4-H Youth Development Write the 4-H youth name(s) in the check memo line or on an 8 additional sheet of paper, enclosed with the check so payment may be applied to the appropriate member(s). 4-H Youth Development 201 Umberger Hall Mail To: 1612 Claflin Rd Payment is due within (7) days of submitting 4-H enrollment. Manhattan, KS 66506 Payment cannot be made at the local Extension office.



CLOVERBUDS must select "Personal Check" under Pay using a non-Pay using a non-electronic method electronic method. The family should <u>not</u> mail payment for these Personal Check - Sent directly to the State Office youth, despite indicating payment by check. SPONSORED YOUTH must select "Personal Check" under Pay using a Pay using a non-electronic method non-electronic method. The family should <u>not</u> mail payment for these Personal Check - Sent directly to the State Office youth, despite indicating payment by check. YOUTH REQUESTING A WAIVER must select "Personal Check" under Pay using a non-electronic method Pay using a non-electronic method. The family should <u>not</u> mail Personal Check - Sent directly to the State Office payment for these youth, despite indicating payment by check. Youth will be notified of waiver acceptance within (10) business days. Submit Enrollment 30. ALL MEMBERS must click [Submit Enrollment] on the Confirm page. The member will become "Active" and receive a Membership ID once Member/Volunteer List the local Extension office approves the member's reenrollment information and the State 4-H office approves family or sponsor Role Membership ID **Enrollment Status** payment/waiver/Cloverbud age. Youth Pendina Once the enrollment has been submitted, it is "pending" approval. To enroll another family member, repeat this process, beginning at Copy parent information from another youth record Select a member name ... Ę step 7 or logout by clicking "logout" in the upper right-hand corner. Member/Volunteer List TIP Role Membership ID **Enrollment Status** If the second member's Parent/Guardian and Emergency contact information is the same, select "Copy parent information from another Youth 865170 Active youth record" at the top of their Profile Information page. I have a profile Keep login information (family email address and password) as this is I need to setup a profile your family's permanent 4-H account. I forgot my password Families are able to login to 4HOnline to update member records and add/drop projects. Check with your local Extension office for project Role: Family deadlines. Login Next year during 4-H re-enrollment, log in to these records to "reactivate" 4-H family members. There is a resource called "4HOnline Reenrollment Guide for Returning Families" that may assist you. 4HOnline Reenrollment Guide for Returning Families elopment welcomes you to another year of convenient online enrollment! Welcome to Kansas 4-H! K·STATE

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. July 2015