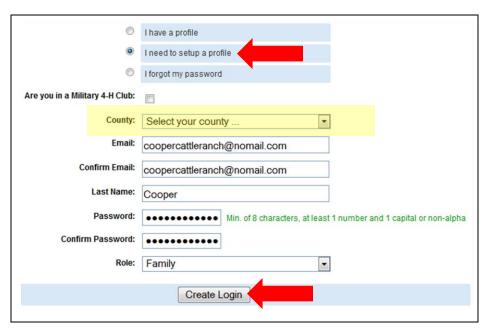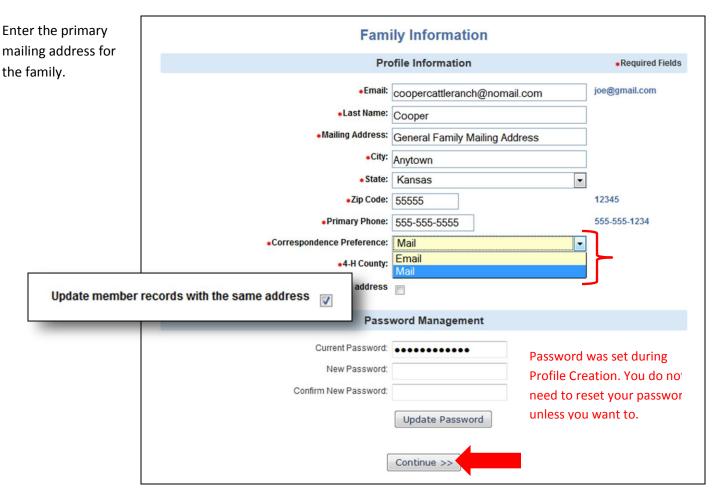# How to Create Your Family's Account in KS4HOnline

Go to https://ks.4honline.com
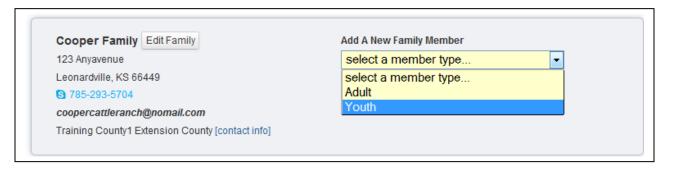
A parent/guardian may create the general family account.

Choose your family's primary 4-H county (not necessarily your county of residence). Use a parent/guardian's primary email address for the family.

Enter the primary mailing address for the family.

Family Information

Profile Information   •Required Fields

•Email:	coopercattleranch@nomail.com	joe@gmail.com
•Last Name:	Cooper
•Mailing Address:	General Family Mailing Address
•City:	Anytown
•State:	Kansas ▾
•Zip Code:	55555	12345
•Primary Phone:	555-555-5555	555-555-1234
•Correspondence Preference:	Mail ▾
	Email
	Mail
•4-H County:	

Update member records with the same address ☑

□ address

Password Management

Current Password:	••••••••••••
New Password:	
Confirm New Password:	

[Update Password]

Password was set during Profile Creation. You do not need to reset your password unless you want to.

[Continue >>] ⬅

Tip: If you select "Update member records with the same address," you don't have to retype the address for each youth you add to the family.

Cooper Family [Edit Family]
123 Anyavenue
Leonardville, KS 66449
Ⓢ 785-293-5704
coopercattleranch@nomail.com
Training County1 Extension County [contact info]

Add A New Family Member

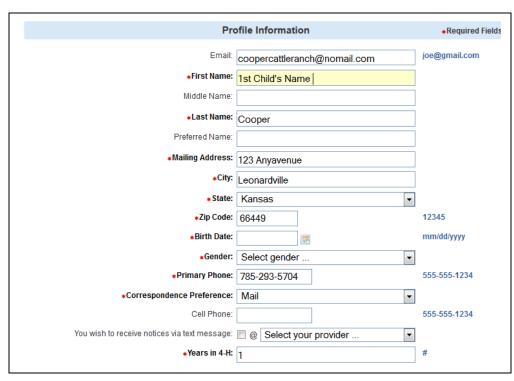| select a member type... ▾ |
|---|
| select a member type... |
| Adult |
| **Youth** |

