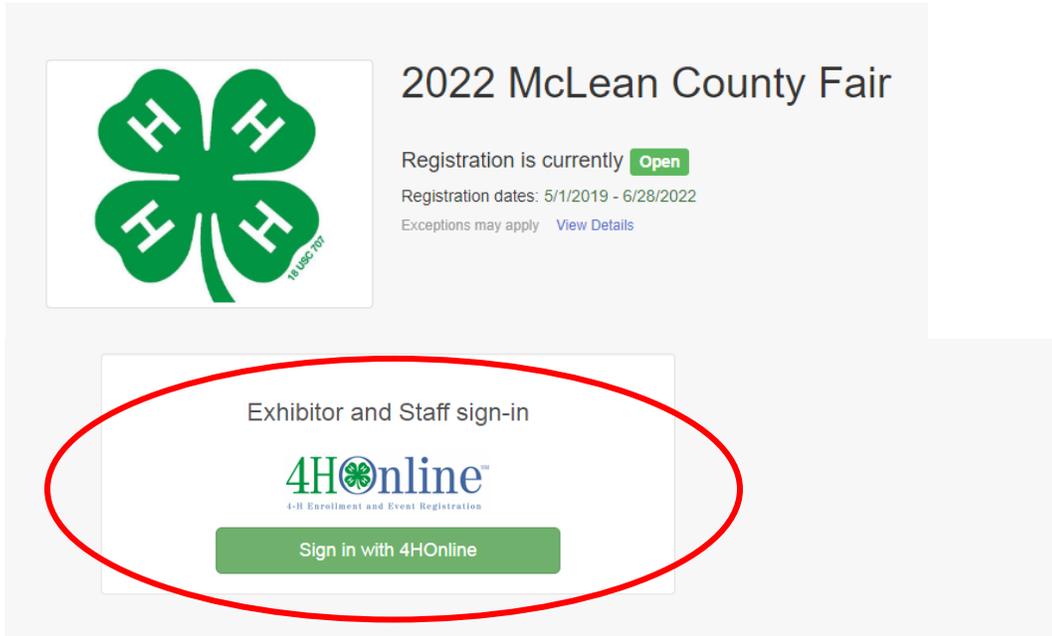


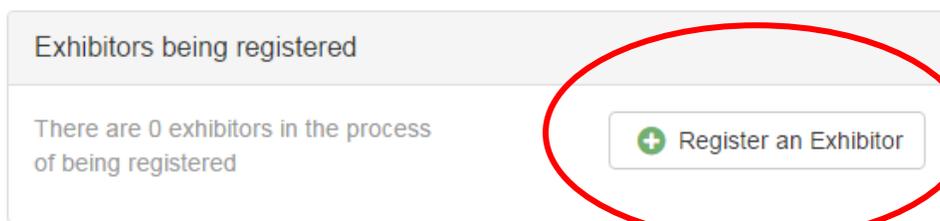
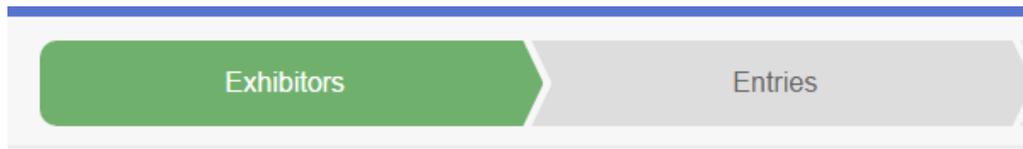
Family Instructions for 4-H Show Entries Through FairEntry.com

Go to the McLean County 4-H Fair entry website: <http://mclean4-hfair.fairentry.com>

1. You should see this screen:

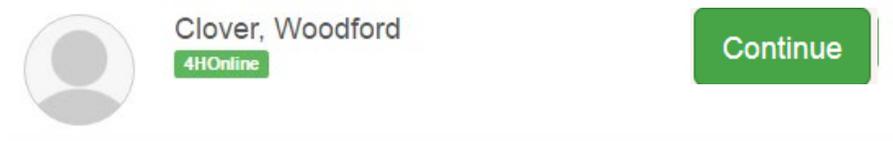


2. Click on "Sign in with 4H Online".
3. Once logged in, click "Register an Exhibitor".



4. Click "Individual," and then select a member from your family.
5. Click "Continue" next to the member's name.

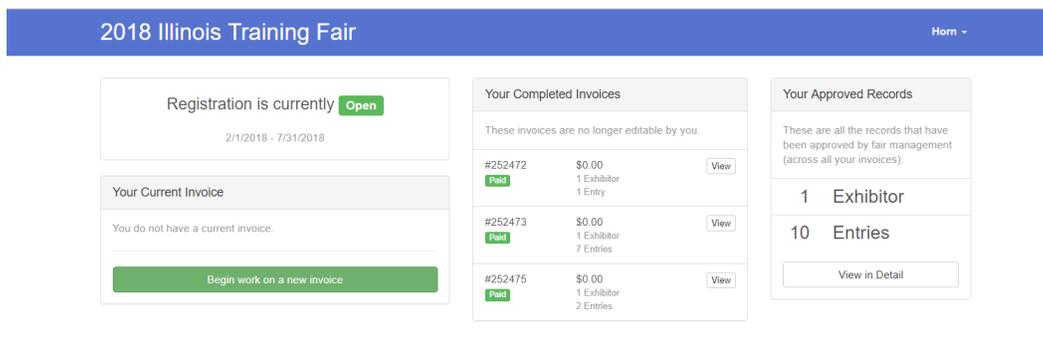
The registration information for an Exhibitor in this list cannot be edited but you can add new Entries.



