4HOnline Enrollment Guide for New Families

After you have contacted the 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 the Extension Office in Howard.**

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.

2. Select "I need to set up a profile."

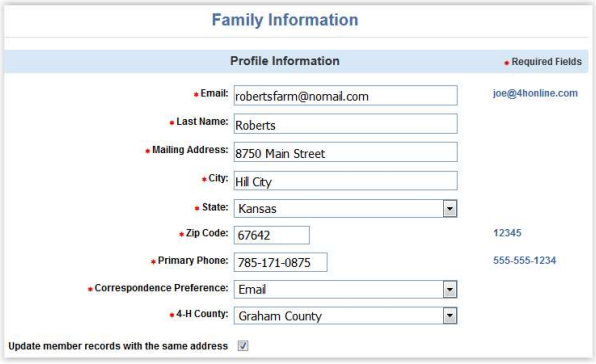
3. Enter the family's county/district of 4-H participation and desired login information. ***Use Rolling Prairie District, Howard***
4. Click [Create Login].

CAUTION
If a duplication message is received, **do not** continue creating a new family account. Try the "I forgot my password." Contact the 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].

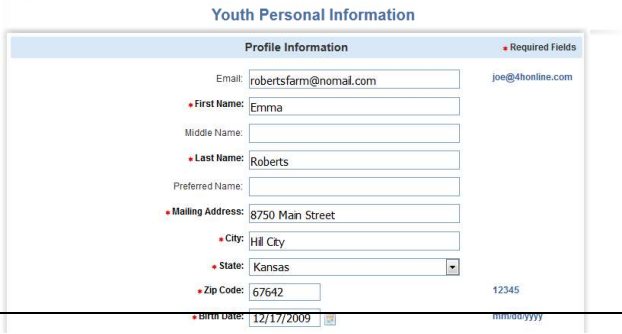


7. Add family members who would like to enroll in 4-H: youth and/or adult volunteers.

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."

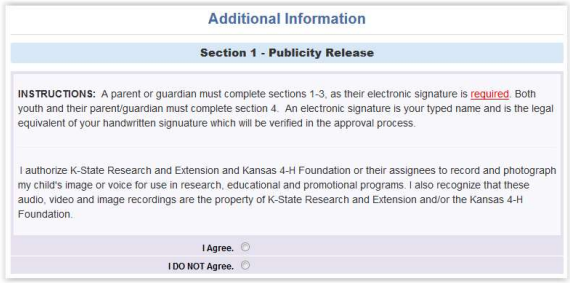


10. Click [Continue].

11. Read the **Additional Information** carefully. Mark answers and/or sign sections with the necessary electronic signatures.

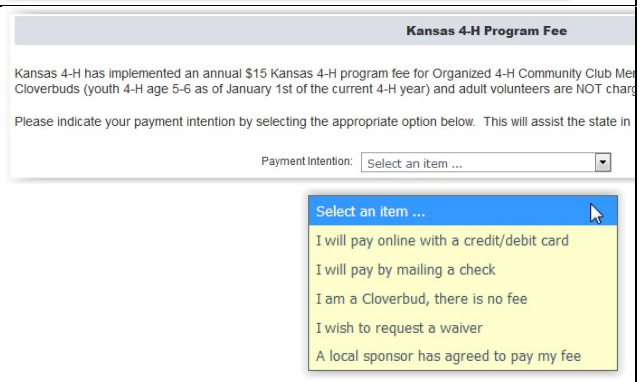
CAUTION

Sections 1-4 will be **locked** for the current 4-H Program Year and cannot be edited after the enrollment has been submitted.

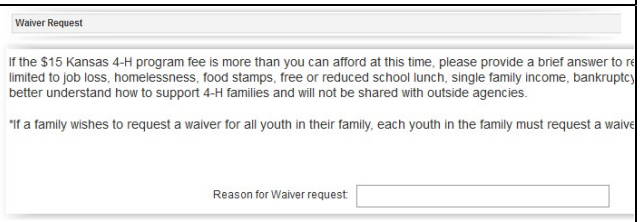


12. **Kansas 4-H has implemented an annual $15 Kansas 4-H program fee**. This fee is for youth of Organized 4-H Community Clubs, ages 7-18. Cloverbuds (4-H ages 5-6) should not pay this fee.

13. All youth will be asked to indicate their payment intention. If unsure which selection to choose, please contact the Extension Office. *Select a local sponsor has agreed to pay my fee if your 4-H Club has agreed to pay your fee.)*



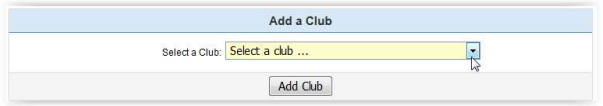
14. If the $15 Kansas 4-H Program Fee is more than you can afford at this time, please provide a brief answer to request a waiver. Reasons could include but are not limited to job loss, homelessness, food stamps, free or reduced school lunch, single family income, bankruptcy or health conditions. This information will allow us to better understand how to support 4-H families and will not be shared with outside agencies.
15. Click [Continue] when completed with this page.



