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".

2017 Will County Fair

Registration is currently **Open**
Registration dates: 2/15/2017 - 3/6/2017
Exceptions may apply   View Details

Exhibitor and Staff sign-in

4HOnline
4-H Enrollment and Event Registration

Sign in with 4HOnline

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**".

4HOnline - Mozilla Firefox

https://www.4honline.com/Api/Login.aspx?403d40706f7075703d7472756

4HOnline
4-H Enrollment and Event Registration

○ I have a profile
○ I forgot my password

Email: [   ]

Password: [   ]

Role: [Family   ▼]

Login
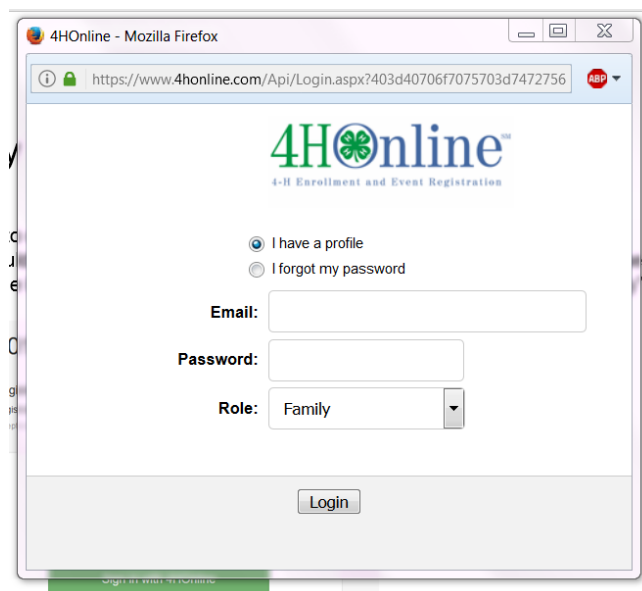
Welcome!

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.

4H☘nline
4-H Enrollment and Event Registration

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".**

County Fair

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**".

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**".

7. Select the desired individual and choose "Create Entry"

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		

FairEntry

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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

ℹ 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"**

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**".

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**".

✓ Club/Chapter   2 Questions   3 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.

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.

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).

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

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.

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

3. 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

4. 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	

5. Click "**Delete this Entry**". When it asks if you are sure, click "**OK**".

6. Click "**Exhibitors**" at the top of the screen.

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

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.