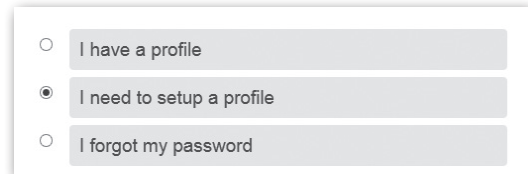


# Enrolling in 4HOnline

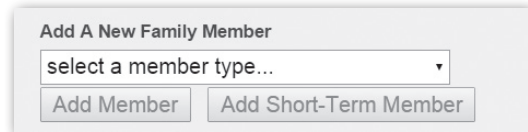
## New families enrolling in Missouri 4-H

Your local University of Missouri Extension center and 4-H staff can help you find a club, discuss project selection and begin the enrollment process. To enroll in Missouri 4HOnline, you need a computer, Internet access, a valid email address and a Web browser (like Google Chrome or Firefox). Go to <http://mo.4honline.com> (notice there is no “www” in that address).

1. Select **“I need to set up a profile,”** and set up your login information. Email addresses must be valid in order for you to have access to your information. This is your account login, as well as how you will receive information.
2. Next, complete the information for your family profile. All youths and adult members in your family will be managed under this family profile.
3. Add members to the family (adult or youth) by selecting from the **“Add A New Family Member”** drop-down menu and completing the profile for each member.
4. Complete the profile for each member, including contact and demographic information, authorizations, health form, club and project selection.
5. Submit your enrollment, and pay the required dues reflected on member invoices. \*\*



A screenshot of a web form with three radio button options: "I have a profile", "I need to setup a profile" (which is selected), and "I forgot my password".



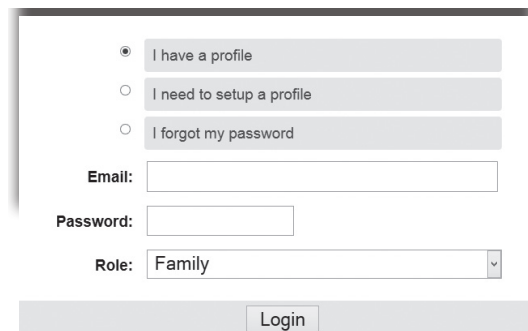
A screenshot of a web form titled "Add A New Family Member". It features a dropdown menu labeled "select a member type..." and two buttons: "Add Member" and "Add Short-Term Member".

## Returning families re-enrolling in Missouri 4-H

1. Log in to your family profile with your log-in email address. (If you can't remember your password, select **“I forgot my password”**) Continue to your Family Member list.
2. Select **“Edit”** next to the member you are re-enrolling.
3. Select **“Enroll for this enrollment year”** at the bottom of the first page.
4. Review all content in the member profile, update any health form changes and change any projects (if you aren't enrolling in a project, delete it for this year).
5. Submit your enrollment, and pay required dues reflected on member invoices. \*\*

**DO NOT CREATE A DUPLICATE PROFILE:**

Call your county office if you do not remember your log-in email



A screenshot of a web form for logging in. It includes three radio button options: "I have a profile" (selected), "I need to setup a profile", and "I forgot my password". Below these are input fields for "Email:", "Password:", and a dropdown menu for "Role:" with "Family" selected. A "Login" button is at the bottom.

\*\*Note this year all state event registrations will require a member to be in “Active” status in 4HOnline. Members will remain in “Pending” status until the county review of membership and state/county (if any) membership dues are processed. Adult volunteer applicants remain in “Pending” status until all steps of the volunteer process are completed.