

# Family Enrollment Guide

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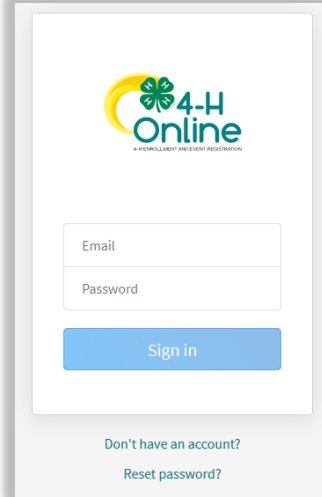
Adult Volunteer Enrollment instructions and other help topics may be found at:

<https://www.kansas4-h.org/resources/4-h-online-family-resources/>

## SECTION 1

### Log in to Your Existing 4-H Online Account

1. If you had an account in 4HOnline, login to the updated 2.0 system at <http://v2.4honline.com>.
2. Enter your email address and password.
3. Click [Sign In].
4. Continue to Youth Member and Cloverbud Enrollment on Page 6 (Section 4) to enroll youth members or Page 4 (Section 3) to Add a New Member to the Family.

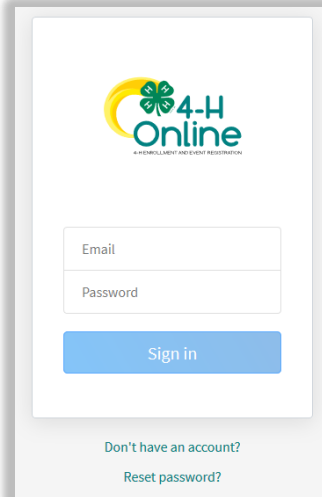


**TIPS:** If you have forgotten your password, click “Reset Password?” to receive an email with a link to set a new password. If you cannot access the email address used with your 4-H Online account, contact your [local Extension office](#) for assistance.

## SECTION 2

### Create a 4-H Online Account

1. If you or your family have never used 4-H Online, begin by creating an account.
2. Go to <http://v2.4honline.com>.
3. Click “Don’t have an account?”
4. Select Kansas from the drop-down menu.



**SECTION 2** *continued*

5. Select Kansas 4-H Youth Development as your Institution.
6. Choose your 4-H county or Tribal Nation.
7. Complete the information.
8. Create a password.

**TIPS:**

- If you are KSRE staff, do not use your KSU email address.
- Family Name should be the last name of an adult receiving mail at this address.
- Keep this email address and password in your records. It is your 4-H Online login for enrolling each year and for registering for some 4-H events.
- You will receive 4-H confirmation emails at this email address.

9. Click [Create Account].
10. Enter your Family’s address information.
11. Click [Verify].

**Create Your Account**  
 Kansas 4-H Youth Development

County *required*

Email *required*

Confirm Email *required*

Family Name *required*

Mobile Phone Number *required*   
Format ###-###-####

Password *required*

Confirm Password *required*

**Verify Your Address**

Address

Address 2

City

State

Postal Code

Country

**Note:** The verification process may require you to select an appropriate USPS format.

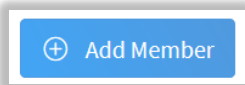
**Note:** If an existing account is found, click the Confirm button and continue to Log in with an Existing 4-H Online Account on the previous page in Section 1. Do not create a new account.

## SECTION 3

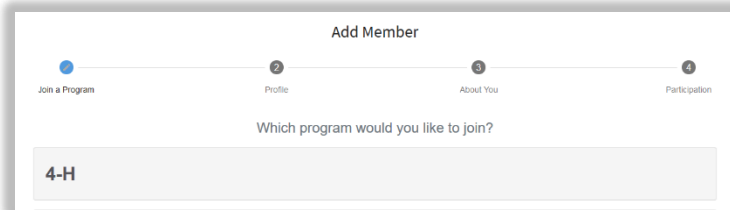
### Add a New Member to the Family

**Note:** A parent does not need their own member record unless they plan to register themselves for an event or wish to complete the screening process to become a Kansas 4-H Volunteer.

