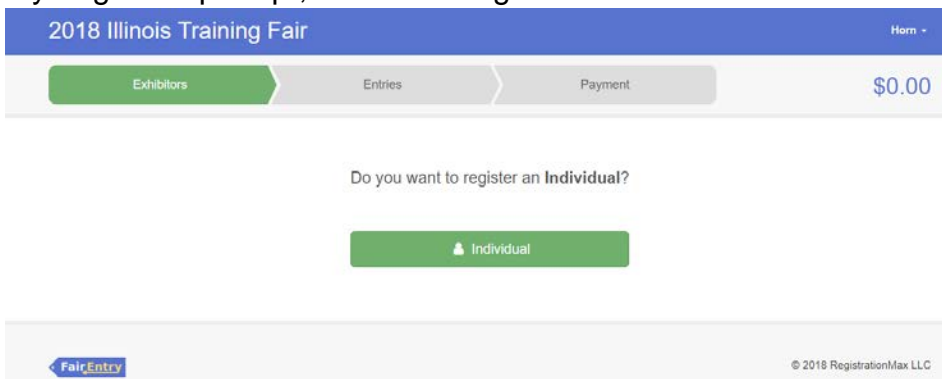


# Family Instructions to Enroll in Exhibits

1. Go to the website provided by your county. You should see a screen similar to this



2. Click on Sign in with 4H Online
3. If you get the prompt, choose to register as an Individual



4. You should see a list of family members eligible to exhibit.

New Individual Exhibitor

Select an Existing person to continue...

Horn, Child 1  
9/02/2007 - Age 10

- OR -

+ Create an Exhibitor From Scratch

Cancel Continue

5. Click on the individual. You will see the information about this individual.
6. Answer any Questions that may be set up at the Fair Level, then click Continue.

2018 Illinois Training Fair

Exhibitors Entries Payment \$0.00

Horn

Horn, Child 1  
9/02/2007 • 9 years old (4H)  
age • Grade: 7  
72 4H Online Training

Delete this Exhibitor

Personal Details Contact Info Address Questions Review

Questions

There are no questions to answer.

Continue

- Review the information about the Exhibitor. You have the opportunity to make changes if something is incorrect about the name or address.

The screenshot shows the 'Review' step of the registration process for 'Horn, Child 1'. The top navigation bar includes 'Exhibitors', 'Entries', and 'Payment', with a total amount of '\$0.00'. A progress indicator shows five steps: Personal Details, Contact Info, Address, Questions, and Review (the current step). Below the progress bar, a green message box says 'Please review the exhibitor registration.' with a 'Continue to Entries' button. The registration details are organized into three sections: 'Personal Details' (First Name: Child 1, Last Name: Horn, Birthdate: 9/02/2007, Gender: ), 'Contact Info' (Email: dchom85@gmail.com, Home Phone: 217-333-0826, Cell Phone: , Cell Phone Carrier: ), and 'Address' (1400 Annis Ave, Mattoon, IL, 61938-5902). There is also an 'Additional Questions' section which is currently empty.

- Click on Continue to Entries.
- You will see a list of entries this individual has currently signed up to exhibit. Click Add an Entry to add additional entries

The screenshot shows the 'Entries' step of the registration process. The top navigation bar is the same as the previous page, but the 'Entries' step is highlighted. A message states 'There are 0 entries belonging to 1 exhibitor in this invoice.' Below this, there is a 'Register another Exhibitor' button and a green message box saying 'Everything looks good!' with a 'Continue to Payment' button. At the bottom, there is a section for 'Horn, Child 1' with '0 Entries' and an 'Add an Entry' button. The footer includes the 'FairEntry' logo and the copyright notice '© 2018 RegistrationMax LLC'.

10. Select the appropriate Department.

### Choose Department and Division

<b>Beef</b>	Select →
<b>Cats</b>	Select →
<b>Dairy Cattle</b>	Select →
<b>Dogs</b>	Select →
<b>General Projects</b>	Select →
<b>Goats</b>	Select →
<b>Horse and Pony</b>	Select →
<b>Llamas</b>	Select →
<b>Poultry</b>	Select →
<b>Rabbits</b>	Select →
<b>Sheep</b>	Select →
<b>Small Pets</b>	Select →
<b>Swine</b>	Select →

[Cancel](#) [Choose](#)

11. Select the desired Division.

Choose Department and Division

Department	General Projects	<a href="#">Change</a>
Aerospace		Select ↗
Animal Science		Select ↗
Bicycles		Select ↗
Child Development		Select ↗
Citizenship		Select ↗
Clothing and Textiles		Select ↗
Collections and Hobbies		Select ↗
College and Career Readiness		Select ↗
Computer Science		Select ↗
Consumer Education		Select ↗
Crops		Select ↗
Electricity		Select ↗
Entomology		Select ↗
Entomology-Beekeeping		Select ↗
Exploratory		Select ↗
Fashion Revue		Select ↗
Floriculture		Select ↗
Foods and Nutrition		Select ↗
Forestry		Select ↗
Geology		Select ↗

12. After selecting the Department and Division, confirm that and select Choose.

### Choose Department and Division

<b>Department</b>	General Projects	<a href="#">Change</a>
<b>Division</b>	Foods and Nutrition	<a href="#">Change</a>

[Cancel](#)
Choose

13. Select the desired class or classes. Some classes may have additional options to select. Click Continue after you have selected all options.