Youth Members
To Add a Youth Member, select *youth* from the "Add A New Family Member" drop down list and click [Add].
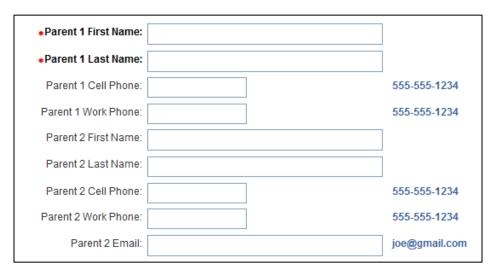
Adults (Volunteers only)
To Add an Adult Volunteer, select Adult from the "Add A New Family Member" drop down list and click [Add]. **Please Note: Do not add yourself as an Adult <u>unless</u> you are a volunteer. Parent information will be completed inside each youth's record.*

Create an individual record for this child.

Profile Information *Required Fields

Email:	coopercattleranch@nomail.com	joe@gmail.com
*First Name:	1st Child's Name
Middle Name:	
*Last Name:	Cooper
Preferred Name:	
*Mailing Address:	123 Anyavenue
*City:	Leonardville
*State:	Kansas
*Zip Code:	66449	12345
*Birth Date:		mm/dd/yyyy
*Gender:	Select gender ...
*Primary Phone:	785-293-5704	555-555-1234
*Correspondence Preference:	Mail
Cell Phone:		555-555-1234
You wish to receive notices via text message:	☐ @ Select your provider ...
*Years in 4-H:	1	#

*Select a birthdate and gender. Enter a primary phone number where a parent/guardian may be reached for this child. A mobile number may be indicated here for the youth (or parent) to receive text messages. *Please change Years in 4-H to the accurate number of participation years for this child.*
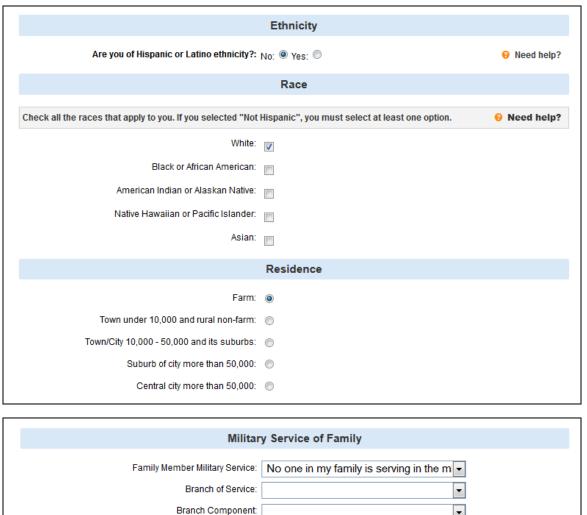
Enter Parent/Guardian Information.

*Parent 1 First Name:		
*Parent 1 Last Name:		
Parent 1 Cell Phone:		555-555-1234
Parent 1 Work Phone:		555-555-1234
Parent 2 First Name:		
Parent 2 Last Name:		
Parent 2 Cell Phone:		555-555-1234
Parent 2 Work Phone:		555-555-1234
Parent 2 Email:		joe@gmail.com

Enter Second Household information if applicable.