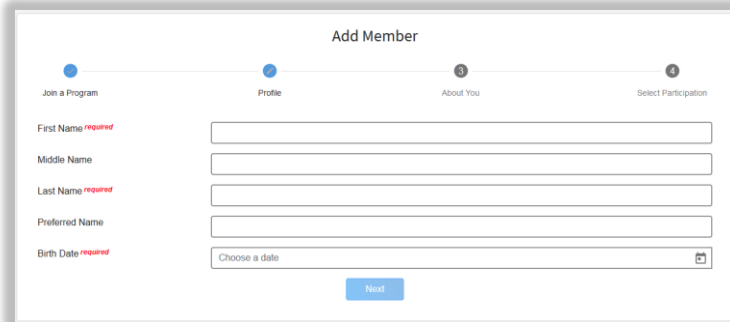
1. If the member doesn't have a member record yet, click the [Add Member] button, then click the **4-H** button when asked "Which program would you like to join?"



2. Click [Next].
3. Enter the member's information.

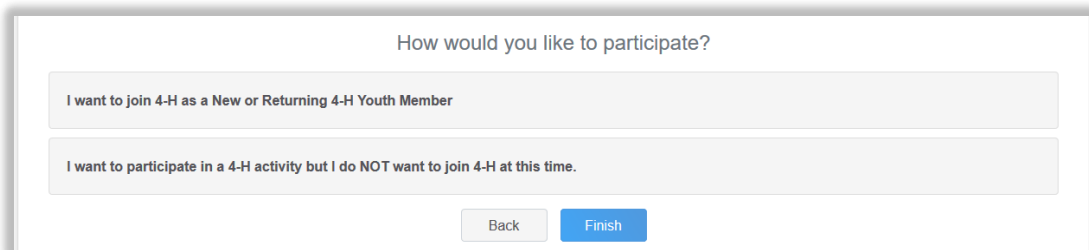

 A screenshot of the "Add Member" form. At the top, a progress bar shows four steps: 1. Join a Program, 2. Profile, 3. About You, and 4. Participation. Step 2 is active. Below the progress bar, the text "Which program would you like to join?" is displayed. A dropdown menu is open, showing "4-H" as the selected option.

4. Click [Next].
5. Complete the "About You" form with the requested information.


 A screenshot of the "Add Member" form. The progress bar shows step 3, "About You", as active. Below the progress bar, there are several input fields: "First Name *required*", "Middle Name", "Last Name *required*", "Preferred Name", and "Birth Date *required*" with a date picker icon. A blue "Next" button is located at the bottom right of the form.

6. Click [Next].
7. Select one participation method for the new member:

- Youth Member  
 "I want to join 4-H as a New/Returning 4-H Youth Member."
- Youth Event Participant (for event registration only)  
 "I want to participate in a 4-H activity but I do NOT want to join 4-H at this time."


 A screenshot of the "How would you like to participate?" screen. It features two radio button options: "I want to join 4-H as a New or Returning 4-H Youth Member" and "I want to participate in a 4-H activity but I do NOT want to join 4-H at this time." At the bottom, there are "Back" and "Finish" buttons.

**SECTION 3** *continued*

- Adult Volunteer  
 “I want to join 4-H as a New/Returning 4-H Adult Volunteer.”
- Adult Event Participant (for event registration only)  
 “I want to participate in 4-H but NOT as a 4-H Adult Volunteer at this time.”

How would you like to participate?

I want to join 4-H as a New or Returning 4-H Adult Volunteer

I want to participate in 4-H but NOT as a 4-H Adult Volunteer at this time.

Back
Finish

8. Click [Finish].

**Note:** If you have selected that you want to participate (not join), the member account is now complete. This member may register for events in 4-H Online.

Member	Programs
<p>Tess Chandler Mar 8, 2008</p> <div style="text-align: right; margin-top: 10px;"> <span style="background-color: #0070c0; color: white; padding: 5px 15px; border-radius: 3px;">View</span> </div>	<p><b>4-H</b> Enroll Now</p> <hr/> <p><a href="#" style="color: #0070c0; text-decoration: none;">⊕ Join a Program</a></p>

**Note:** If the member would also like to enroll as a 4-H Youth Member to join a club or to participate in 4-H projects, they must click “Enroll Now” from the Family’s “Member List” and continue to 4-H enrollment. Instructions for Youth and Cloverbud Enrollment are on the next page, in Section 4.

**Note:** Adult Volunteer Enrollment Guides are a separate resource and can be found at <https://www.kansas4-h.org/resources/4-h-online-family-resources/index.html>. To continue with youth enrollment, please continue on the next page.

