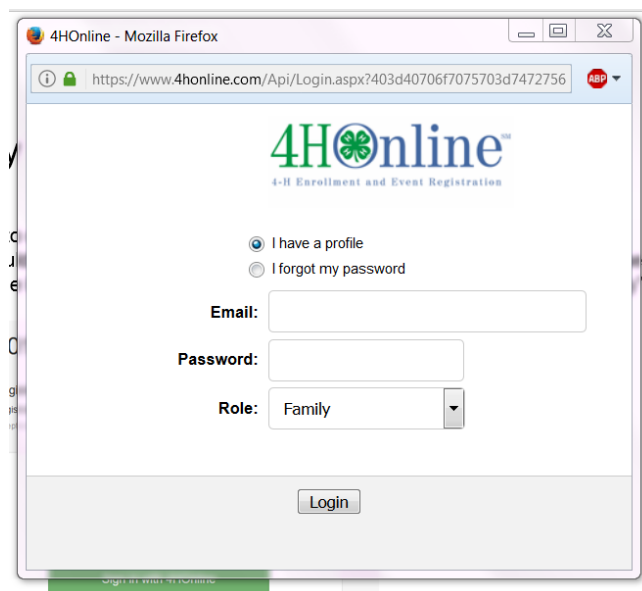


Family Instructions to Enroll in Exhibits

1. Go to our county's website: <http://jodaviess4-hfair.fairentry.com>. You should see a screen similar to this. Click on "**Sign in with 4HOnline**" and use the same login information you created when you enrolled and sign is as "Family".



2. When the screen below opens up, enter your login information (same as what you set up at the beginning of the year), leave Role set as "**Family**" and click "**Login**". If you don't remember your password, click the "**I forgot my password**" circle, type your email and click "**Login**". You will then need to check your email for a temporary password to get in.
3. You will see the screen below. Click "**Begin Registration**" to continue. And then click "**Individual**".





Welcome!

Thank you for signing-in with your 4HOnline account.

For your convenience, the managers of this fair have already imported some of your 4HOnline records.




We noticed you haven't yet registered for the fair.


[Begin Registration](#)

4. If there is only one member to enroll, click the bubble next to the name and then click **“Continue”**. **If there is more than one member to enroll, you should see a list of family members eligible to exhibit. Click the bubble next to the first name and then click “Continue”.**

New Individual Exhibitor

Select an Existing person to continue...

 Tester, Ima
12/02/2003 - Age 13


 Tester, Ura
8/16/2002 - Age 14

- OR -

[+ Create an Exhibitor From Scratch](#)

[Cancel](#) [Continue](#)

5. When the next screen comes up, click **“Continue”**.


Tester, Ima
 12/02/2003 • 12 years old
 (4-H age) • Grade: 7
 #72 4HOnline Stephenson

[Delete this Exhibitor](#)

Progress: Personal Details ✓ Contact Info ✓ Address ✓ Questions **4** Review 5

Questions
 There are no questions to answer.

[Continue](#)

6. You will see the information about this individual. If any of the information is incorrect, log into *4-H Online* and correct the information. If the information is correct, click on **“Continue to Entries”**.

Progress: Personal Details ✓ Contact Info ✓ Address ✓ Questions ✓ Review **5**

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

1400 Annis Ave
 Mattoon, IL
 61938-5902

7. Select the desired individual and choose **“Create Entry”**


2018 Illinois Training Fair
Horn -


Exhibitors **Entries** Payment \$0.00

Exhibitors being registered
 There are 0 exhibitors in the process of being registered.

[Register an Exhibitor](#)

Previously Registered Exhibitors
 The registration information for an Exhibitor in this list cannot be edited but you can add new Entries.

 Horn, Child 1 4HOnline	Create Entry
--	------------------------------


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8. From this point on- the process is the same whether it is the first time or you are returning to add additional entries.

Exhibitors Entries Payment \$0.00

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

Horn, Test for Authorizations
1 Entry 4HOnline Add an Entry

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

Fair Entry © 2015 RegistrationMax

9. Select the appropriate Department (Beef, Dogs, General Projects, etc.) and class (Aerospace, Visual Arts, Breeding Beef, etc.). After choosing the class, you will see the window below. Click **“Choose”**.

