

How to Setup Non 4-H Member Profile & Register for Events through 4HOnline

1. Open a web browser and type in: <http://mo.4honline.com> or <http://missouri.4honline.com> (Please note, adding the www. prefix will return an error message). You will now see the Missouri 4-H login page.

TIP: Firefox and Chrome work best.

2. Choose I need to setup a profile.
3. Select State Office as the 4-H County
4. Enter your desired login information.
5. Click Create Login.

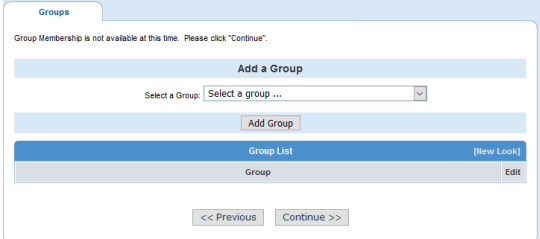

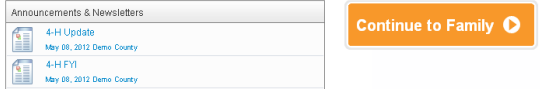
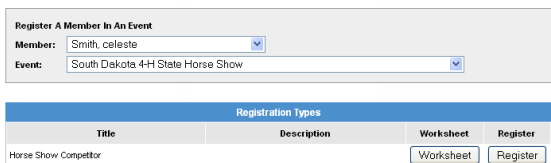
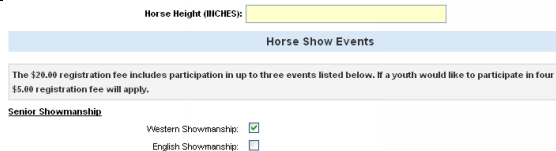


If you receive a message that your account already exists, contact the State 4-H Office at 4hyouth@missouri.edu.

6. Enter your Family Information.
7. Click Continue.
In 4HOnline, Continue means the same as Save.

8. Contacts in 4HOnline are grouped by Family. Add any family members who need to enroll for an event as a non 4-H member. By clicking on the Add A New Family Member button.
9. Select the **Contact** as the Member Type and click Add Member button.

10. Enter the Contact's Personal Information.
11. Information in **Bold** is required. All other information is optional.
12. Verify that **State Office** is your 4-H county.
13. Click Continue.



<p>14. Groups are optional. You may leave this area blank. 15. Click Continue</p> <p>Note: After Step 14 it will take you back to your Member List.</p>	
<p>16. The contact that you just added will appear in your Member List as Active with a role of Contact.</p>	
<p>17. To enroll another family member, select the member type and repeat Steps 7-17 18. You may login to your 4HOnline account at any time to edit contact information, view Announcements and Newsletters, Register for events.</p>	
<p>19. Scroll to the bottom of the Member List page. 20. Select the Member and Event in the "Register A Member In An Event" box.</p> <p>NOTE: Some events have restrictions. Only events for which the member is eligible will appear in the "Event" drop-down.</p> <p>21. Click Register.</p>	
<p>22. Complete the Entry form. 23. Click Continue.</p>	
<p>24. Even if there are no registration fees, an invoice will appear. Review the invoice. If everything is correct, click Check Out.</p>	
<p>25. If the event has a registration fee then you need to select the payment method you would like to use. Credit Card payments are accepted. If want to pay by credit card click the Add New Credit Card button and enter the information. The credit card information will only need to be entered for the first contact enrolling in the event. 26. Click Continue</p>	



27. Verify the information in the Review Order screen. If correct click Confirm Order.

Your registration is not complete until you click 'Confirm Order'.

Review Order				
ENTRY	TYPE	STATUS	AMOUNT	
Print Entry celeste Smith	Horse Show Competitor	Incomplete	\$0.00	
			REGISTRATION FEE	\$20.00
			ORDER TOTAL	\$20.00
Payments will remain 'Pending' until Checks are received or Credit Cards and eChecks are approved.				
BILL NAME	METHOD	NUMBER	STATUS	AMOUNT
	4H Check		Pending	\$20.00
Confirm Order				

28. If you would like to print the entry form, click Print Entry or the Order Confirmation, click the Print icon next to the desired information.

South Dakota 4-H Youth Development

Order Confirmation				
ENTRY	TYPE	STATUS	AMOUNT	
Print Entry celeste Smith	Horse Show Competitor	Pending - State	\$0.00	
			REGISTRATION FEE	\$20.00
			ORDER TOTAL	\$20.00
Payments will remain 'Pending' until Checks are received or Credit Cards and eChecks are approved.				
BILL NAME	METHOD	NUMBER	STATUS	AMOUNT
	4H Check		Pending	\$20.00
			APPROVED PAYMENT TOTAL	\$0.00
Files to Download				
There are no files to download for this event				
Instructions			Registration Info	

29. If you are finished, click Return to Member List to register another family member.

