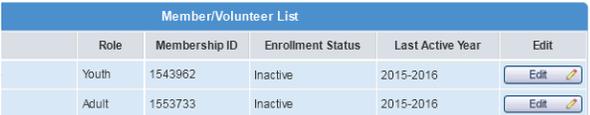
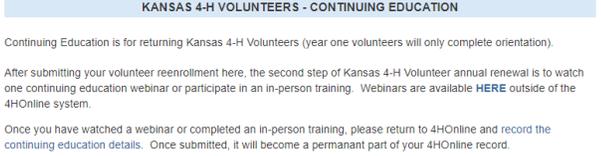
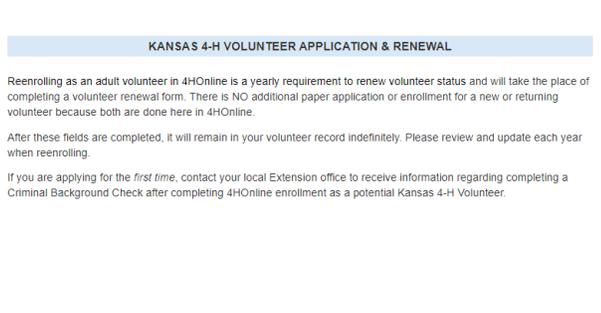
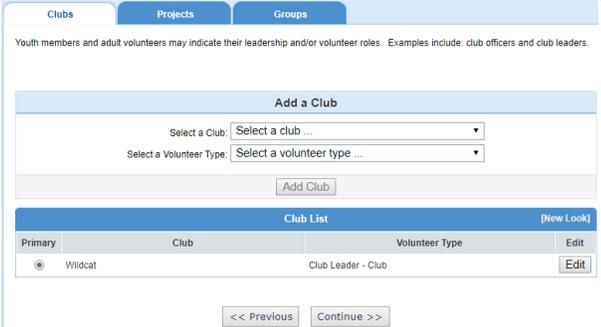
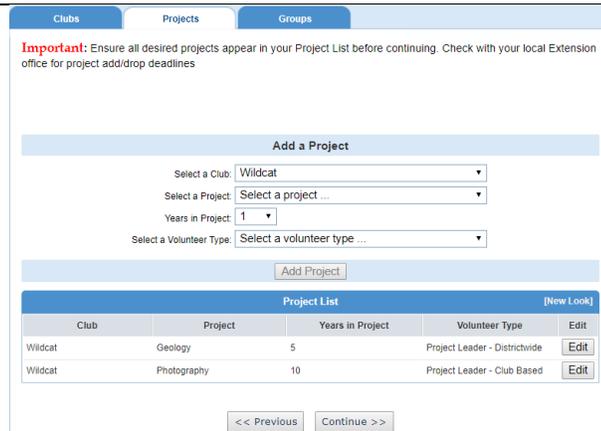


Kansas 4-H Youth Development welcomes you to another year of enrollment! All Volunteers are asked to create a 4HOnline profile as part of the volunteer application process. As a potential 4-H volunteer you should be in contact with your local Extension office throughout this process.

<p>1. Visit <a href="https://kansas.4honline.com">https://kansas.4honline.com</a>. 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.</p>																									
<p>2. Select "I have a profile." Or "I need to setup a Profile" 3. Enter the email address used to create the family's 4HOnline account. 4. Enter the family's 4HOnline password. 5. Click [Login].</p>																									
<p><b>CAUTION</b> <b>Do not create a new family account to become a volunteer.</b> If the password is unknown, select "I forgot my password." 4HOnline will send a temporary password to the email address used to create the family's 4HOnline account. Contact the <a href="#">local Extension office</a> for assistance if this process is unsuccessful.</p>																									
<p>6. Click [Continue to Family].</p>																									
<p><b>Tip</b> If the family's mailing address, email address, or primary phone number needs updating, click [Edit Family] to make and save those changes.</p>																									
<p>7. To reenroll an adult volunteer for the new 4-H Program Year, click [Edit] next to their name in the Member/Volunteer List. 8. Review the member's existing Personal Information and scroll to the bottom of the page.</p>	 <table border="1"> <thead> <tr> <th colspan="6">Member/Volunteer List</th> </tr> <tr> <th></th> <th>Role</th> <th>Membership ID</th> <th>Enrollment Status</th> <th>Last Active Year</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td></td> <td>Youth</td> <td>1543962</td> <td>Inactive</td> <td>2015-2016</td> <td><a href="#">Edit</a></td> </tr> <tr> <td></td> <td>Adult</td> <td>1553733</td> <td>Inactive</td> <td>2015-2016</td> <td><a href="#">Edit</a></td> </tr> </tbody> </table>	Member/Volunteer List							Role	Membership ID	Enrollment Status	Last Active Year	Edit		Youth	1543962	Inactive	2015-2016	<a href="#">Edit</a>		Adult	1553733	Inactive	2015-2016	<a href="#">Edit</a>
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	Adult	1553733	Inactive	2015-2016	<a href="#">Edit</a>																				
<p>9. Click the [Enroll] button for the new 4-H year.</p>																									
<p>10. Make changes to the member's Personal Information if needed.</p>	 <p><b>Profile Information</b> <span style="float: right;">Required Fields</span></p> <p>Email: robertsfarm@nomail.com <span style="float: right;">joe@4honline.com</span></p> <p>• First Name: Emma</p> <p>Middle Name:</p> <p>• Last Name: Roberts</p>																								