Starting an Entry

Department: General Projects Change

Select a Division to continue

Aerospace Not Available

This exhibitor may not enter into this Division because:

- > a membership to one of the following 4HOnline Projects is required:
 - Aerospace - Aerospace 2
 - Aerospace - Aerospace 3
 - Aerospace - Aerospace 4
 - Aerospace - Clover Challenge

Animal Science Select

Child Development Select

Citizenship Select

Clothing & Textiles Select

College&Career Readiness Select

Computer Science Select

Choose Department and Division

Department	General Projects	Change
Division	Foods and Nutrition	Change

Cancel Choose

Horn, Child 1

10. You will then see a list of classes within that Division. Select the class and level you enrolled in at the beginning of the year. Some classes like Foods & Nutrition may require you to select a sub-division (cookies, yeast bread, rolls, etc.). Click **“Select”** next to the class you want. Select one or more classes. After you are done selecting classes, click **“Continue”**

Make your Club and Class selections to continue.

Club Change

Military Club 4-H
(Primary Club)

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

Animal(s)

This Division does not allow animals.

Class or Classes

- ▼ 50200: 4-H Cooking 101
 - Marshmallow Treats
 - Cookies
- 50201: 4-H Cooking 201
- 50202: 4-H Cooking 301
- 50203: 4-H Cooking 401
- 50204: Food Science 1 - 4
- 50208: Food Preservation
- 50210: Food Ready4Life Challenge

11. You will see a window that shows the department, division and class selected, if it is not correct, click **“Change”** and correct it. If it is correct, click **“Continue”**.

Starting an Entry	
Department	General Projects Change
Division	Collections Change
Class	17007: Collections Age 8-12 Change

Continue ➔

Tester,
12/02/20
Grade: 7
#72 4H
County 4-

Existing entries (0)

12. Review the selections for the division, and click on Create Entries. This will add the entries for this division.

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	2018 Illinois Training Fair
Division	General Projects
Club	Military Club 4-H
Animal(s)	No Animals

Entry Classes

- 1. 50201: 4-H Cooking 201
- 2. 50200: 4-H Cooking 101 / Marshmallow Treats

[Cancel](#) Create Entries

13. Answer any questions that may come up. Click “Continue”.

1 2 3
Club/Chapter Questions Review

Questions

There are no questions to answer.

Continue →

14. If you wish to add another entry for this member, click “Add another Entry”. If you are finished with this member and want to add entries for a different member, click “Register another Exhibitor”. Make sure you add ALL your entries for ALL members before continuing to the payment screen. If you submit before all the entries are made, you will have to wait for 4-H staff to approve before you can go back in and add or delete any entries.

What do you want to do next?

For Xander Krolow:

[+ Add another Entry](#)

[+ Register another Exhibitor](#)

Everything looks good!

[Continue to Payment](#)

Adding More Than One Entry For The Same Member

1. If adding another entry for the same member, click “**Add another Entry**” (see #13 screen shot above). A new window will pop up asking you to choose the Department and Division again. Click “**Change**” next to the Department (Beef, Dairy, Dogs, etc.) if it is different or next to the Division (Aerospace, Robotics, Woodworking, etc.) if it is different. Select the Department and Division you want for the next entry just as you did in #8 above and continue with step #9 - #13 until all entries are made for this member.

Adding Entries For A Different Member (Same Family)

1. If adding entries for a different member in the same family, click “**Register another Exhibitor**” (see #13 screen shot above). Click “**Individual**” just as you did in Step #3 above. You will see the member(s) already registered on the screen. Scroll down until you see the member you are adding entries for and click “**Add an Entry**” next to his/her name.

Tester, Ima
3 Entries 4HOnline Add an Entry

#261	Department	General Projects	Edit
	Division	Visual Arts	
	Class	17057: Legos	

#260	Department	General Projects	Edit
	Division	Natural Resources	
	Class	50261: Sportsfishing 2	

#259	Department	General Projects	Edit
	Division	Collections	
	Class	17007: Collections Age 8-12	

Tester, Ura
0 Entries 4HOnline Add an Entry

2. Select the Department and Division you want for the next entry just as you did in #8 above and continue with step #9 - #13 until all entries are made for this member.

Submitting Your Entries

1. Once all entries have been entered for each member, click “**Continue to Payment**” (see #13 screen shot above). Follow any instructions regarding payment (in Illinois, exhibits usually do not require a registration fee, so the Invoice will be \$0). Click “**Continue**” (example on next page).