16. Complete the Health Form.

17. Click [Continue].

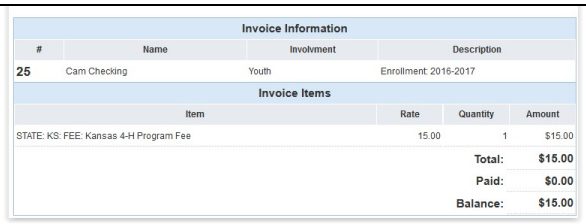
18. Select the desired club.
19. Click [Add Club] to add it to the member's "Club List."
20. Click [Continue] when finished.



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 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 method. Kansas 4-H Program fees are non-refundable.

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

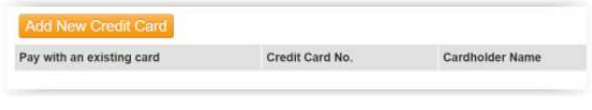
Select the orange [Add New Credit Card] button.

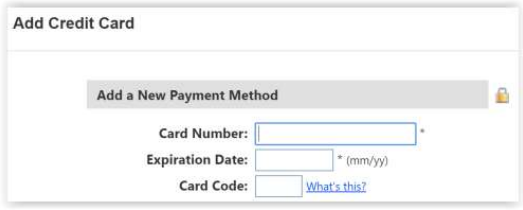
Enter card information.
Save.

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.





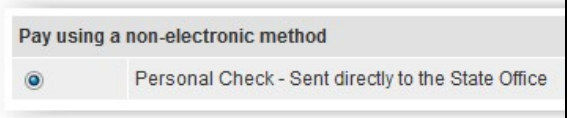
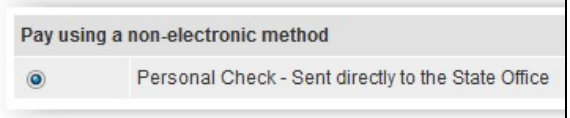
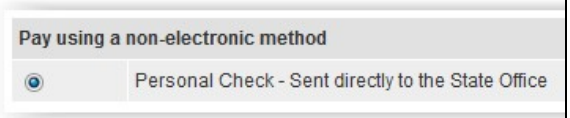
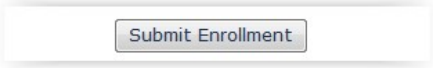
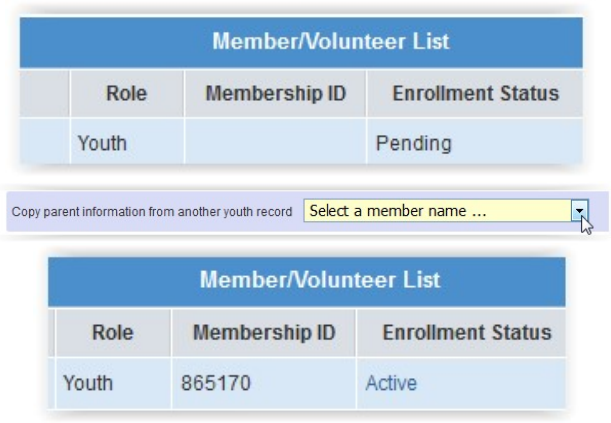
PAYMENT OPTION #2 - Pay by mailing a personal check.

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

Checks should be made payable to:
Kansas 4-H Youth Development

Mail To:
4-H Youth Development
201 Umberger Hall
1612 Claflin Rd
Manhattan, KS 66506

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.	
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 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.**	
YOUTH REQUESTING A WAIVER 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.** Youth will be notified of waiver acceptance within (10) business days.	
30. **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/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. 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. **February 1 is the enrollment deadline to be eligible to exhibit at the county fair. May 1 is the drop/add deadline. Members may drop or add projects up to this date.**	

Elk County 4-H Project List

Projects offered in Elk County

Beef
- Bucket Calf
- Market Beef
- Breeding Beef

Citizenship

Clothing & Textiles
- Clothing Construction
- Buymanship, Boys
- Buymanship, Girls

Cloverbuds (*for 5&6 year olds*)

Communications

Dairy Cattle

Dog Care & Training
- Dog Obedience
- Dog Rally Obedience
- Dog Showmanship

Energy Management
- Electric/Electronics
- Power of the Wind
- Small Engines

Entomology

Environmental Science

Exploring 4-H *(1st year members)*

Family Studies

Fiber Arts
- Crochet
- Knitting
- Needle Arts
- Patchwork & Quilting
- Rug Making
- Spinning
- Weaving
- Ethnic Arts
- Macramé

Foods & Nutrition

Forestry

Geology

Goats, Dairy

Goats, Meat
- Market Meat Goats
- Breeding Meat Goats

Health and Wellness

Home Environment

Horse
- Horse
- Horseless Horse

Leadership

Performing Arts

Pets

Photography

Plant Science
- Horticulture
- Field Crops
- Flowers

Poultry

Rabbits

Reading

Self Determined

Sheep
- Market Lamb
- Breeding Sheep

Shooting Sports
(Certified instructors are used. Members must be at least 8 years old by January 1 of current year to participate.)
- Air Pistol
- Air Rifle
- Archery
- Shotgun

SpaceTech
- Astronomy
- Computers
- Robotics
- Rocketry

Swine
- Market Swine
- Breeding Swine

Visual Arts and Crafts
- General Arts & Crafts
- Ceramics
- Leather Craft
- Drawing
- Painting
- Other

Welding (*will be listed under Self Determined in 4HOnline)*

Wildlife

Woodworking

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