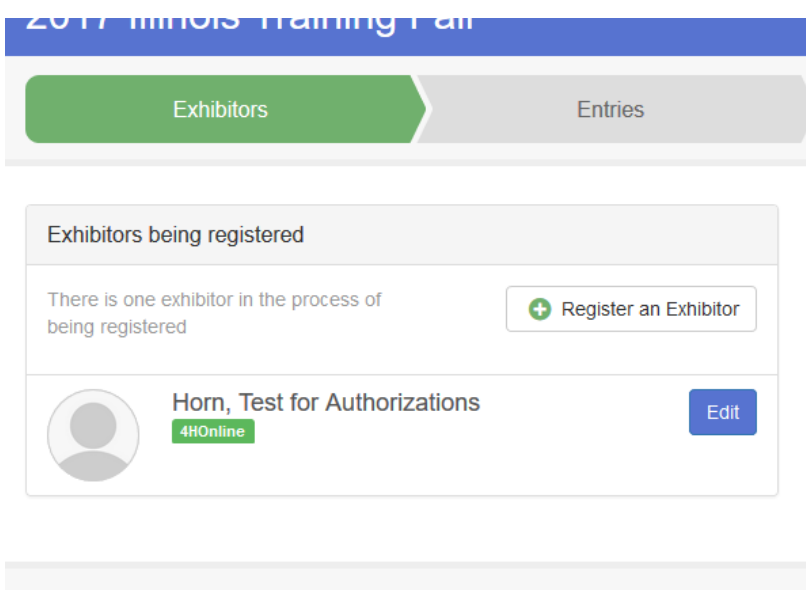


Family Instructions to Enroll in Exhibits

1. Go to the following link: <https://go.illinois.edu/21shelbyfair>. You should see a screen similar to this.



2. Click on Sign in with 4H Online. On the Welcome message screen, select **Begin Registration**.
3. The screen message **Do you want register an individual – select individual**.
4. You should see a list of family members eligible to exhibit.



5. Answer question #1. Select **continue**.
6. Click **Edit** next to the name of the individual. You will see the information about this individual. If any of the information is incorrect, log into 4-H Online and correct the information.



Please review the exhibitor registration. [Continue to Entries](#)

Personal Details [Edit](#)

First Name	Test for Authorizations
Last Name	Horn
Birthdate	2/07/2005
Grade	9

Contact Info [Edit](#)

Email	dchorn85@gmail.com
Home Phone	217-333-0826
Cell Phone	
Cell Phone Carrier	

Address [Edit](#)

1400 Annis Ave Mattoon, IL 61938-5902

7. Click on **Continue to Entries**
8. Click **Add an Entry** to add entries

Exhibitors **Entries** Payment \$0.00

There is 1 entry belonging to 1 exhibitor in this invoice.

Horn, Test for Authorizations [Add an Entry](#)

1 Entry [4HOnline](#)

#5	Department	General Projects	Edit
	Division	Animal Science	
	Class	50135: Animal Science	

9. Select the **appropriate Department**.

Choose Department and Division

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

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

10. Select the **desired Division**.

Choose Department and Division

Department	General Projects	Change
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	

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

Choose Department and Division

Department	General Projects	Change
Division	Foods and Nutrition	Change

[Cancel](#) Choose

12. Select the desired class or classes and then select **continue**.

Create One or More Entries

Exhibitor	Test for Authorizations Horn Individual 4HOnline	Change
Department / Division	General Projects / Foods and Nutrition	Change

Make your Club and Class selections to continue.

Continue →

Club [Change](#)

Test Club 1 4-H
(Primary Club)

i When entering into an Open Class, your club selection will be treated as *No Club (Open)*.

Class or Classes

▼ 50200: 4-H Cooking 101

Marshmallow Treats

Cookies

50201: 4-H Cooking 201 Quantity: 1 ▼

50202: 4-H Cooking 301 Quantity: 1 ▼

50203: 4-H Cooking 401

50204: Food Science 1

50205: Food Science 2

50206: Food Science 3

50207: Food Science 4 Quantity: 1 ▼

50208: Food Preservation

50209: Food

50210: Food Ready4Life Challenge

13. After selecting continue, you will receive **Review your selections screen**. Select **Create Entries** to complete this transaction.

Review your selections

Before we actually create your entries, please review your selections.

If you continue with your current selections, 2 entries will be created with the following information:

Department	2017 Illinois Training Fair
Division	General Projects
Club	Test Club 1 4-H
Animal(s)	No Animals

Entry Classes

- 1. 50192: Floriculture A
- 2. 50194: Floriculture C

CancelCreate Entries

14. If you wish to add another Entry, **choose Add an Entry**.
If you wish to register an additional family member, click on **Exhibitors** across the top and complete the same process for this member.

