



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.

<p>1. Visit https://kansas.4honline.com. Firefox and Chrome web browsers work best; Internet Explorer is not supported. It is recommended to use a computer, laptop or tablet to complete this process.</p>	
<p>2. Select "I need to set up a profile." 3. Enter the family's county/district of <u>4-H participation</u> and desired login information. 4. Click [Create Login].</p> <p>CAUTION If a duplication message is received, do not continue creating a new family account. Try the "I forgot my password." Contact the local Extension office if this process is unsuccessful.</p>	
<p>5. Enter the Family's information.</p> <p>TIP If all family members have the same address, check the "Update member records with the same address" box.</p> <p>6. Click [Continue].</p>	
<p>7. Add family members who would like to enroll in 4-H: youth and/or adult volunteers. 8. Select the desired Member Type and click Add Member.</p>	
<p>9. Enter the Youth or Adult Volunteer's Personal Information. Information in bold is required. All other information is optional.</p> <p>TIP If the youth member or adult volunteer holds a 4-H leadership position such as (club officer, club leader, project leader, Ambassador, Youth Council member, etc.) be sure to indicate YES "I am a Volunteer."</p> <p>10. Click [Continue].</p>	



<p>11. Read the Additional Information carefully. Mark answers and/or sign sections with the necessary electronic signatures.</p> <p>CAUTION Sections 1-4 will be locked for the current 4-H Program Year and cannot be edited after the enrollment has been submitted.</p>	<p>Additional Information</p> <p>Section 1 - Publicly Release</p> <p>INSTRUCTIONS: A parent or guardian must complete sections 1-9. An 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.</p> <p>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 these audio, video and image recordings are the property of K-State Research and Extension and the Kansas 4-H Foundation.</p> <p>I Agree I DO NOT Agree</p>
<p>12. Kansas 4-H has implemented an annual \$15 Kansas 4-H program fee. This fee is for youth of Organized 4-H Community Clubs and Independent 4-H members, 4-H ages 7-18. Cloverbuds (4-H ages 5-6) should not pay this fee.</p> <p>13. All youth will be asked to indicate their payment intention. If unsure which selection to choose, please contact the local Extension office.</p> <p><i>Manion County: A local sponsor has</i></p>	<p>Kansas 4-H Program Fee</p> <p>Kansas 4-H has implemented an annual \$15 Kansas 4-H program fee for Organized 4-H Community Club Members (youth 4-H age 5-6 as of January 1st of the current 4-H year) and adult volunteers are NOT charged. Please indicate your payment intention by selecting the appropriate option below. This will assist the State in:</p> <p>Payment Intention: <input type="text" value="Select an item"/></p> <p><i>select an item...</i></p> <ul style="list-style-type: none"> I will pay online with a credit/debit card I will pay by mailing a check I am a Cloverbud, there is no fee I wish to request a waiver <i>A local sponsor has agreed to pay my fee</i>
<p>14. If the \$15 Kansas 4-H Program Fee is more than you can afford at this time, please provide a brief answer to request a waiver. Reasons could include but are not limited to job loss, homelessness, food stamps, free or reduced school lunch, single family income, bankruptcy or health conditions. This information will allow us to better understand how to support 4-H families and will not be shared with outside agencies.</p> <p>15. Click [Continue] when completed with this page.</p>	<p>Waiver Request</p> <p>If the \$15 Kansas 4-H program fee is more than you can afford at this time, please provide a brief answer to be limited to job loss, homelessness, food stamps, free or reduced school lunch, single family income, bankruptcy, better understand how to support 4-H families and will not be shared with outside agencies.</p> <p>If a family wishes to request a waiver for all youth in their family, each youth in the family must request a waiver.</p> <p>Reason for Waiver request: <input type="text"/></p> <p><i>Manion County: We can issue a scholarship</i></p>
<p>16. Complete the Health Form.</p> <p>17. Click [Continue].</p>	<p>Health Form</p> <p>HEALTH HISTORY</p> <p>A parent or guardian is responsible for completing this section for their child. Requests require signatures and will be kept confidential.</p> <p>Please indicate if any of the following health conditions apply to the participant.</p> <p>Asthma <input type="checkbox"/></p> <p>Auto Immune Disease <input type="checkbox"/></p> <p>Diabetes/Control Diet <input type="checkbox"/></p> <p>Obesity <input type="checkbox"/></p>
<p>18. Select the desired club.</p> <p>19. Click [Add Club] to add it to the member's "Club List."</p> <p>20. Click [Continue] when finished.</p>	<p>Add a Club</p> <p>Select a Club: <input type="text" value="Select a club"/></p> <p>Add Club</p>
<p>21. Select the member's primary club.</p> <p>22. Select the desired Project.</p> <p>23. Click [Add Project]. The project will be added to the "Project List." Repeat the process to enroll the member in any additional projects.</p> <p>24. Click [Continue] when finished adding projects.</p>	<p>Add a Project</p> <p>Select a Club: <input type="text" value="Happy Crickets"/></p> <p>Select a Project: <input type="text" value="Rabbits"/></p> <p>Years to Project: <input type="text" value="1"/></p> <p>Add Project</p>



