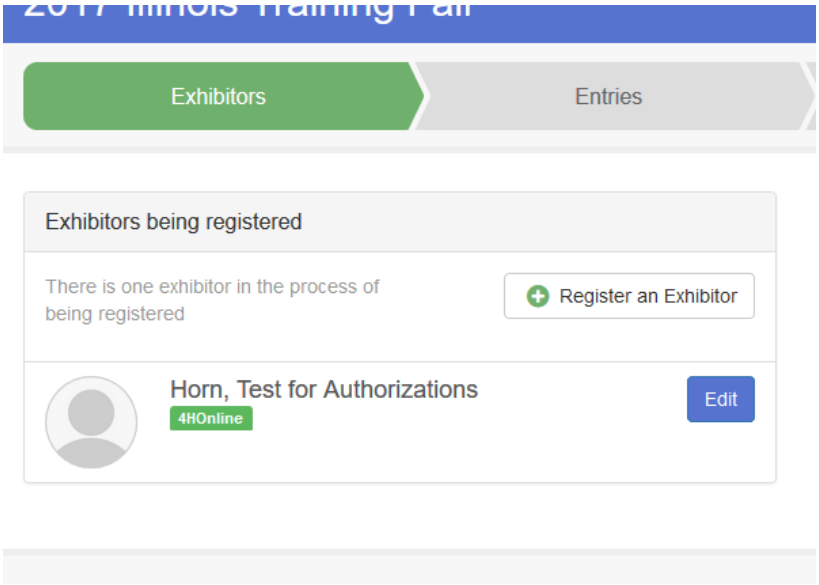
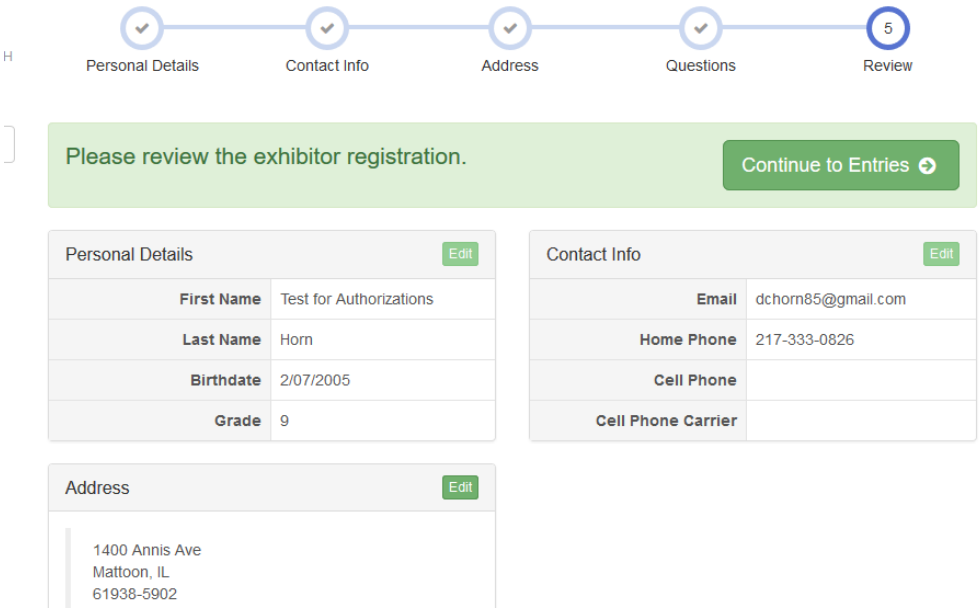
Family Instructions to Enroll in Exhibits

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.

