



Kansas 4-H Youth Development welcomes you to another year of convenient online enrollment! 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 have a profile." 3. Enter the email address used to create the family's 4HOnline account. 4. Enter the family's 4HOnline password. 5. Click [Login].</p>																
<p>CAUTION Do not create a new family account. If the password is unknown, select "I forgot my password." 4HOnline will send a temporary password to the email address used to create the family's 4HOnline account. Contact the local Extension office for assistance if this process is unsuccessful.</p>																
<p>6. Click [Continue to Family].</p>																
<p>Tip If the family's mailing address, email address, or primary phone number needs updating, click [Edit Family] to make and save those changes.</p>																
<p>7. To reenroll a youth or adult volunteer for the new 4-H Program Year, click [Edit] next to their name in the Member/Volunteer List. 8. Review the member's existing Personal Information and scroll to the bottom of the page.</p>	<table border="1"> <thead> <tr> <th>Role</th> <th>Membership ID</th> <th>Enrollment Status</th> <th>Last Active Year</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Youth</td> <td>1543962</td> <td>Inactive</td> <td>2015-2016</td> <td>Edit</td> </tr> <tr> <td>Adult</td> <td>1553723</td> <td>Inactive</td> <td>2015-2016</td> <td>Edit</td> </tr> </tbody> </table>	Role	Membership ID	Enrollment Status	Last Active Year	Edit	Youth	1543962	Inactive	2015-2016	Edit	Adult	1553723	Inactive	2015-2016	Edit
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<p>9. Click the [Enroll] button for the new 4-H year.</p> <p>CAUTION The system may ask 17-18 year old youth if they wish to reenroll as an adult or youth. If the member wishes to participate in 4-H projects as a youth, "Reenroll as Youth" must be selected.</p>																
<p>10. Make changes to the member's Personal Information if needed. 11. Click [Continue] at the bottom of the page when finished.</p>																



12. Read the **Additional Information** carefully. Mark answers and/or sign sections with the necessary electronic signatures.
- CAUTION**
Sections 1-4 will be **locked** for the current 4-H Program Year and cannot be edited after the enrollment has been submitted.
13. **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.
 14. All youth will be asked to indicate their payment intention. If unsure which selection to choose, please contact the local Extension office.
Manion county: A local sponsor has
 15. 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.
** Manion county: we can issue a scholarship*
 16. Click [Continue] when completed with this page.
 17. Complete the Health Form.
 18. Click [Continue].
 19. Review the "Club List." Last year's club(s) will already be listed.
 20. [Edit] or Add a Club only if needed. Ensure primary club is correct.
 21. Click [Continue].
 22. Review your "Project List." Last year's projects will already be listed.
 23. [Edit] or Add a Project as needed.
Ensure all desired projects are in the member's "Project List."
 24. Click [Continue].

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 to the legal equivalent of your handwritten signature which will be verified in the approval process.

I authorize K-State Research and Extension and Kansas 4-H Foundation or their employees 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/or the Kansas 4-H Foundation.

Kansas 4-H Program Fee

Kansas 4-H has implemented an annual \$15 Kansas 4-H program fee for Organized 4-H Community Club Members. Cloverbuds (youth 4-H ages 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

Payment Intention:

- 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
- A local sponsor has agreed to pay my fee

Waiver Request

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.

If a family wishes to request a waiver for all youth in their family, each youth in the family must request a waiver.

Reason for Waiver request:

Health Form

HEALTH HISTORY

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 confidential.

Please indicate if any of the following health conditions apply to the participant.

Allergy

Auto Immune Diseases

Seizures/Convulsions

Diabetes

Club List

Primary	Club	Volunteer Type	Edit
<input checked="" type="checkbox"/>	Hoedown	Secretary	<input type="button" value="Edit"/>

Project List

Project	Youth in Project	Volunteer Type	Edit
Clothing Construction	4		<input type="button" value="Edit"/>
Horse	2		<input type="button" value="Edit"/>
Visual Arts	4	Junior Project Leader - Club Based	<input type="button" value="Edit"/>



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

26. Click [Continue].

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).

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 option. 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.



Manion 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> <p><input checked="" type="radio"/> Personal Check - Sent directly to the State Office</p>									
<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> <p><input checked="" type="radio"/> Personal Check - Sent directly to the State Office</p>									
<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> <p><input checked="" type="radio"/> Personal Check - Sent directly to the State Office</p>									
<p>30. ALL MEMBERS must click [Submit Enrollment] on the Confirm page.</p>	<p><input type="button" value="Submit Enrollment"/></p>									
<p>Once reenrollment has been submitted, it is “pending” approval. The member will become “Active” once the local Extension office approves the member’s reenrollment information and State 4-H office approves payment/waiver/Cloverbud age. All members will receive an e-mail from 4HOnline when reenrollment has been accepted.</p>	<table border="1"> <thead> <tr> <th colspan="3">Member/Volunteer List</th> </tr> <tr> <th>Role</th> <th>Membership ID</th> <th>Enrollment Status</th> </tr> </thead> <tbody> <tr> <td>Youth</td> <td>1681869</td> <td>Pending</td> </tr> </tbody> </table>	Member/Volunteer List			Role	Membership ID	Enrollment Status	Youth	1681869	Pending
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<p>To reenroll another family member, repeat this process beginning at step 7 or logout by clicking “Log out” in the upper right-hand corner.</p>	<p><input type="button" value="Logout"/></p>									
<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 and reenrollment deadlines.</p>	<p><input checked="" type="radio"/> I have a profile</p> <p><input type="radio"/> I need to setup a profile</p> <p><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 using this guide.</p> <p>Welcome back 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>nsas.4honline.com</p> <p>Internet Explorer will not work for this system; Firefox and Google Chrome are recommended.</p> <p>profile, address used to create the family's 4HOnline</p>									

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