

# Registering for the 4-H Western Heritage national conference

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Participants outside of Missouri or non-4-H Missouri Participants (Missouri 4-H'ers skip to the Event Registration section on page 2)

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.

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 member present to read and sign authorizations

1. Start at <https://mo.4honline.com>
2. Choose: **I need to set up a profile and select STATE OFFICE as the county** and 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, those youth under 5 will be asked about during event registration but will not be entered in the 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 a project and click ADD PROJECT (it doesn't matter which one, it's required to move on). Click Continue. No choices must be made on the group page. Click continue

#### Add A New Family Member



10. You will receive an invoice for youth. Do not worry, we are not going to charge you an 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 over the age of 5.
12. Skip to step 3 in the next section.

## 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 (4-H Western Heritage conference (national)).
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 accepted and will be charged once registration is reviewed and accepted. Check payments must be made within seven (7) days of registration. Checks should be made payable to: University of Missouri and be mailed to: 4-H Western Heritage Conference; 1110 S. College Avenue; Columbia, MO 65211-3410