




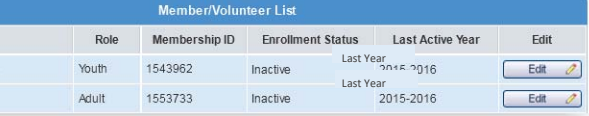
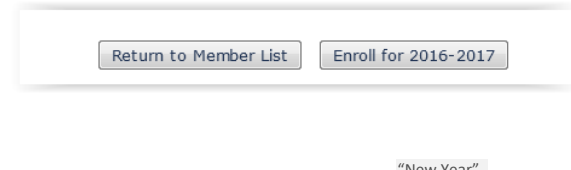


Kansas 4-H Youth Development welcomes you to another year of online enrollment! Kansas 4-H has implemented an annual \$15 Kansas 4-H program fee. All youth will be asked to indicate their payment intention. The Geary County 4-H Foundation will pay this fee for Geary County 4-H members. Please follow the instructions in this document.

<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. Please let the Extension Office know if you make changes to your mailing address, email address, or primary phone number.</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 colspan="6">Member/Volunteer List</th> </tr> <tr> <th></th> <th>Role</th> <th>Membership ID</th> <th>Enrollment Status</th> <th>Last Active Year</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td></td> <td>Youth</td> <td>1543962</td> <td>Inactive</td> <td>Last Year 2015-2016</td> <td>Edit</td> </tr> <tr> <td></td> <td>Adult</td> <td>1553733</td> <td>Inactive</td> <td>Last Year 2015-2016</td> <td>Edit</td> </tr> </tbody> </table>	Member/Volunteer List							Role	Membership ID	Enrollment Status	Last Active Year	Edit		Youth	1543962	Inactive	Last Year 2015-2016	Edit		Adult	1553733	Inactive	Last Year 2015-2016	Edit
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<p>9. Click the [Enroll] button for the new 4-H year. 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 style="text-align: right;">"New Year"</p>																								

- 10. Make changes to the member’s Personal Information if needed.
- 11. Click [Continue] at the bottom of the page when finished.

- 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 4-H ages 7-18. Cloverbuds (4-H ages 5-6) will not pay a fee.
- 14. 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].

- 15. 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.
- 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].

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 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.

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/Cloverbud age. 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 2019 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 reenroll another family member, repeat this process beginning at step 7 or logout by clicking “Log out” in the upper right-hand corner.

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.