A user profile card for "Clover, Woodford" with a "4HOnline" badge and a green "Continue" button.

Additional notes about this step:

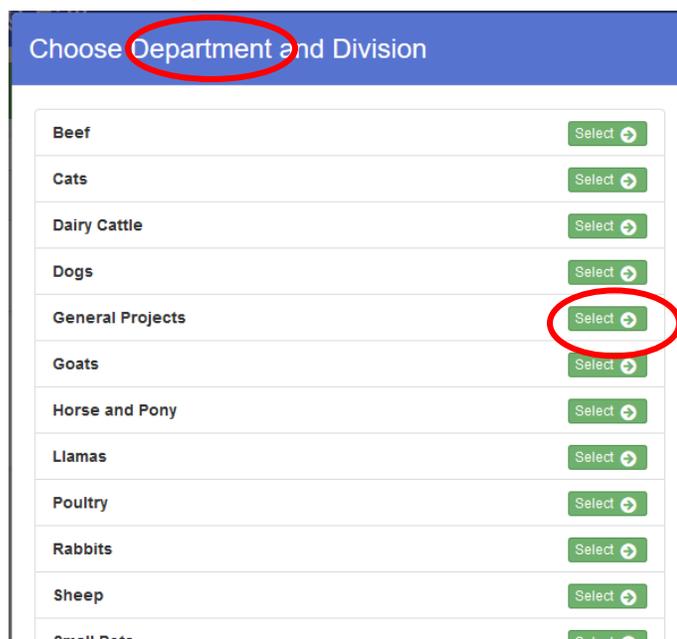
- Please review exhibitor registration then click "Continue to Entries"
- Select "Add an entry".
- If you have previously created entries, you will see an option like this. Choose to Begin work on a new invoice.



A dashboard for the "2018 Illinois Training Fair" showing registration status, current invoice, completed invoices, and approved records.

Your Completed Invoices	
#252472	\$0.00 1 Exhibitor 1 Entry
#252473	\$0.00 1 Exhibitor 7 Entries
#252475	\$0.00 1 Exhibitor 2 Entries

6. Choose a Department (Hit the "Select" button next to: Beef, General Projects, Swine, etc.), then a Division (Hit the "Select" button next to: Market Beef, Clothing & Textiles, Breeding Swine etc.), then click "Choose".



A screen titled "Choose Department and Division" with a list of departments and their respective "Select" buttons. The "General Projects" department and its "Select" button are circled in red, with a red arrow pointing to it from the right.

Department	Action
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

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



Department	General Projects	Change
Division	Clothing & Textiles	Change

Cancel Choose

7. Choose your classes (example: Swine - Market Gilts; General Projects – Clothing and Textiles, STEAM Clothing 1 – Non-Sewn Exhibit) and then click continue.

Class or Classes
50151: STEAM Clothing 1
STEAM Clothing 1
<input type="checkbox"/> STEAM Clothing 1 - Non-Sewn Exhibit
<input checked="" type="checkbox"/> STEAM Clothing 1 - Sewn Non - Clothing Exhibit
<input type="checkbox"/> STEAM Clothing 1 - Sewn Clothing Exhibit
50152: STEAM Clothing 2
<input type="checkbox"/> STEAM Clothing 2 - Non-Sewn Exhibit
<input type="checkbox"/> STEAM Clothing 2 - Sewn Non - clothing Exhibit
<input type="checkbox"/> STEAM Clothing 2 - Sewn Clothing Exhibit
50153: STEAM Clothing 3
<input type="checkbox"/> STEAM Clothing 3 - Non-sewn Exhibit
<input type="checkbox"/> STEAM Clothing 3 - Sewn Non-Clothing Exhibit
<input type="checkbox"/> STEAM Clothing 3 - Sewn Clothing Exhibit
50154: Shopping in Style - Beginning
50390: Shopping in Style - Intermediate
50391: Shopping in Style - Advanced
Clothing
Sewing and Textiles Clover Challenge - 50155

8. Review your class choices for that project area then click "Create Entries".
9. Click "Review/Complete Outstanding Records".

Exhibitors Entries Payment

Entry #19

Clover, Woodford
 4/01/2000 • 16 years old (4-H age) • Grade: 11
 #2 4HOnline Woodford
 • Hunting & Outdoor Skills SPIN

Department: General Projects
 Division: Clothing & Textiles
 Class: 50151: STEAM Clothing 1
 Project-Class: Non-Sewn Exhibit

What do you want to do next?