1 ————— 2 ————— 3
Review Payment Method Confirm

Invoice	Summary Detail
Individual Exhibitor: Ima Tester	\$0.00
Individual Exhibitor: Ura Tester	\$0.00
Total: \$0.00	

Continue

2. Another screen will come up indicating a payment method is not necessary. Click “**Continue**”.

The screenshot shows a progress bar with three steps: Exhibitors, Entries, and Payment. The total amount is \$0.00. Below the progress bar, a timeline shows three steps: 1. Review (checked), 2. Payment Method (active), and 3. Confirm. A message box states: "A payment method is not necessary because your invoice total is \$0.00." A green "Continue" button with a right arrow is visible.

3. **One last step!** It will show no payment is necessary. Choose “**Submit**” to save your entries. Once you submit your entries, you will not be able to make any changes until approved by 4-H Staff. Click “**Sign Out**” and you are done.

The screenshot shows the same progress bar and timeline as the previous image. A light blue box contains the text: "One last step! Agree to the terms below and press submit." Below this, there are two side-by-side boxes. The left box is titled "After you Submit" and contains a bulleted list:

- 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.

The right box is titled "Payment Total" and contains the text "No payment is necessary." A green "Submit" button with a right arrow is at the bottom right.

Rejected Entries

After submitting your fair entries, 4-H Staff will check your fair entries with the classes you enrolled in at the beginning of the 4-H year in *4HOnline*. If you enrolled in the wrong class or level, your entry will be rejected, and you will receive an email explaining what you need to do to correct the issue.

1. There will be a link in the email to take you to *FairEntry.com*. Follow steps #1 and #2 under **Family Instructions to Enroll in Exhibits** to log in.
2. You will see a screen that shows you have an open invoice for the Individual Exhibitor listed. Click “**Continue work on this**” to go into the entry and correct.

Registration is currently **Open**
3/28/2017 - 6/1/2017

Your Current Invoice

Status: **Open**
You have not yet submitted this invoice. It is a work in progress.

Summary Detail

Individual Exhibitor: Ima Tester \$0.00

Total: \$0.00

Continue work on this

- A screen will come up with the previously registered exhibitors. Click **“Entries”** at the top of the page.

Exhibitors Entries Payment \$0.00

Exhibitors being registered
There are 0 exhibitors in the process of being registered [+ Register an Exhibitor](#)

Previously Registered Exhibitors
The registration information for an Exhibitor in this list cannot be edited but you can add new Entries.

	Tester, Ima 4HOnline	Create Entry
	Tester, Ura 4HOnline	Create Entry

- A screen showing the individual member and the incorrect class will show. Click **“Edit”**.

Exhibitors Entries Payment \$0.00

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

Everything looks good!
[Continue to Payment](#)


Tester, Ima
1 Entry 4HOnline [Add an Entry](#)

#260	Department	General Projects	Edit
	Division	Natural Resources	
	Class	50261: Sportsfishing 2	

- Click **“Delete this Entry”**. When it asks if you are sure, click **“OK”**.

Exhibitors

Entry #260

 **Tester, Ima**
 12/02/2003 • 12 years old (4-H age) • Grade: 7
 #72 4HOnline
 Stephenson • Stephenson County 4-H Shooting Sports Club

Department	General Projects
Division	Natural Resources
Class	50261: Sportsfishing 2

[Delete this Entry](#)

Confirm

Are you sure?

[Cancel](#) [OK](#)

6. Click **“Exhibitors”** at the top of the screen.

Exhibitors **Entries** **Payment** **\$0.00**

There are 0 entries belonging to 0 exhibitors in this invoice.

Everything looks good!



[Continue to Payment](#)

7. Click **“Create an Entry”** next to the name of the individual where you just deleted the class.

Exhibitors **Entries** **Payment** **\$0.00**

Exhibitors being registered
 There are 0 exhibitors in the process of being registered. [Register an Exhibitor](#)

Previously Registered Exhibitors
 The registration information for an Exhibitor in this list cannot be edited but you can add new Entries.

 Tester, Ima 4HOnline	Create Entry
 Tester, Ura 4HOnline	Create Entry

8. Select the Department and Division and click **“Choose”**. Find the correct class/level and click **“Select”**.

9. Verify the class the shows up is correct and click **“Continue”**.

10. Verify the club, click the circle next to the club name and then click **“Continue”**.

11. If done with corrections, adding entries, and registering exhibitors, click "**Continue to Payment**" and follow the instructions above under **Submitting Your Entries.**



Please contact Angela Miller in the Extension Office at 815-858-2273 if you have any questions.