After you have contacted your local Extension office and visited the club your family will be joining, 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. The Geary County 4-H Foundation will pay this fee for Geary County 4-H members. Please follow the instructions in this document.

   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.

2. Select “I need to set up a profile.”

3. Select Geary County and desired login information.

4. Click [Create Login].

**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.

5. Enter the Family’s information.

   **TIP**
   If all family members have the same address, check the “Update member records with the same address” box.

6. Click [Continue].

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.

9. Enter the Youth or Adult Volunteer’s Personal Information. Information in bold is required. All other information is optional.

   **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.”
10. Click [Continue].

11. 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.

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 4-H ages 7-18. Cloverbuds (4-H ages 5-6) will not pay a fee.

13. All youth will be asked to indicate their payment intention. Geary County 4-H members should choose [A local sponsor has agreed to pay my fee].

14. Since the Geary County 4-H Foundation is paying the fee for Geary County 4-H members, a waiver will not need to be requested.

15. Click [Continue] when completed with this page.

16. Complete the Health Form.

17. Click [Continue].

18. Select the desired club.

19. Click [Add Club] to add it to the member’s “Club List.”

20. Click [Continue] when finished.

21. Select the member’s primary club.

22. Select the desired Project.

23. Click [Add Project]. The project will be added to the “Project List.” Repeat the process to enroll the member in any additional projects.

24. Click [Continue] when finished adding projects.

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).

CLOVERBUDS must select “Personal Check” under Pay using a non-electronic method. The family should not mail payment for these youth, despite indicating payment by check.

SPONSORED YOUTH (ALL 7-18 YEAR OLD GEARY COUNTY 4-H MEMBERS FIT INTO THIS CATEGORY) must select “Personal Check” under Pay using a non-electronic method. The family should not mail payment for these youth, despite indicating payment by check. Do not pay by credit card or send a check for your fee. Kansas 4-H Program fees are non-refundable and you will not be reimbursed.

29. **ALL MEMBERS** must click [Submit Enrollment] on the Confirm page.

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/Cloverbud age. Once the enrollment has been submitted, it is “pending” approval. All members will receive an e-mail from 4HOnline when reenrollment has been accepted. We plan to send a check for the program fee at the beginning of 2020 for everyone who has enrolled by the end of the year. You will not receive your confirmation email until the payment has been processed. To enroll another family member, repeat this process, beginning at step 7 or logout by clicking “logout” in the upper right-hand corner.

**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.

Keep login information (family email address and password) as this is your family’s permanent 4-H account.

Families are able to login to 4HOnline to update member records and add/drop projects. The drop/add deadline for projects is May 1 in Geary County.

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.

Welcome to Kansas 4-H!