After you have contacted your local Extension office and know which club best suits 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 your local Extension office.

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.

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.** At Payment Intention, click the drop-down and choose “A LOCAL SPONSOR HAS AGREED TO PAY MY FEE”

13. Complete the Health Form.

14. Click [Continue].

15. Select the desired club.
16. Click [Add Club] to add it to the member’s “Club List.”
17. Click [Continue] when finished.

18. Select the member’s primary club.
19. Select the desired Project.
20. Click [Add Project]. The project will be added to the “Project List.” Repeat the process to enroll the member in any additional projects.
21. Click [Continue] when finished adding projects.

22. If applicable, add Groups that indicate the member’s commitments to 4-H such as interest in SPIN clubs, Leadership SQUAD, horticulture or livestock judging, etc.

23. Click [Continue] to proceed to the Invoice.
24. A $15.00 4-H Program Fee will automatically be generated for Independent 4-H youth and 4-H Club members, but will show as paid with a $0.00 balance being paid by check due to sponsorship by the Dickinson County 4-H Foundation.

**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.

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. Check with your local Extension office for project deadlines.

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!