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.
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].
Non Volunteer
Add club(s)
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.