

Out-of State Registration

4-H Western Heritage Conference



You will be registering for this event in the Missouri 4HOnline system. If your state uses 4HOnline you will be familiar with the process, however your state and Missouri cannot share information about you in the system.

Therefore we need you to enroll in Missouri to register for the event. This will provide us not only with your registration information but also the key health form information for each individual (adult and youth) participating in the event and allow you to register.

To register you will need:

- Computer/tablet with Internet access
- valid mailing address
- valid e-mail address (no “fake” addresses allowed)
- web browser ([Chrome](#) or [Firefox](#) preferred – **DO NOT USE INTERNET EXPLORER--DATA GETS LOST**)
- Insurance card/medical information
- Each individual present to read and sign authorizations

IMPORTANT NOTE to those that participated in the 2015 Conference!

If you created a Family Profile last year in order to register – that profile is still in the system. DO NOT create a new Profile. However, your profile has to be moved from Inactive to Active status. Go to <https://mo.4honline.com> and login to your previously created profile by entering the email & password from last year and re-enroll. If you have forgotten the password, merely click on the “Forgot password” button for help. Even though there will be \$0.00 cost to enroll/re-enroll you must complete re-enrollment through the invoicing stages. After successful completion of re-enrollment, the Missouri 4-H State Office staff will move you to Active status. This will take 24-48 business hours. You will receive email notification of Active status. (Correspondence is always sent to the family email). After notification of Active status, you may then register for the conference.

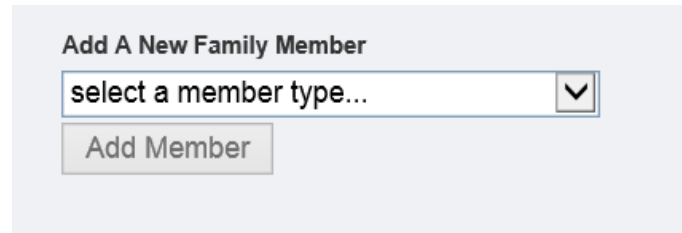
Skip the next section for new participants and go to “Registering for an Event”.

New Participants – 1st time Registration

1. Start at <https://mo.4honline.com>
2. Choose: **I need to set up a profile and select “STATE OFFICE” as the county**; fill in the appropriate information. Role = Family
3. Click **Create Log In**
4. **Complete your family profile on the next screen.** This information will carry over when you create each family member’s individual profile. (you do not need to update the password at this step, you can skip those fields)
5. **Member List** Now you will begin to add family members to the profile so that you can then register them for an event.

6. **Select Add A New Family Member -**

Adults over 18 and youth are ages 5-18.
(Youth under 5 will be asked about during registration but will not be entered in the online enrollment system)



7. **Continue to complete all necessary fields, authorizations and health information.**

8. **Club:** Select "Out of State Event Participant" and click ADD club . Click Continue

9. **Project:** Select "Western Heritage - and click ADD PROJECT. Click Continue. No choices must be made on the group page. Click continue

10. You will receive an invoice, via email, for any youth enrolled. Do not worry; you will not be charged and enrollment fee. Do not, at this time, enter a credit card. Continue through this process and select COUNTY/CLUB 4-H CHECK. We will void this transaction. Continue to submit the enrollment.

11. Once you have completed an enrollment you will return to the Member list page, you will now see the youth or adult in the member list. Continue to add all family members attending that are over the age of 5.

12. Now you are in the 4-H Online system, but your status will be "Pending". Your status will remain "Pending" for 24-48 business hours. The office staff will review new enrollments daily and will move individuals from Pending to "Active".

13. You will receive an automated email notification (to the family email you listed during enrollment process) of Active status. Once Active status notification is received, you will be able to register for the Western Heritage Conference event.

Registering for an Event

1. Log into the family profile record.

2. Click on the continue to Family button.

3. Scroll to the bottom of the screen to the section called Register a Member in an Event.

4. Select the family member needing to register

5. Select the event to register for "National 4-H Western Heritage Event".

6. Read any information provided under Files to Download.

7. Click the Register button Fill out the registration information

8. Payment will be made for each individual registration. Credit cards are preferred and will be charged once registration is reviewed and accepted. Check payments must be received within five (5) days of registration. Checks should be made payable to: University of Missouri and mail to:

4-H Center for Youth Development
4-H Western Heritage Conference
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