

## 2021 4-H Show – Exhibit Entry Registration

To participate in the 4-H Shows, you must register which projects you want to exhibit. Exhibiting is not required, but it is strongly encouraged as part of the project experience. <u>To review a list of the projects you are enrolled in</u>, log into 4HOnline at <u>http://il.4Honline.com</u>, click View next to the member's name, and then click Projects in the list on the left.

While registering, refer to the exhibit requirements found in the Show Book at <u>https://extension.illinois.edu/lms/4-h-sangamon-menard-county</u>. (Scroll down and click on the Shows tab.)

## June 1 – registration deadline for Sangamon/Menard General Projects and Sangamon Livestock June 15 – registration deadline for Menard Livestock

If you need access to a computer or assistance with registering, contact the Extension Office.

- 1. Use Firefox or Chrome to access Fair Entry.
  - For Sangamon County, go to <u>https://sangamon4-Hfair.fairentry.com</u>
  - For Menard County, go to <u>https://menard4-Hfair.fairentry.com</u>

|   | 2019 Sangamon Col<br>Registration is currently Open<br>Registration dates: 4/29/2019 - 6/3/2019<br>Exceptors mar spay, View Ontais  | unty 4-H Shows  |
|---|---|---|
| Welcome to Fair Entry Online for Sanga<br>accepted from May 1 - June 1, 2019.<br>Please be sure you have looked over the<br>book here: http://web.extension.immos.<br>exhibit options and requirements for 4-1<br>Contact the Sangamon County Extension<br>questions. | mon County 4-H Shows1 Entries will be<br>te 2019 Sangamon County 4-H Show<br>edutimedionikada/270046 pdf to very<br>project areas before you make entries.<br>In Office at 782-4017 if you have | Exhibitor and Staff sign-in<br><u>Hereiner ver Fred Function</u><br>Sign in with 4HOnline |

- 2. Click **Sign in with 4HOnline** and use your email and password from 4HOnline. The role is **Family**. If you forgot your email address, contact the Extension Office.
- 3. Click **Begin Registration**, and then choose **Register an Individual**. If you have more than one 4-H member in your family, select one and click **Continue**. Answer any questions, and click **Continue** again.
- 4. Review your address and contact information, update if needed, and click **Continue to Entries**.
- 5. Click **+ Add an Entry**. A pop-up window will open where you will select the Department and Division.
  - <u>Department:</u> Live Animal exhibits are listed as separate Departments by show. General Projects (TOP OF THE LIST) includes all other projects. *If you plan to exhibit an Animal Science Display, enter under General Projects, Animal Science.*
  - <u>Division:</u> Select the appropriate Division, sorted by project area. You may have several options depending on the Department. (Refer to the Show Book for details.)
  - Although you may see all entry options, you will only be able to create entries for projects you are enrolled in.
- 6. Click **Choose**. This opens the full list of Class options within that Department/Division.

| Choose Department and Div | vision |          |
|---------------------------|--------|----------|
| *General Projects         |        | Select 📀 |
| Beef                      |        | Select 🥱 |
| Cats                      |        | Select 🥱 |
| Dairy Cattle              |        | Select 🥱 |
| Dogs                      |        | Select 🥱 |
| Goats                     |        | Select 🤗 |
| Poultry                   |        | Select 🥱 |
| Public Presentations      |        | Select 🤗 |
| Rabbits                   |        | Select 🥱 |
| Sheep                     |        | Select 🤗 |
| Small Pets - Guinea Pig   |        | Select 🥱 |
| Swine                     |        | Select 🥱 |
|                           |        |          |
|                           |        |          |
|                           | Cancel | Choos    |

| Choose D   | epartment and Division |        |        |
|------------|------------------------|--------|--------|
|            |                        |        |        |
| Department | *General Projects      |        | Change |
| Division   | Animal Science         |        | Change |
|            |                        |        |        |
|            |                        |        |        |
|            |                        | Cancel | Choose |

7. **Select** the Project you are in. You will see the list of Class options for that Project. Refer to the Show Book for descriptions. **Check all options you would like to exhibit** in the Division.

Example – To enter Cooking 101: Cookies (plate of 3) and Cereal Marshmallow Bars (plate of 3)

| Create One   | or More Entries                            |   |             |
|--|--|---|-------------|
| Exhibitor  | Adam Huffer Individual 4HOnline            |   | Change      |
| Department / Division                              | General Projects / Foods & Nutrition       |   | Change      |
| Make your Club                                     | and Class selections to continu            | e. Co   | ntinue 🧿    |
| Club   | Change                                     | Class or Classes                                  |             |
| Practice Club                                      |  | * 50200: 4-H Coolking 101                         |             |
| Some Classes in this                               | Division may require you to be enrolled in | Cereal Marshmallow Bars (three)                   | Quantity: 1 |
| one of the following 4-H                           | Projects:                                  | Coffeecake (1/4 of 8" square or round coffeecake) |             |
| Food - 4-H Cooki Food - 4-H Cooki Food - 4-H Cooki | ng 201                                     | 😻 Cookles (three)                                 | Quantity: 1 |
| Food - 4-H Cooki Food - 4-H Cooki                  | ng 401<br>allenae                          |   |             |
| Food Preservatio Food Preservatio                  | n-Can My Veg                               | Cheese Muttins (three)                            |             |
| Food Preservatio Food Preservatio                  | n-Fruits and Veg                           | Scones (three)                                    |             |
| Food Preservatio Food Preservatio                  | n-Jam<br>n-Tomatoes                        | 🗐 1 loaf basic nut bread                          |             |

Select Division: General Projects Department: Foods & Nutrition Class: 50200 4-H Cooking 101 Then checkmark Sub-Classes: Cookies and Cereal Marshmallow Bars Not all projects have subclasses.

The "quantity selection" should ALWAYS be 1 except for specified livestock classes.

## 8. Click Continue.

- 9. Review the entries for that Division, and click **Create Entries**.
- 10. All selected entries will appear in this list. If you see a blue "Incomplete" bar by an entry, click the large blue bar at the top of the screen to **Review/Complete Outstanding Records** and answer the questions.
- 11. <u>To make additional entries for that member</u>, click **Add another** \_ **Entry** to choose the next project area you wish to enter.
- 12. <u>To register another family member</u>, choose **Register another Exhibitor**.
- 13. When you have completed ALL entries for ALL members in your family, click **Continue to Payment**. (Payment will be zero.) Then click each **Continue** screen until you reach **Submit**.
- 14. Your entries are NOT submitted for approval until you reach the "Thanks!" screen. You will receive a confirmation email from fairentry.com. Your "invoice"/entries are *pending* until approved by 4-H staff. Once approved, you will also receive an email from fairentry.com verifying approval. If there are issues with your

entries, you will receive a separate email from 4-H staff. While the "invoice" is pending, new entries cannot be added. Once approved, you can add new entries. You may log in to VIEW approved entries after the close date.



| Entry #1  | what do you want to do next? |
|---|------------------------------|
| Horn, Child 1   | For Child 1 Hom-             |
| (4 H ags) + Grade: 7<br>52 (450mm) Training +<br>Milbury Club | Add another Entry            |
| Department General Projects                                   | Register another Exhibitor   |
| Division Aerospace  |                              |
| 50130: Model Rocketty   | Everything looks goad!       |
| Sub-Class Level 1   | Continue to Payment          |
| So130: Model Rocketry<br>Sub-Class Level 1                    | Everything loaks goad!       |