Step 3: Edit Club Information

Last year’s club information will exist, but is editable.

1. Remove or add club memberships as needed.

Volunteer types (club officer positions) can also be edited and updated.

2. Click [Continue].

Step 4: Edit Project Information

1. Remove or add projects as needed.

Volunteer types (junior project leader positions) can also be edited and updated.

2. Click [Continue].

Step 5: Add Groups & Submit

1. Add Groups that indicate the youth’s commitment to 4-H this year if applicable.

When the youth’s online enrollment has been completed, click [Submit Enrollment].

Repeat Steps 2 through 5 for each member in the family you wish to reenroll.
Welcome Back to 4HOnline!
Kansas 4-H welcomes you to another year of convenient online enrollment!

When Can I Reenroll Online?
KS4HOnline opens October 1st for online enrollment and reenrollment; families may enter the system on or after this date to enroll or reenroll for the new 4-H year.

Who Is Responsible for Reenrollment?
Both parent/guardian and their child are responsible for completing 4-H reenrollment online for youth members.

Questions?
Contact your local Extension office for assistance.

Step 1: Log in to 4HOnline
1. Visit https://ks.4honline.com
2. Login to your family’s existing profile.

Step 2: Complete Forms
Edit family information any time by clicking [Edit Family]. This includes changing the login email or password.

1. Click [Edit] next to the existing member you wish to reenroll.

Don’t create a new family account.

If you forgot your password, complete the “I forgot my password” process and a temporary password will be emailed to you. Check the junk folders if needed.

2. Review the member’s Personal Information and click [Enroll for 2015-2016].
3. Make changes to the member’s Personal Information page if needed.
*If the youth is a club officer or project leader, indicate “Yes” for Volunteer. If not, mark “No.”
4. Click [Continue].

Both youth and their parent or guardian must be present to complete a youth’s Additional Information page. Digital signatures are required and are the legal equivalent of manual signatures.

5. Click [Continue] when completed.

A parent or guardian is responsible for completing the youth’s Health Form page next.

6. Click [Continue] when finished.