If you have questions about a 4HOnline event registration, please contact Terry Roberts at the State 4-H Office at email teresaroberts@ksu.edu or call 785-532-5800.

1. Log in with your family email and password used to setup your family’s 4HOnline account at https://ks.4honline.com.

   There is an “I forgot my password” option if needed but you must have access to the email used for your family’s 4HOnline account.

2. Click [Continue to Family] button.

3. Below the Member/Volunteer List, there is a drop down box to “Register A Member In An Event.”

   Registrants must be Active and may need to meet specific age or project enrollment requirements for specific events to appear.

4. Select the person who wish to register for the event in the “Member” drop down box.

5. Next, select the specific event you wish to register this person for in the “Event” drop down box.

6. Click [Register].
7. Complete the registration process for the youth/adult and click [Continue] at the bottom of the page.

Only selections that incur fees will be visible on this page.

8. View your “cart” and carefully review your selections. Make edits if necessary.

9. Click [Check Out] when finished.

Each registrant will have the option to pay for their event registration online.

10. If it is the family’s responsibility to pay for event registration and you wish to pay online, click [Add New Credit Card]. Add and save your card’s number and details - or you may use your existing credit card if it’s already saved here. Ensure “Pay by Credit Card” is marked. This process must be completed before you confirm event registration if you want to pay online.

SKIP to the next section if this person’s event registration did not incur fees, if you wish to pay by check, or if a club or sponsor is paying for this person’s event registration.
If this person’s event registration did not incur fees, if you wish to pay by check or if a club or sponsor is paying for this person’s event registration, select “Personal Check – Sent Directly to the State Office.”

11. All users need to click [Continue].

12. Review the “ORDER TOTAL” for the registrant.

**You may print event registration answers if desired by clicking “Print Entry.”**

13. Click [Confirm Order] to submit the person’s event registration.

**You may print a confirmation which will include applicable event fees, check payment instructions and other event details.**

14. Click [Return to Member List] to exit registration for this person.

15. Repeat this process beginning at Step 3 to register additional people in your family if applicable.