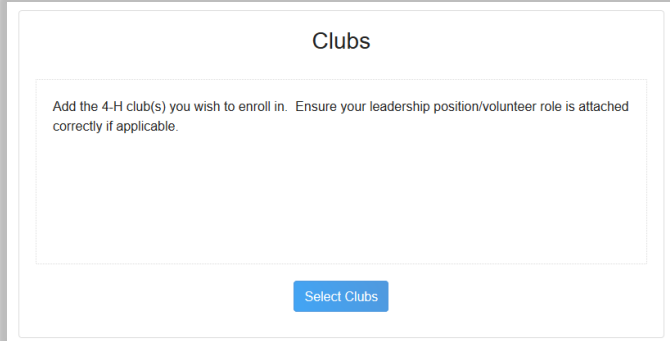
## SECTION 4

### Youth and Cloverbud Member Enrollment

If the youth is returning to 4-H, their member record will be listed on the family “Member List.” Click “Enroll Now” under 4-H to reenroll for a new 4-H Program Year.

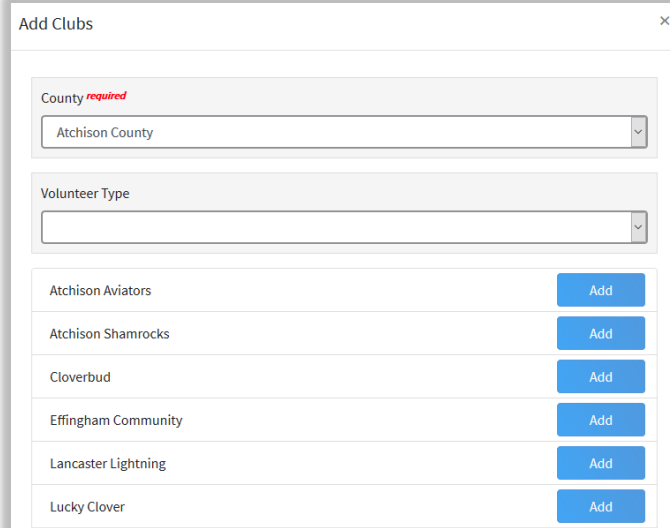
If the youth is a new member and their name is not yet listed, follow the instructions on Page 4 (Section 3) for Add a New Member to the Family, then continue to Step 1 below.

1. Select the youth’s Grade and click [Next].
2. Confirm that you would like to Enroll.
3. Click [Select Clubs].
4. Click [Add] next to the Club(s) the youth would like to join.



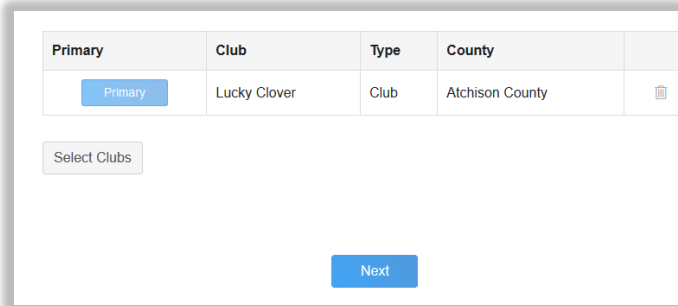
**Note:** The youth’s current club officer positions may be added during Club addition using the Volunteer Type drop-down box.

5. If you have enrolled in more than one club, be sure the Primary club is marked correctly. If not, click the Change to Primary button to mark a different Club as your Primary Club.



**SECTION 4** *continued*

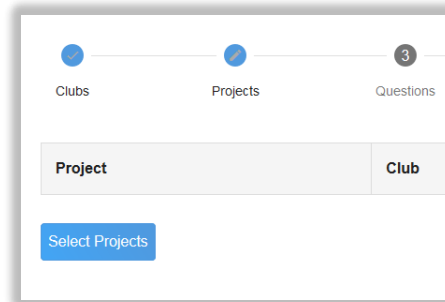
**Note:** If needing to remove a Club from your list, click the trash can icon next to the Club.



6. Once all of your Clubs are added, click [Next].

7. Click [Select Projects].

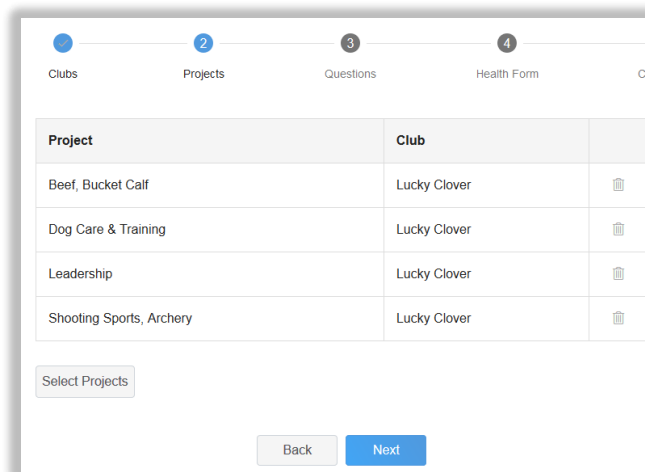
**Note:** 4-H age 5 and 6-year-olds will only have the ability to select the “Cloverbud Participant” project.