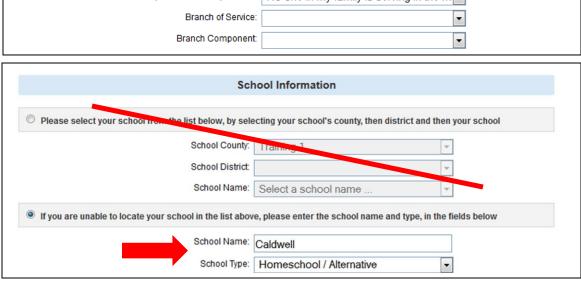|		
Second Household Correspondence Preference:	Mail	
Second Household Primary Phone:		555-555-1234
Second Household Mailing Title:		
Second Household Address:		
Second Household City:		
Second Household State:	Kansas	
Second Household Zip Code:		12345
Second Household Email:		joe@gmail.co

Is the individual a
Volunteer or Leader?

Volunteer
Select "Yes" if you serve in a leadership capacity in 4-H. Examples for youth: Junior Leader, Club Officer, etc. Examples for adult: Chaperone, Community Club Leader, Project Leader, etc.

Are you a Volunteer?: No: ⦿ Yes: ◯

If an adult club leader or project leader, select [Yes]. If a youth club officer, Ambassador, 4-H Counsel Member, select [Yes].

Ethnicity		
Are you of Hispanic or Latino ethnicity?: No: ⦿ Yes: ◯		❓ Need help?

Race		
Check all the races that apply to you. If you selected "Not Hispanic", you must select at least one option.		❓ Need help?

White: ☑
Black or African American: ☐
American Indian or Alaskan Native: ☐
Native Hawaiian or Pacific Islander: ☐
Asian: ☐

Residence

Farm: ⦿
Town under 10,000 and rural non-farm: ◯
Town/City 10,000 - 50,000 and its suburbs: ◯
Suburb of city more than 50,000: ◯
Central city more than 50,000: ◯

Military Service of Family

Family Member Military Service: No one in my family is serving in the m ▾
Branch of Service: ▾
Branch Component: ▾

School Information

◯ Please select your school from the list below, by selecting your school's county, then district and then your school

School County: Training 1 ▾
School District: ▾
School Name: Select a school name ... ▾

⦿ If you are unable to locate your school in the list above, please enter the school name and type, in the fields below

School Name: Caldwell
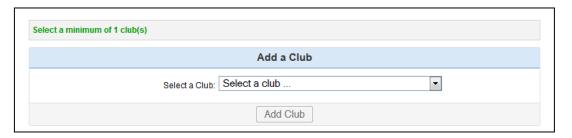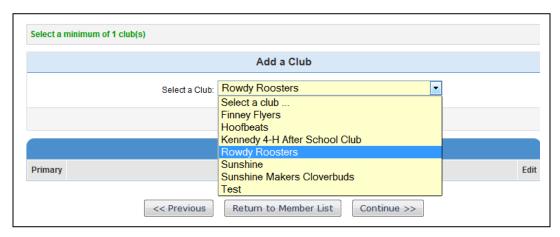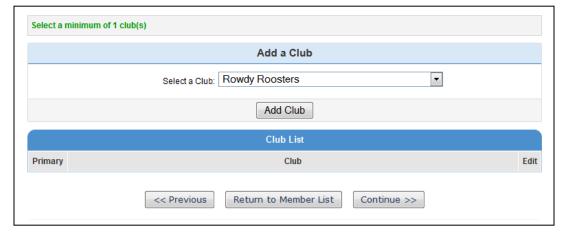School Type: Homeschool / Alternative ▾

Select school grade

Grade: 6 ▾

[Return to Member List] [Continue >>]

--Non Volunteer--

Add club(s)

Select a minimum of 1 club(s)

Add a Club

Select a Club: Select a club ... ▾

[Add Club]

Select a minimum of 1 club(s)

Add a Club

Select a Club: Rowdy Roosters ▾

Select a club ...
Finney Flyers
Hoofbeats
Kennedy 4-H After School Club
Rowdy Roosters
Sunshine
Sunshine Makers Cloverbuds
Test

Primary   Edit

[<< Previous] [Return to Member List] [Continue >>]

Select a minimum of 1 club(s)

Add a Club

Select a Club: Rowdy Roosters ▾

[Add Club]

Club List

Primary   Club   Edit

[<< Previous] [Return to Member List] [Continue >>]

Select a minimum of 1 club(s)

Add a Club

Select a Club: Select a club ... ▾

[Add Club]

Club List

Primary   Club   Edit

◉   Rowdy Roosters   [Delete]

[<< Previous] [Return to Member List] [Continue >>]

Select a minimum of 1 club(s)

-- Volunteer --
Add club(s)

Select a minimum of 1 club(s)

Add a Club

Select a Club: Select a club ...

