

# Family Enrollment Guide

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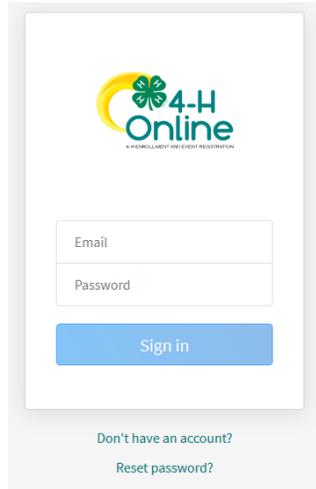
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## SECTION 1

### 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>.

**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.

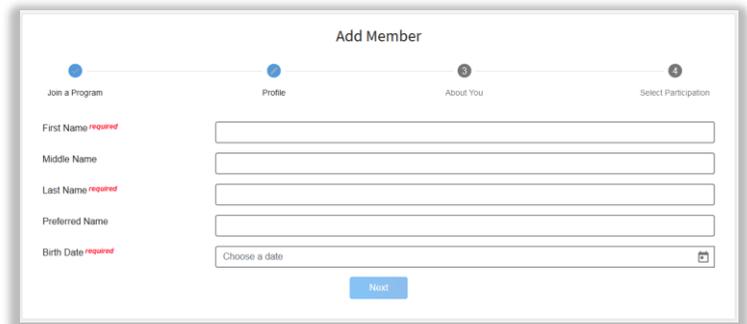
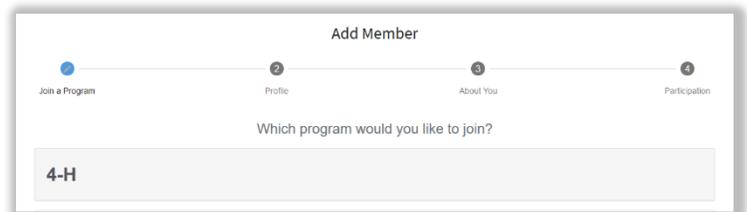
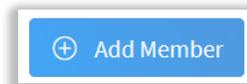


## SECTION 2

### 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?” Click [Next].
2. Enter the member's information. Click [Next].
3. Complete the “About You” form with the requested information. Click [Next].
4. Select participation method for the new member: “I want to join 4-H as a New/Returning 4-H Youth Member.” or “I want to join 4-H as a New/Returning 4-H Adult Volunteer.”



## SECTION 3

### Youth 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 to 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.
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.
6. Once all of your Clubs are added, click [Next].
7. Click [Select Projects].
8. Select the Club your projects should be associated with
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.

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

**Clubs**

Add the 4-H club(s) you wish to enroll in. Ensure your leadership position/volunteer role is attached correctly if applicable.

[Select Clubs](#)

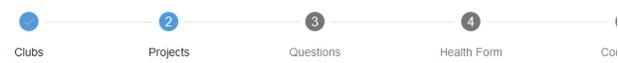
Add Clubs ✕

County *required*

Atchison County

Volunteer Type

Atchison Aviators	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px; border-radius: 3px;">Add</a>
Atchison Shamrocks	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px; border-radius: 3px;">Add</a>
Cloverbud	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px; border-radius: 3px;">Add</a>
Effingham Community	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px; border-radius: 3px;">Add</a>
Lancaster Lightning	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px; border-radius: 3px;">Add</a>
Lucky Clover	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px; border-radius: 3px;">Add</a>



Project	Club	
Beef, Bucket Calf	Lucky Clover	
Dog Care & Training	Lucky Clover	
Leadership	Lucky Clover	
Shooting Sports, Archery	Lucky Clover	

[Select Projects](#)

[Back](#)    
 [Next](#)

**SECTION 3** *continued*

13. Scroll down to the Guardian area.
14. Enter parent/guardian information.
15. Complete the School section.
16. Complete the Military section.
17. Complete the Other Questions.
18. Complete the Health Form for the youth.
19. Click [Show Consents] to view the Evaluation Release, Kansas 4-H Code of Conduct, and Publicity Release and complete consents page.

Guardian 1

First Name

Last Name

Phone Number

Work Phone Number

Work Extension

Guardian 2

First Name

Member Name *required*

Parent / Guardian Name *required*

I understand *required*

Consents

**Payment Types and Instructions**

**ALL WILDCAT DISTRICT 4-H MEMBERSHIP FEES WILL BE PAID BY THE WILDCAT DISTRICT EDUCATION FOUNDATION FOR THE 2020-2021 4-H PROGRAM YEAR. PLEASE FOLLOW THE DIRECTIONS BELOW WHEN SELECTING YOUR PAYMENT METHOD.**

Complete the process to pay using the Pay By Check payment method as outlined below:

1. Click the [Apply] button to select Payment for this Invoice will be collected by 4-H institution.
2. Click [Confirm].
3. The Wildcat District Education Foundation will pay for each 4-H Member's dues. Do not mail a personal check.
4. Complete the Payment Terms.
5. Click [Next].
6. Review the enrollment information.
7. Once you have verified clubs and projects are listed correctly, click [Submit].
8. Your enrollment is now complete and will be approved shortly.

Add New Card

Cardholder Name

Card Number

Expiration Month  Year  Validation (CVV)

Fees	
Kansas 4-H Youth Development - Club Member Program Fee	\$15.00
<b>Total:</b>	<b>\$15.00</b>
<input type="button" value="Request a Fee Waiver."/> <input type="button" value="Request"/>	
Coupon	<input type="text"/> <input type="button" value="Apply"/>

OR

Payment for this invoice will be collected by 4-H Institution.