

Kansas 4-H Youth Development welcomes you to another year of enrollment! All Volunteers are asked to create a 4HOnline profile as part of the volunteer application process. As a potential 4-H volunteer you should be in contact with your local Extension office throughout this process.

1.	Visit <u>https://kansas.4honline.com</u> . 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.	Kansas 4-H Youth Development Research and Extension Welcome to 4-H Online
2.	Select "I have a profile." Or "I need to setup a Profile"	I have a profile
3.	Enter the email address used to create the family's 4HOnline	Ineed to setup a profile     Iforgot my password
	account.	Email: robertsfarm@nomail.com
4.	Enter the family's 4HOnline password.	Password:
5.	Click [Login].	Role: Famiy
CAUTION		I have a profile
<b>Do not</b> create a new family account to become a volunteer.		I need to setup a profile
If the password is unknown, select "I forgot my password." 4HOnline		Email: robertsfarm@nomail.com
will send a temporary password to the email address used to create the		Role: Family 💌
family's 4HOnline account. Contact the local Extension office for		Send My Password
assis	tance if this process is unsuccessful.	
6.	Click [Continue to Family].	Ny Meetings Announcements & Newsletters Continue to Family O
Tip		Roberts Family Edit Family Add A New Family Member
If the family's mailing address, email address, or primary phone number		Hall Chr. KS 67842 Add Member 785-171-0075
need	Is updating, click [Edit Family] to make and save those changes.	robersstaringBoinnaiLcom Training County (County (contact info)
7.	To reenroll an adult volunteer for the new 4-H Program Year, click	Mawkae@/aluutaarlist
	[Edit] next to their name in the Member/Volunteer List.	Role         Membership ID         Enrollment Status         Last Active Year         Edit
		Youth 1543962 Inactive 2015-2016
8.	Review the member's existing Personal Information and scroll to the bottom of the page	Aduit 1553733 Inactive 2015-2016 Edit 🥒
9.	Click the [Enroll] button for the new 4-H year.	
		Return to Member List Enroll for 2016-2017
10.	Make changes to the member's Personal Information if needed.	Profile Information • Required Fields
		Email: robertsfarm@normail.com joe@4honline.com
		First Name:     Emma Middle Name
		Last Name:     Roberts



11. Make sure to mark "Yes" in the Volunteer Section.	Volunteer Select "Yes" If you serve in a leadership capacity in 4-H.
12. Click [Continue] at the bottom of the page when finished.	Examples for youth: Junior Leader, Club Officer, etc. Examples for adult: Chaperone, Community Club Leader, Project Leader, etc. Are you a Volunteer?: No: () Yes: e
13. Read the Additional Information carefully. Mark answers and/or	Section 1 - Publicity Release
sign sections with the necessary electronic signatures.	INSTRUCTIONS: A parent or guardian must complete sections 1-3, as their electronic signature is <u>required</u> . Both youth and their parent/guardian must complete section 4. An electronic signature is your typed name and is the legal equivalent of your handwritten signuature which will be verified in the approval process.
CAUTION	Lauthorize K-State Research and Extension and Kansas 4-H Foundation or their assignees to record and photograph
Sections Release sections will be <b>locked</b> for the current 4-H Program Year and cannot be edited after the enrollment has been submitted.	my child's image or voice for use in research, educational and promotional programs. I also recognize that these audio, video and image recordings are the property of K-State Research and Extension and/or the Kansas 4-H Foundation.
14. After year one, 4-H Volunteers are asked to take part in continuing	KANSAS 4-H VOLUNTEERS - CONTINUING EDUCATION
education. This section connects you to a webpage with online	Continuing Education is for returning Kansas 4-H Volunteers (year one volunteers will only complete orientation).
education options or you may take part in a local in-person	After submitting your volunteer reenroliment here, the second step of Kansas 4-H Volunteer annual renewal is to watch one continuing education webinar or participate in an in-person training. Webinars are available HERE outside of the Honolane contents.
experience.	Once you have watched a webinar or completed an in-person training, please return to 4HOnline and record the continuing education details. Once submitted, it will become a permanant part of your 4HOnline record.
15 Kansas $A_{\rm H}$ volunteer application & renewal is integrated into the	KANSAS 4-H VOLUNTEER APPLICATION & RENEWAL
4HOnline system. Once the information is entered into the system	Reenrolling as an adult volunteer in 4HOnline is a yearly requirement to renew volunteer status and will take the place of
it will remain in your profile and will only need to be reviewed and	completing a volunteer renewal form. There is NO additional paper application or enrollment for a new or returning volunteer because both are done here in 4HOnline.
updated each year of renewal.	After these fields are completed, it will remain in your volunteer record indefinitely. Please review and update each year when reenrolling.
	If you are applying for the first time, contact your local Extension office to receive information regarding completing a Criminal Background Check after completing 4HOnline enrollment as a potential Kansas 4-H Volunteer.
If you miss a required filed the system will give you a validation	
error notice and highlight the needed areas.	
	Health Form
16. Complete the Health Form.	HEALTH HISTORY
	A parter of guardian is responsible for completing this section for their Child, Hapvenry means somailors we not preter a your norm attending and will be tept confidential.
17. Click [Continue].	Please indicate if any of the following health conditions apply to the participant.
	Auto Immune Disease:
	Diables
18. Review the "Club List." Last year's club(s) will already be listed.	Clubs Projects Groups
19. [Edit] or Add a Club only if needed. Ensure primary club is correct.	Youth members and adult volunteers may indicate their leadership and/or volunteer roles. Examples include: club officers and club leaders.
20. Select a Volunteer Type	Add a Club
21. Click [Continue].	Select a Club. Select a club
	Select a Volunteer Type: Select a volunteer type •
	Ctub List [New Look]
	Primary         Club         Volunteer Type         Edit <ul> <li>Wrldcat</li> <li>Club Leader - Club</li> <li>Edit</li> </ul>
	<< Previous Continue >>



