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.

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

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.

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**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 unless you are a volunteer. Parent information will be completed inside each youth’s record.*
Create an individual record for this child.

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.

Enter Second Household information if applicable.
**Is the individual a Volunteer or Leader?**

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

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**Ethnicity**

Are you of Hispanic or Latino ethnicity?:

- [ ] No
- [ ] Yes

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**Race**

Check all the races that apply to you. If you selected “Not Hispanic”, you must select at least one option.

- [ ] White
- [ ] Black or African American
- [ ] American Indian or Alaskan Native
- [ ] Native Hawaiian or Pacific Islander
- [ ] Asian

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**Residence**

- [ ] Farm
- [ ] Town under 10,000 and rural non-t: ( )
- [ ] Town/City 10,000 - 50,000 and its suburbs:
- [ ] Suburb of city more than 50,000:
- [ ] Central city more than 50,000:

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**Military Service of Family**

Family Member Military Service:

- No one in my family is serving in the military

Branch of Service:

Branch Component:

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**School Information**

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

- School County:
- 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
--Non 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: Rowdy Roosters
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 Volunteer Type: Select a volunteer type ...

Add Club

Club List

<table>
<thead>
<tr>
<th>Primary</th>
<th>Club</th>
<th>Volunteer Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rowdy Roosters</td>
<td>Junior Historian</td>
</tr>
</tbody>
</table>
Add secondary club(s) if applicable

Make sure the primary club is indicated.

Continue

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

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.

Continue when done adding projects.

Add any applicable Groups.

When done, click [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.