PROCESS FOR MEMBERS (YOUTH PARTICIPANTS & ADULT CHAPERONES)

2016 BLU Registration on 4HOnline

OVERVIEW
The 2016 Building Leadership & Understanding (BLU) retreats will be held in February at various locations across Minnesota, for youth in grades 6-13. For event information, please visit: www.4-h.umn.edu/events/blu.

The following information is designed to support individual members through the process of registering on 4HOnline.

REGISTRATION COST
Registration is $70 for the one-day BLU in Southwest/Marshall, and $100 for the four overnight BLUs in the other regions. This covers all meals, lodging (when applicable), activities, supplies, and an event t-shirt. Cost should not be a barrier to participation. Please inquire with your county about scholarships that may be available, or contact Jacquie at jlonning@umn.edu. Registrations after the deadline will be accepted only on a space-available basis and will incur an additional $20 fee.

HOW TO REGISTER
1. Log in to your 4HOnline profile: https://mn.4honline.com
2. Scroll down to the bottom of the page, to the section title [Register a Member in An Event].
3. Click [Member Name] and locate the desired member.
   a. Only approved members in grades 6-13 will be eligible to register. Please contact your county office www.4-h.umn.edu/county with questions.
4. Select [2016 BLU] to continue with the registration
5. Click on [Register]
6. Complete the required information
7. Click on [Continue]
8. Click on [Check Out]
   a. Unfortunately, the 4HOnline system automatically defaults to pay by credit card processes. We do not currently accept credit cards online for payment, but we are unable to change the language to reflect that. You will need to go through the process as if you were using a credit card, and then follow payment instructions on the last page.
9. Click on [Select Payment Method]
10. Review the Information
11. Read and review the [Pay by Computer Terms and Conditions] and click the box to verify
12. Click on [Confirm Order]
13. Print a copy of the registration for your records and another to include with payment
14. Send payment to the Extension Regional Office accepting registrations for this event
   a. Payment in full is required at the time of registration
   b. Please make your check payable to the University of Minnesota and be sure to put the participant(s) name on the memo line so credit is attributed to the proper registration!

<table>
<thead>
<tr>
<th>Date Location</th>
<th>Central Region</th>
<th>Northwest Region</th>
<th>Southeast Region</th>
<th>Northeast Region</th>
<th>Southwest Region</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>February 6-7</td>
<td>February 20-21</td>
<td>February 20-21</td>
<td>February 27-28</td>
<td>February 27</td>
</tr>
<tr>
<td>Fee</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$70.00</td>
</tr>
<tr>
<td>Regional Office Accepting Registration</td>
<td>UMN Extension Regional Office c/o Diane Lambrecht 4100 220th Street W, Suite 100 Farmington, MN 55024</td>
<td>UMN Extension Regional Office c/o Annette Graves 715 11th St N Ste 107C Moorhead, MN 56560</td>
<td>UMN Extension Regional Office c/o Deb Sven 863 36th Ave SE Rochester, MN 55904</td>
<td>UMN Extension Regional Office c/o Adam Dorrance 1861 E US Hwy 169 Grand Rapids, MN 55744</td>
<td>UMN Extension Regional Office c/o Heidi Olson-Manska 46352 State Hwy 329 Morris, MN 56267</td>
</tr>
</tbody>
</table>

SCHOLARSHIP INFORMATION
Cost should not be a barrier to participation. Please inquire with your county about scholarships that may be available – you can find your county here: www.4-h.umn.edu/county or contact Jacquie at jlonning@umn.edu.

TRANSPORTATION
Transportation may be available through your local/county 4-H program. A fee may be associated with this service. Please contact the 4-H program coordinator to inquiry about this possibility. Go to www.4-h.umn.edu/county to find your local program coordinator if you are unsure.

CANCELLATIONS
Please pay close attention to the following dates regarding cancellations or substitutions. All notices of cancellation or substitution must be submitted by email to the State Office on or before the date indicated:

- **Cancellations:** All cancellations received 30 days prior to the event will be eligible for a full refund. After 30 days, $40 of each registration fee will be retained to cover costs that are not recoverable. If the non-recoverable costs are less than $40, a larger portion may be refunded. Cancellations include individuals who do not attend the day of the event due to illness or other conditions.
issue. All cancellations must be emailed to the State Office at: mn4h-state-ambassadors@umn.edu.

- **Weather Cancellation Policy**: As we know, Minnesota’s winter weather can often provide us with many surprises. We will do our best to reschedule any event that is cancelled due to inclement weather. In the event a rescheduling is not possible, a $20 program fee *may* be deducted from the registration fee to cover actual expenses, though we will work to make this as minimal as possible.

**QUESTIONS?**

Please contact us if you have any questions or concerns.

- All questions may be sent to: mn4h-state-ambassadors@umn.edu, a shared email account that sends to the staff who organize this event.