Horn -
2018 Illinois Training Fair

Exhibitors
Entries
Payment
\$0.00

Starting an Entry		
<b>Department</b>	General Projects	<a href="#">Change</a>
<b>Division</b>	Aerospace	<a href="#">Change</a>
<b>Class</b>	50130: Model Rocketry	<a href="#">Change</a>
<b>Sub-Class</b>	Level 1	<a href="#">Change</a>
<span style="background-color: #4a7ebb; color: white; padding: 5px 10px; border-radius: 3px;">Continue</span>		

**Horn, Child 1**  
 9/02/2007 • 9 years old (4-H age) •  
 Grade: 7  
4HOnline Training • Military Club

Existing entries (0)

FairEntry
© 2018 RegistrationMax LLC

14. Select the club for this exhibit. Either click Select this club next to the Suggested Club or choose another club from the list.

Horn -
2018 Illinois Training Fair

Exhibitors
Entries
Payment
\$0.00

**Entry #1**

**Horn, Child 1**  
 9/02/2007 • 9 years old (4-H age) •  
 Grade: 7  
4HOnline Training • Military Club

<b>Department</b>	General Projects
<b>Division</b>	Aerospace
<b>Class</b>	50130: Model Rocketry
<b>Sub-Class</b>	Level 1

[Delete this Entry](#)

1 Club/Chapter
 2 Description

**Club/Chapter**

Please select the 4-H Club or FFA Chapter that is associated with this entry.

**Selected Club:** None      **Suggested Club:** Military Club 4H  
(Primary Club in 4HOnline)

[Select 4H Club](#)

Military Club (Training) 4H

1 club is available  
Note: no more than 50 clubs are shown at once, so use the search feature to find your club.

Continue

15. After completing the entry, you will have the option to add more entries for this individual or select another individual in the family.  
If all entries for all members of the family are complete, choose Continue to Payment.

The screenshot shows the '2018 Illinois Training Fair' registration interface. At the top, a blue header contains the event name and a user name 'Horn'. Below the header is a progress bar with three steps: 'Exhibitors', 'Entries', and 'Payment'. The 'Entries' step is currently active. To the right of the progress bar, the total amount is displayed as '\$0.00'. The main content area is divided into two sections. On the left, under 'Entry #1', there is a profile card for 'Horn, Child 1' with details: '9/02/2007 • 9 years old (4-H age) • Grade: 7', '4-H Online Training • Military Club', 'Department: General Projects', 'Division: Aerospace', 'Class: 50130: Model Rocketry', and 'Sub-Class: Level 1'. On the right, under 'What do you want to do next?', there are three options: 'Add another Entry', 'Register another Exhibitor', and 'Continue to Payment'. The 'Continue to Payment' button is highlighted in green. At the bottom, there is a 'FairEntry' logo and a copyright notice '© 2018 RegistrationMax LLC'.

16. When you select Continue to Payment, you will receive a screen similar to this:

The screenshot shows the '2018 Illinois Training Fair' registration interface at the 'Payment' step. The progress bar at the top now shows three steps: 'Exhibitors', 'Entries', and 'Payment', with 'Payment' being the active step. The total amount remains '\$0.00'. Below the progress bar is a three-step process flow: 1. Review, 2. Payment Method, and 3. Confirm. The 'Review' step is currently active. The main content area displays an 'Invoice' section with a 'Summary' tab selected. The invoice details are: 'Individual Exhibitor: Child 1 Horn' with a cost of '\$0.00', and a 'Total: \$0.00'. A green 'Continue' button with a right-pointing arrow is located at the bottom right of the invoice section. At the bottom of the page, there is a horizontal line.

Clicking on Detail will give a full list of the exhibits that are included on this invoice.

17. You should receive a Payment summary screen showing a Zero Balance. Click on Continue.

2018 Illinois Training Fair Home

Exhibitors Entries Payment \$0.00

Review Payment Method Confirm

A payment method is not necessary because your invoice total is \$0.00.

Continue

18. Click on Submit to submit your entries.

2018 Illinois Training Fair Home

Exhibitors Entries Payment \$0.00

Review Payment Method Confirm

One last step!  
Agree to the terms below and press submit.

After you Submit

- Records will be locked to editing awaiting manager approval
- Your credit card will not be charged until a manager approves the records.
- If the manager does not approve all the records, the amount charged to the credit card may be less than the amount cited here.

Payment Total

No payment is necessary

Submit

19. This will create your entries for the County staff to approve. You will not be able to add any more entries until the staff has approved the invoice.