15. If you are done adding entries, choose the option to **Continue to Payment**.

There are 2 entries belonging to 1 exhibitor in this invoice.

Everything looks good!

➔ Continue to Payment

Horn, Test for Authorizations

2 Entries 4HOnline

➔ Add an Entry

#89	Department	General Projects	Edit
	Division	Citizenship	
	Class	50148: Citizenship Clover Challenge	
#88	Department	General Projects	Edit
	Division	Citizenship	
	Class	50145: Citizenship 1	

16. If you chose **Continue to Payment**, follow any instructions regarding Payment. In Shelby County 4-H, exhibits do not require a registration Fee, so the Invoice will be \$0.

Exhibitors

Entries

Payment

1

Review

2

Payment Method

3

Confirm

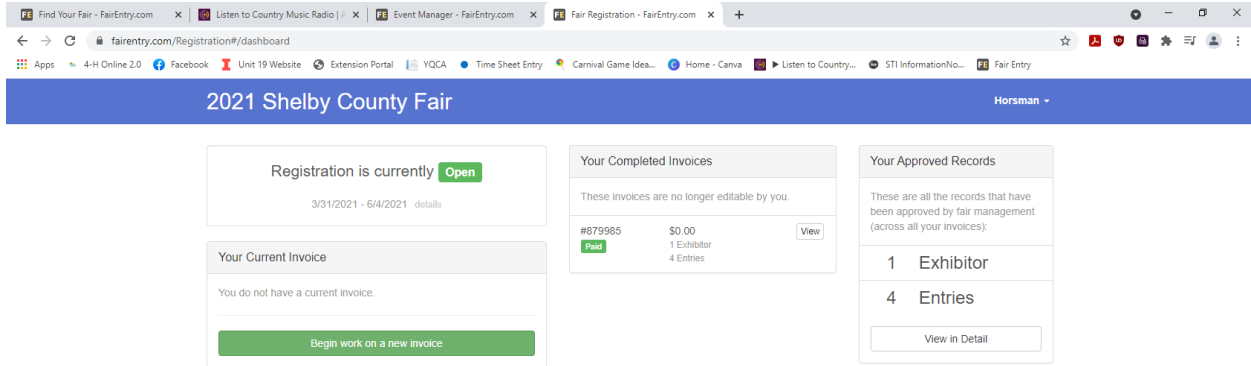
Invoice Summary Detail

Individual Exhibitor: Test for Authorizations Horn	\$0.00
Total: \$0.00	

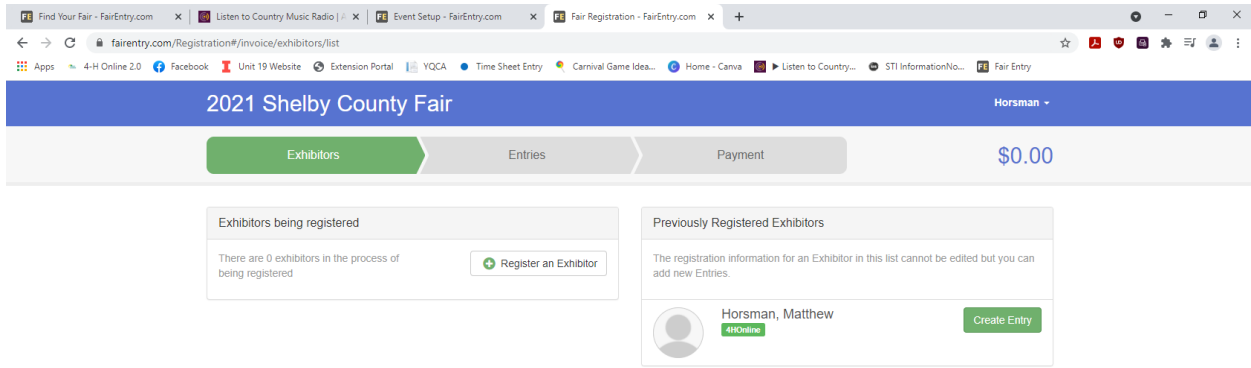
Continue ➔

17. Choose to **Submit your entries**.

18. Families may not enter any additional entries until the current invoice has been approved. Approval will occur a few times a day. Do not send emails asking about approving a current invoice.
19. If families need to add additional entries, follow the log-in instructions in step 1.
20. Select **Begin work on a new invoice**



21. Select exhibitor, create entry



22. Follow step 9 and continue through the enrollment process.