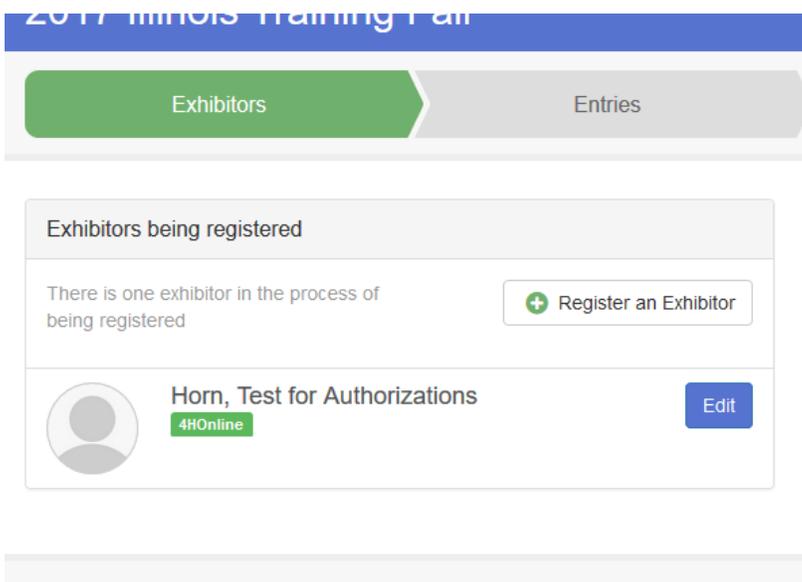


Family Instructions to Enroll in Exhibits

Go to the following link: <https://go.illinois.edu/22shelbyfair> You should see a screen similar to this.



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



4. Answer question #1. Select **continue**.
5. 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		

6. Click on **Continue to Entries**
7. 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	<table border="1"> <tr> <td>Department</td> <td>General Projects</td> </tr> <tr> <td>Division</td> <td>Animal Science</td> </tr> <tr> <td>Class</td> <td>50135: Animal Science</td> </tr> </table>	Department	General Projects	Division	Animal Science	Class	50135: Animal Science	Edit
Department	General Projects							
Division	Animal Science							
Class	50135: Animal Science							

8. 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

9. 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 ↕	

10. 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](#)

11. 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)*.

Animal(s)

This Division does not allow animals.

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

12. 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

[Cancel](#) [Create Entries](#)

13. 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.

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

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

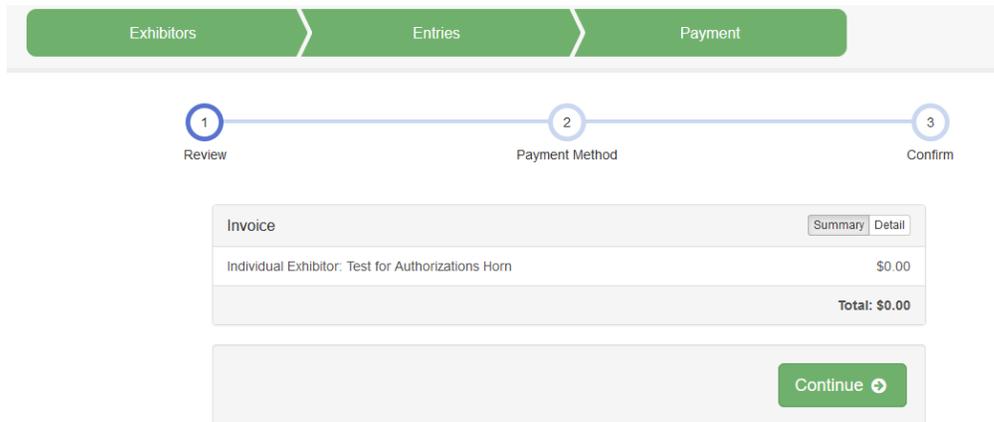
Everything looks good!

[Continue to Payment](#)

Horn, Test for Authorizations 2 Entries 4HOnline [Add an Entry](#)

#89	<table border="1"><tr><td>Department</td><td>General Projects</td></tr><tr><td>Division</td><td>Citizenship</td></tr><tr><td>Class</td><td>50148: Citizenship Clover Challenge</td></tr></table> Edit	Department	General Projects	Division	Citizenship	Class	50148: Citizenship Clover Challenge
Department	General Projects						
Division	Citizenship						
Class	50148: Citizenship Clover Challenge						
#88	<table border="1"><tr><td>Department</td><td>General Projects</td></tr><tr><td>Division</td><td>Citizenship</td></tr><tr><td>Class</td><td>50145: Citizenship 1</td></tr></table> Edit	Department	General Projects	Division	Citizenship	Class	50145: Citizenship 1
Department	General Projects						
Division	Citizenship						
Class	50145: Citizenship 1						

15. 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.

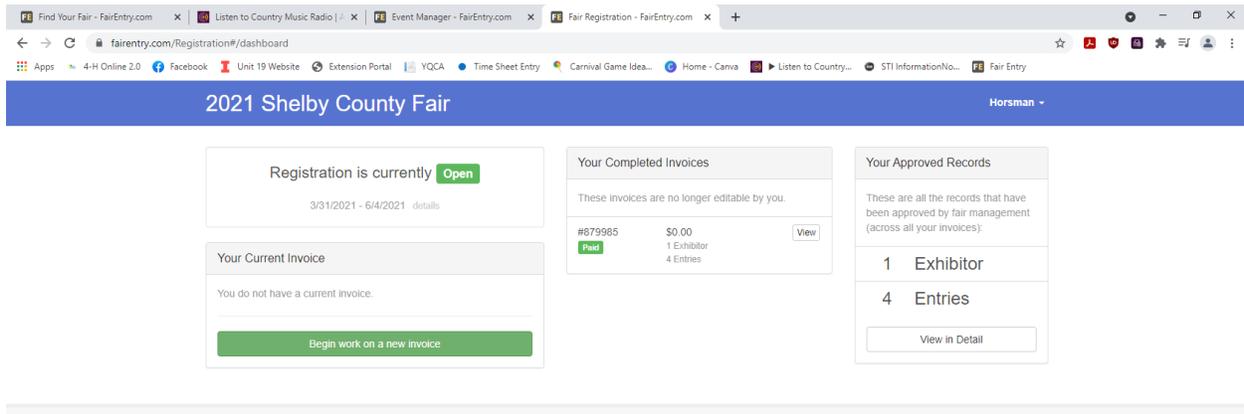


16. Choose to **Submit your entries**.

17. Families may not enter any additional entries until the current invoice has been approved. Approval will occur by extension staff. Do not send emails asking about approving a current invoice.

18. If families need to add additional entries after approval, follow above instructions.

19. Select **Begin work on a new invoice**



20. Select exhibitor, **create entry**

21. Follow step 8 and continue through the enrollment process.