25. If applicable, add Groups that indicate the member's commitments to 4-H. It is possible no Groups will exist.

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.

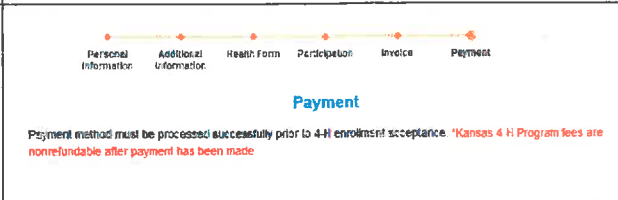
28. Click [Continue] to proceed to the Payment screen. (If the total is \$0.00, there will be no Payment screen).



Invoice Information		Description	
Name	Enrollment		
25 Com Checking	Youth	Enrollment 2015-2017	
Invoice Items		Rate	Amount
STATE JOB FEE Kansas 4-H Program Fee	15.00	1	\$15.00
			Total: \$15.00
			Paid: \$0.00
			Balance: \$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. Kansas 4-H Program fees are non-refundable.



PAYMENT OPTION #1 - Pay online with a credit/debit card.

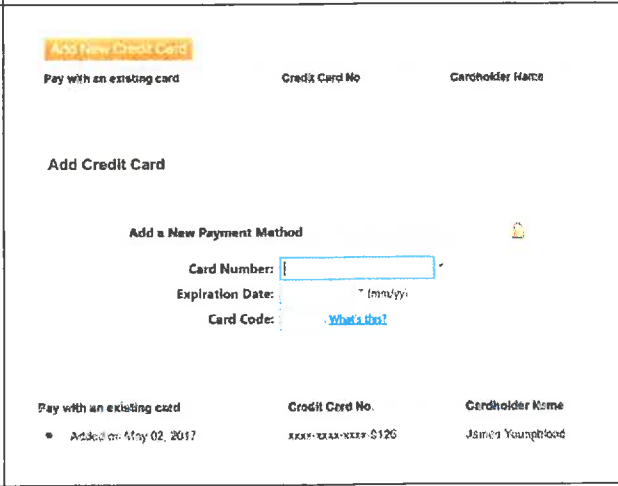
Select the orange [Add New Credit Card] button.

Enter card information.
Save.

On Payment screen, click "Pay with an Existing card."

CAUTION
If the check option is marked by mistake, the online payment will not process successfully.

Click [Select Payment Method] to continue.

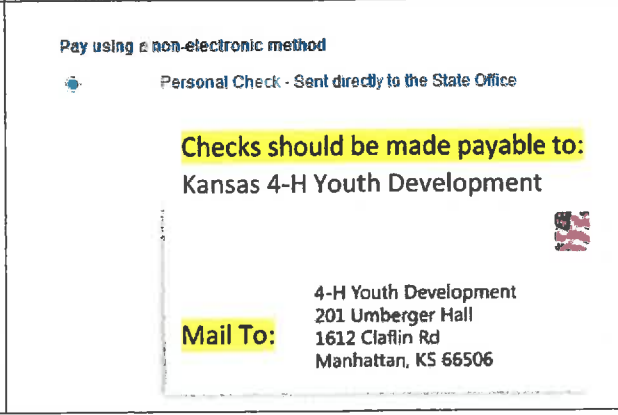


PAYMENT OPTION #2 - Pay by mailing a personal check.