<ul> <li>22. Review your "Project List." Last year's projects will already be listed.</li> <li>23. [Edit] or Add a Project as needed. Ensure all desired projects are in the member's "Project List."</li> <li>24. Select a volunteer type</li> <li>25. Click [Continue].</li> </ul>	Chubs         Projects         Groups           Important: Ensure all desired projects appear in your Project List before continuing. Check with your local Extension office for project addidrop deadlines           Add a Project           Select a Club         Wildcat           Select a Club         Wildcat           Vears in Project         Important: Ensure all desired project addidrop deadlines           Select a Volunteer Type         Select a volunteer type           Vears in Project         Important           Add Project         Project List           Vidcat         Project Vears in Project           Vidcat         Geology           Select a Geology         5           Project Leader - Otub Based         Edit           Widcat         Photography           Continue >>         Continue >>
<ul><li>26. If applicable, add Groups that indicate this year's commitments to</li><li>4-H. It is possible that no Groups will exist.</li></ul>	Add a Group Select a Group: Select a group  Select a Volumeer Type: Add Group
27. Click [Continue].	Group List         [New Look]           Group         Volunteer Type         Edit           <<
28. A \$0.00 will show in the Balance area.	Invoice Information # Name Involvment Description C2740 Object Public
29. Click [Continue] to proceed to the Payment screen. (If the total is \$0.00, there will be no Payment screen).	Invoice items         Rate         Quantity         Amount           Item         Rate         Quantity         Amount           Item         Rate         S0.00         Paid:         \$0.00           Balance:         \$0.00         \$0.00         \$0.00         \$0.00
Everyone must click [Submit Enrollment] on the Confirm page.	Submit Enrollment
Once enrollment has been submitted, it is "pending" approval. The volunteer will become "Active" once the local Extension office approves the volunteers enrollment information after the entire volunteer screening process is completed. Volunteers will receive an e- mail from 4HOnline when enrollment has been accepted.	VYearsMember #CountyStatusV270Riley CountyPending
Keep login information (email address and password) as this is your permanent 4-H account.	I have a profile      Ineed to setup a profile      Iforgot my password  Email:  Password:
and add/drop projects. Check with your local Extension office for project and reenrollment deadlines.	Role: Family
Next year during 4-H re-enrollment, log in to these records to "reactivate" 4-H volunteers using this guide. Welcome back to Kansas 4-H!	K-STATE Research and Extension HONIne Enrollment Guide for Volunteers