8. Select the Club your projects should be associated with.

**Note:** If the youth has changed clubs, their projects must be attached to their current club.

9. Click the [Add] button next to the project(s) you want to add to your enrollment.



10. If needing to remove a Project from your list, click the trash can icon next to the Project.

11. Once all of your Projects are added, click [Next].

12. You will arrive to the youth’s partially completed Questions Page.

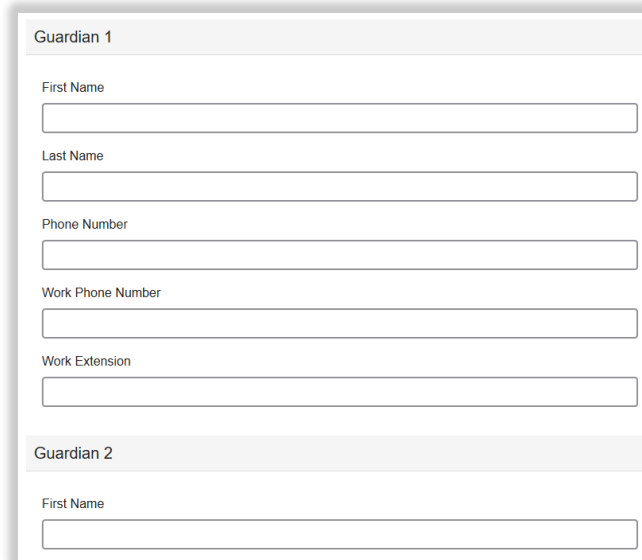
**SECTION 4** *continued*

13. Scroll down to the Guardian area.

14. Enter parent/guardian information.

15. Complete the School section.

16. Complete the Military section.



Guardian 1

First Name

Last Name

Phone Number

Work Phone Number

Work Extension

Guardian 2

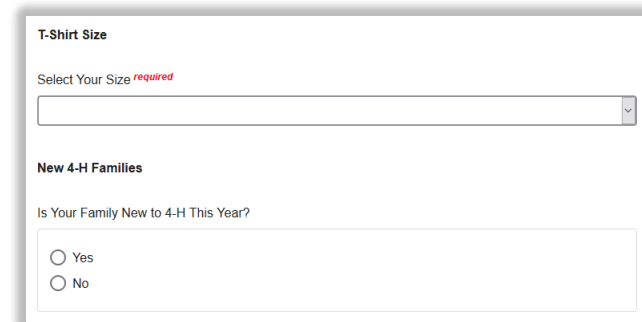
First Name

17. Complete the Other Questions.

18. Click [Next].

19. Complete the Health Form for the youth.

20. Click [Next] when you are done.



T-Shirt Size

Select Your Size *required*

New 4-H Families

Is Your Family New to 4-H This Year?

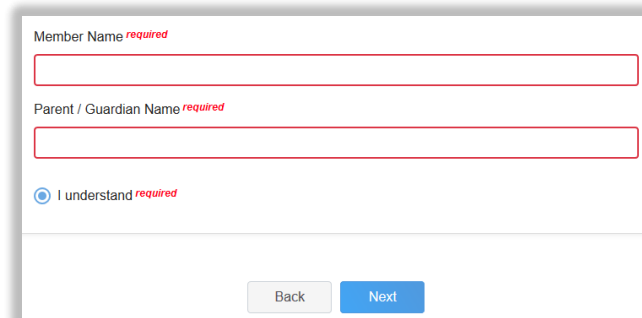
Yes

No

21. Click [Show Consents] to view the Evaluation Release, Kansas 4-H Code of Conduct, and Publicity Release.

22. Complete the Consents page.

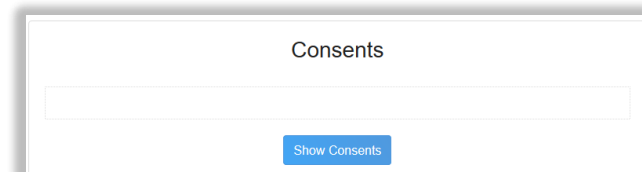
23. Click [Next] when finished.