Select "Personal Check" under Pay using a non-electronic method.
Click [Select Payment Method] to continue.

Write the 4-H youth name(s) in the check memo line or on an additional sheet of paper, enclosed with the check so payment may be applied to the appropriate member(s).

Payment is due within (7) days of submitting 4-H enrollment.
Payment cannot be made at the local Extension office.



Marion county: choose Personal check



<p>CLOVERBUDS must select “Personal Check” under Pay using a non-electronic method. The family should <u>not</u> mail payment for these youth, despite indicating payment by check.</p>	<p>Pay using a non-electronic method</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Personal Check - Sent directly to the State Office 												
<p>SPONSORED YOUTH must select “Personal Check” under Pay using a non-electronic method. The family should <u>not</u> mail payment for these youth, despite indicating payment by check.</p>	<p>Pay using a non-electronic method</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Personal Check - Sent directly to the State Office 												
<p>YOUTH REQUESTING A WAIVER must select “Personal Check” under Pay using a non-electronic method. The family should <u>not</u> mail payment for these youth, despite indicating payment by check. Youth will be notified of waiver acceptance within (10) business days.</p>	<p>Pay using a non-electronic method</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Personal Check - Sent directly to the State Office 												
<p>30. ALL MEMBERS must click [Submit Enrollment] on the Confirm page.</p>	<p><input type="button" value="Submit Enrollment"/></p>												
<p>The member will become “Active” and receive a Membership ID once the local Extension office approves the member’s reenrollment information and the State 4-H office approves family or sponsor payment/waiver/Cloverbud age. Once the enrollment has been submitted, it is “pending” approval. To enroll another family member, repeat this process, beginning at step 7 or logout by clicking “logout” in the upper right-hand corner.</p> <p>TIP If the second member’s Parent/Guardian and Emergency contact information is the same, select “Copy parent information from another youth record” at the top of their Profile Information page.</p>	<p>Member/Volunteer List</p> <table border="1"> <thead> <tr> <th>Role</th> <th>Membership ID</th> <th>Enrollment Status</th> </tr> </thead> <tbody> <tr> <td>Youth</td> <td></td> <td>Pending</td> </tr> </tbody> </table> <p>Copy parent information from another youth's record <input type="text" value="Select a member name ..."/></p> <p>Member/Volunteer List</p> <table border="1"> <thead> <tr> <th>Role</th> <th>Membership ID</th> <th>Enrollment Status</th> </tr> </thead> <tbody> <tr> <td>Youth</td> <td>865170</td> <td>Active</td> </tr> </tbody> </table>	Role	Membership ID	Enrollment Status	Youth		Pending	Role	Membership ID	Enrollment Status	Youth	865170	Active
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Role	Membership ID	Enrollment Status											
Youth	865170	Active											
<p>Keep login information (family email address and password) as this is your family’s permanent 4-H account.</p> <p>Families are able to login to 4HOnline to update member records and add/drop projects. Check with your local Extension office for project deadlines.</p>	<p> <input checked="" type="radio"/> I have a profile <input type="radio"/> I need to setup a profile <input type="radio"/> I forgot my password </p> <p>Email: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Role: <input type="text" value="Family"/></p> <p><input type="button" value="Login"/></p>												
<p>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 <u>Returning Families</u>” that may assist you.</p> <p>Welcome to Kansas 4-H!</p>	<p>4HOnline Reenrollment Guide for Returning Families</p> <p>4HOnline welcomes you to another year of convenient online enrollment!</p> <p>ksas.4honline.com</p> <p>It will not work for this system; Firefox and</p> <p> K-STATE</p>												

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