For Woodford Clover:

+ Add another Entry

+ Register another Exhibitor

There is 1 item that needs your attention

Review/Complete Outstanding Records

10. After completing those questions, click "Add Another Entry" if you have more projects.
11. The department/division can be changed in the next screen by clicking "Change" next to the corresponding area.

Exhibitors Entries Payment \$0.00

Create One or More Entries

Exhibitor	Fictitious Kinate Individual 4HOnline	Change
Department / Division	General Projects / Foods and Nutrition	Change

Make your Club and Class selections to continue. Continue

12. Continue adding projects for this exhibitor until finished.

13. Once finished with your first exhibitor, you can choose to “Register Another Exhibitor” and begin the process again for the rest of the members in your family. You must register **ALL** of your members prior to hitting submit or your entry will be locked pending approval of Extension staff.

What do you want to do next?

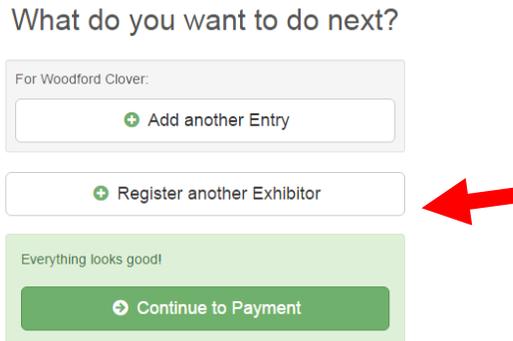
For Woodford Clover:

[+ Add another Entry](#)

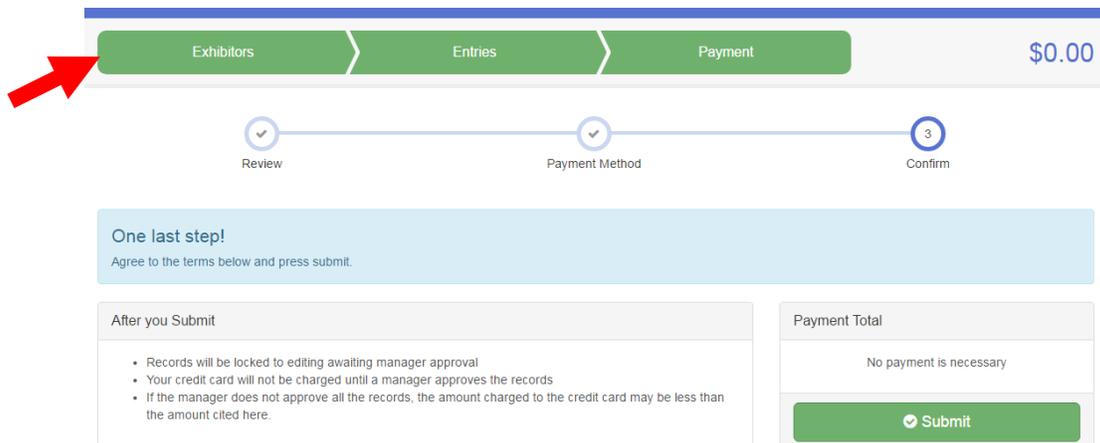
[+ Register another Exhibitor](#)

Everything looks good!

[Continue to Payment](#)



14. If you accidentally hit the “Continue to Payment” button you can also click the green exhibitors tab to add additional exhibitors. NOTE: You can always switch screens by clicking the “Exhibitors,” “Entries,” and “Payment” tabs near the top. If you want to see the list of classes you have registered for at any time, click “Entries.”



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](#)

15. If you are finished **entirely (with all youth in your family)**, click “Continue to Payment”.

What do you want to do next?

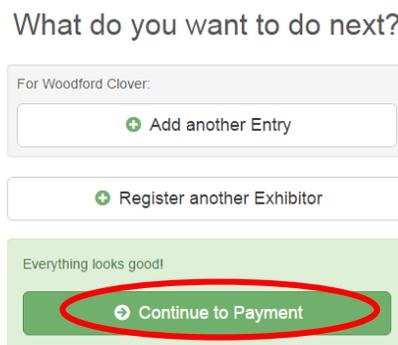
For Woodford Clover:

[+ Add another Entry](#)

[+ Register another Exhibitor](#)

Everything looks good!

[Continue to Payment](#)



NOTE: There is no payment necessary to exhibit at the McLean County 4-H Fair. (We are unable to remove/rephrase this portion of the site.)

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

16. Before you submit your entries, be sure to read the “After you submit” terms. “Records will be locked to editing awaiting manager approval,” means that you will not be able to add more classes until the previous classes are approved. **Before submitting**, you may log out and think about other entries you may want to make. You may log back in and your previously entered exhibits will still be there waiting. If you are done adding entries you may not hit the Submit button. Entries are not complete, and received by the Extension office until this is done.
17. You may submit your entries early, receive approval, and then decide to add more before the June 28 deadline.

If you have any questions or would like to set-up a one-on-one help session, please call the Extension office at 309-663-8306. Thanks!



Illinois Extension
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

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