<p>11. Make sure to mark “Yes” in the Volunteer Section.</p> <p>12. Click [Continue] at the bottom of the page when finished.</p>	
<p>13. Read the <b>Additional Information</b> carefully. Mark answers and/or sign sections with the necessary electronic signatures.</p> <p><b>CAUTION</b>  <b>Sections Release sections will be <u>locked</u> for the current 4-H Program Year and cannot be edited after the enrollment has been submitted.</b></p>	
<p>14. After year one, 4-H Volunteers are asked to take part in continuing education. This section connects you to a webpage with online education options or you may take part in a local in-person experience.</p>	
<p>15. Kansas 4-H volunteer application &amp; renewal is integrated into the 4HOnline system. Once the information is entered into the system it will remain in your profile and will only need to be reviewed and updated each year of renewal.</p> <p>If you miss a required filed the system will give you a validation error notice and highlight the needed areas.</p>	
<p>16. Complete the Health Form.</p> <p>17. Click [Continue].</p>	
<p>18. Review the “Club List.” Last year’s club(s) will already be listed.</p> <p>19. [Edit] or Add a Club only if needed. Ensure primary club is correct.</p> <p>20. Select a Volunteer Type</p> <p>21. Click [Continue].</p>	

22. Review your "Project List." Last year's projects will already be listed.
23. [Edit] or Add a Project as needed.  
**Ensure all desired projects are in the member's "Project List."**
24. Select a volunteer type
25. Click [Continue].



**Important:** Ensure all desired projects appear in your Project List before continuing. Check with your local Extension office for project add/drop deadlines

**Add a Project**

Select a Club: Wildcat  
 Select a Project: Select a project ...  
 Years in Project: 1  
 Select a Volunteer Type: Select a volunteer type ...

[Add Project]

Project List					[New Look]
Club	Project	Years in Project	Volunteer Type		Edit
Wildcat	Geology	5	Project Leader - Districtwide		[Edit]
Wildcat	Photography	10	Project Leader - Club Based		[Edit]

<< Previous    Continue >>

26. If applicable, add Groups that indicate this year's commitments to 4-H. It is possible that no Groups will exist.
27. Click [Continue].



**Add a Group**

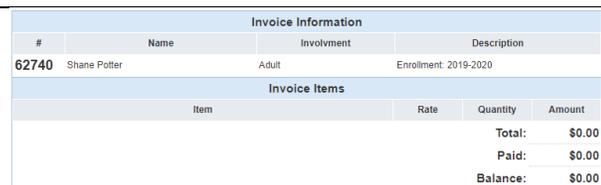
Select a Group: Select a group ...  
 Select a Volunteer Type: ...

[Add Group]

Group List			[New Look]
Group		Volunteer Type	Edit

<< Previous    Return to Member List    Continue >>

28. A \$0.00 will show in the Balance area.
29. Click [Continue] to proceed to the Payment screen.  
 (If the total is \$0.00, there will be no Payment screen).



Invoice Information			
#	Name	Involvement	Description
62740	Shane Potter	Adult	Enrollment: 2019-2020

Invoice Items				
Item	Rate	Quantity	Amount	
				Total: \$0.00
				Paid: \$0.00
				Balance: \$0.00

**Everyone** must click [Submit Enrollment] on the Confirm page.



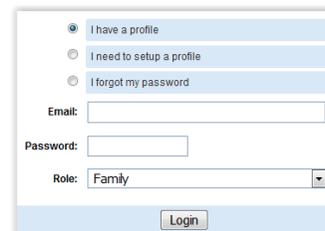
[Submit Enrollment]

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.

V	Years	Member #	County	Status
V	27	0	Riley County	Pending

Keep login information (email address and password) as this is your permanent 4-H account.

Volunteers are able to login to 4HOnline to update member records and add/drop projects. Check with your local Extension office for project and reenrollment deadlines.



I have a profile  
 I need to setup a profile  
 I forgot my password

Email: \_\_\_\_\_  
 Password: \_\_\_\_\_  
 Role: Family

[Login]

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!