Select a Volunteer Type: Select a volunteer type ...

Add Club

Select a minimum of 1 club(s)

Add a Club

Select a Club: Select a club ...

- Select a club ...
- Finney Flyers
- Hoofbeats
- Kennedy 4-H After School Club
- Rowdy Roosters
- Sunshine
- Sunshine Makers Cloverbuds
- Test

Select a Volunteer Type:

Primary	Club		Edit

Select a minimum of 1 club(s)

Add a Club

Select a Club: Rowdy Roosters

Select a Volunteer Type: Select a volunteer type ...

Add Club

Add a Club

Select a Club: Rowdy Roosters

Select a Volunteer Type: Select a volunteer type ...

- Select a volunteer type ...
- Historian
- Junior Historian
- Junior Parliamentarian
- Junior Pledge Leader
- Junior President
- Junior Recreation Leader
- Junior Reporter

Primary	Club		Edi

Select a minimum of 1 club(s)

Add a Club

Select a Club: Select a club ...

Select a Volunteer Type: Select a volunteer type ...

Add Club

Club List

Primary	Club	Volunteer Type	Edit
●	Rowdy Roosters	Junior Historian	Edit

Add secondary club(s) if applicable

Make sure the primary club is indicated.

Continue

Add a Club		
Select a Club:	Select a club ... ▼	
Select a Volunteer Type:	Select a volunteer type ... ▼	
	Add Club	

Club List			
Primary	Club	Volunteer Type	Edit
○	Hoofbeats		Edit
◉	Rowdy Roosters	Junior Historian	Edit

<< Previous   Continue >>

Add Projects.
If a "volunteer," then a project leader role may be added.

Add a Project	
Select a Club:	Rowdy Roosters ▼
Select a Project:	Beef, Breeding ▼
Years in Project:	4 ▼
Select a Volunteer Type:	Select a volunteer type ... ▼
	Add Project

Attach all projects to the primary club. Change years in Project. Select a Volunteer Type if applicable. Click [Add Project]. Continue to add projects to the primary club in this manner until complete.

Project List				
Club	Project	Years in Project	Volunteer Type	Edit
Rowdy Roosters	Beef, Breeding	4	Junior Project Leader	Edit
Rowdy Roosters	Environmental Science	3		Edit
Rowdy Roosters	Rabbits	4		Edit
Rowdy Roosters	Visual Arts	4		Edit

<< Previous   Continue >>

Continue when done adding projects.

Add any applicable Groups.

When done, click [Submit Enrollment]

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

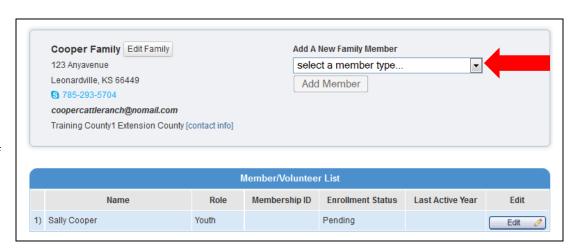| Group List		
Group	Volunteer Type	Edit

<< Previous

Submit Enrollment

The member's enrollment has been submitted and is Pending approval.

Continue to add individual youth enrollments as necessary.

Do not add yourself as a parent unless a club leader or a project leader.

The next time you login to your family's account in KS4HOnline:

- Choose [I have a profile].

- Use the email address and password used to create this account.

- Do not create a new family account if you cannot login. Try "I forgot my Password" or call your local Extension office.