Member Name *required*

Parent / Guardian Name *required*

I understand *required*



Consents

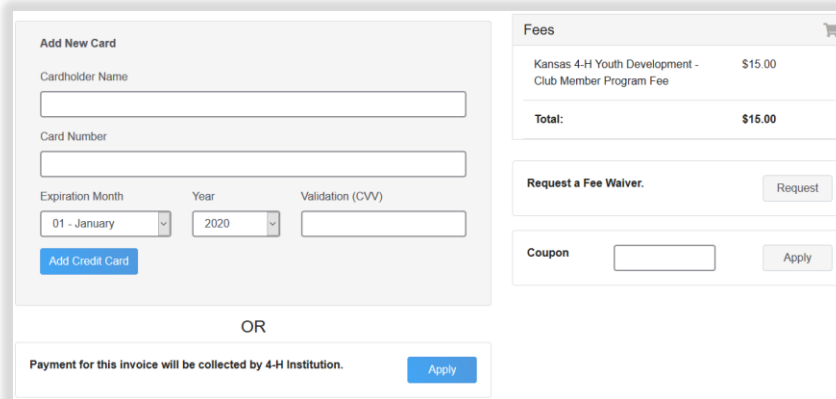


## SECTION 4 *continued*

24. If no fees are due, such as for 5-6-year-olds, click [Next] and then click [Submit].

25. If fees are due, complete the process to pay using one of the available payment methods:

- Pay online
- Mail a check
- Request a Waiver
- Use a Coupon Code if a donor is sponsoring your fee



## Payment Types and Instructions

### To pay online with a credit card

1. Click [Add Credit Card].
2. This card will be available for you to select for additional members in your family.
3. Complete the Payment Terms.
4. Click [Next].
5. Review the enrollment information.
6. Once you have verified clubs and projects are listed correctly, click [Submit].
7. When your local Extension office approves the enrollment, your credit/debit card will process. If payment is successful, the member will become active. Should the transaction be declined, you will receive an email notification so you may try using a different card or change your payment method.

### To pay by mailing with a personal check

1. Click the [Apply] button to select Payment for this Invoice will be collected by 4-H.
2. Click [Confirm].
3. Check payment is due to the State 4-H Office within 10 days.
4. Take note of check payment instructions:



## SECTION 4 *continued*

Make check payable to: Kansas 4-H Youth Development  
Please include youth name(s) on check memo line

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

5. Complete the Payment Terms.
6. Click [Next].
7. Review the enrollment information.
8. Once you have verified clubs and projects are listed correctly, click [Submit].
9. After check payment is received, the enrollment will be approved within (10) business days.

### To pay by requesting a waiver

1. Click the [Request] button to select Request a Fee Waiver.
2. Please allow (10) business days for the State 4-H Office to review your request.
3. A second form of payment must be pre-selected in case of waiver denial. It is recommended to select the check payment option:  
Click the [Apply] button to select Payment for this Invoice will be collected by 4-H.  
**Do not mail a check payment at this time.**
4. Click [Next].
5. Review the enrollment information.
6. Once you have verified clubs and projects are listed correctly, click [Submit].
7. The enrollment will be approved within (10) business days of waiver request.

### To pay with a coupon code

1. Enter the coupon code given to you by your sponsor.
2. Click the [Apply] button.
  - If the code is successful, the member's program fee will be immediately reduced.
  - If the code is not successful, the fee won't be discounted. If this occurs, please contact your sponsor to ensure the coupon code is valid. You may alternatively choose to pay with another form of payment if desired.
3. Click [Next].
4. Review the enrollment information.
5. Once you have verified clubs and projects are listed correctly, click [Submit].
6. The enrollment will be approved once your local Extension office approves your enrollment.

## SECTION 5

### After Member Enrollment Submission

**Notes:** You will receive an email soon after enrollment submission.

Member	Programs
Buddy Smith Dec 19, 2004 <a data-bbox="889 604 992 646" href="#">View</a>	<a data-bbox="1036 569 1068 590" href="#"><u>4-H</u></a> ClubMember - Awaiting Review Enrollment Submitted <hr/> <a data-bbox="1036 678 1187 699" href="#">+ Join a Program</a>

**TIPS:**

- Enrollment status for all family members may be viewed at any time by logging in to 4-H Online and viewing the “Member List.”
- Once a payment method has been received, the enrollment is eligible for approval.
- When an enrollment has been approved, you will receive an email notification.