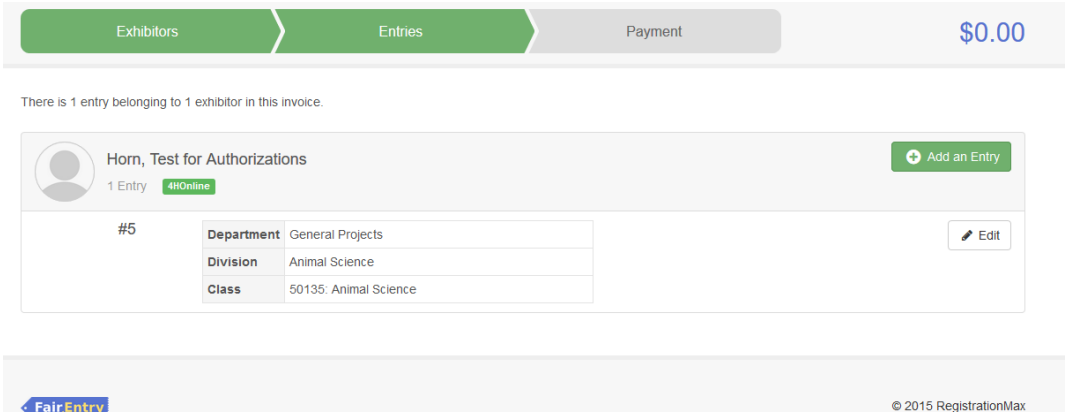


4. Answer question #1. Select **continue**.
5. Click **Edit** next to the name of the individual. You will see the information about this individual. If any of the information is incorrect, log into 4-H Online and correct the information.

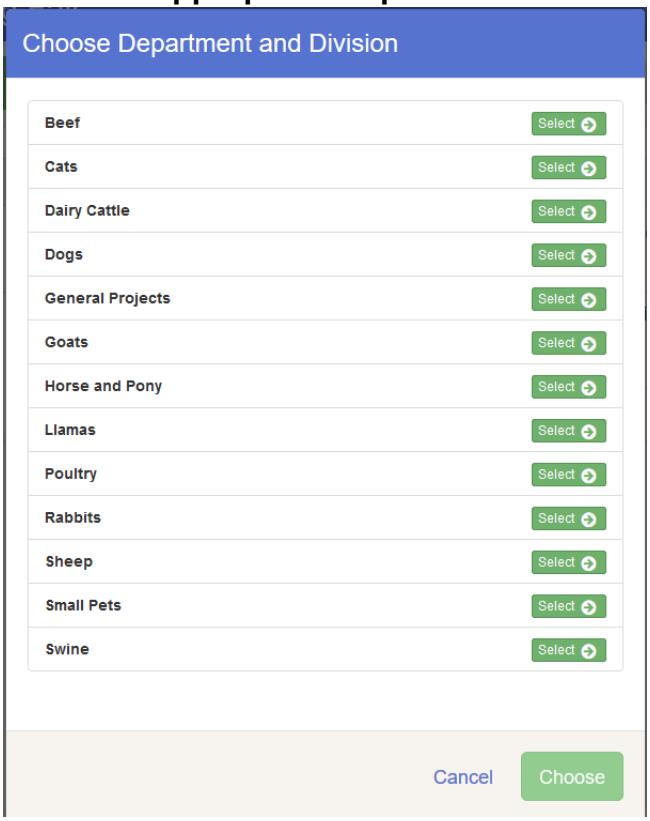


6. Click on **Continue to Entries**

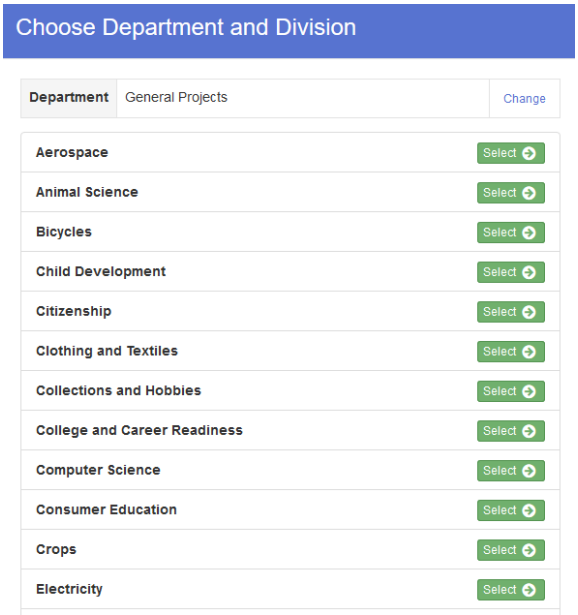
7. Click **Add an Entry** to add entries



8. Select the **appropriate Department**.

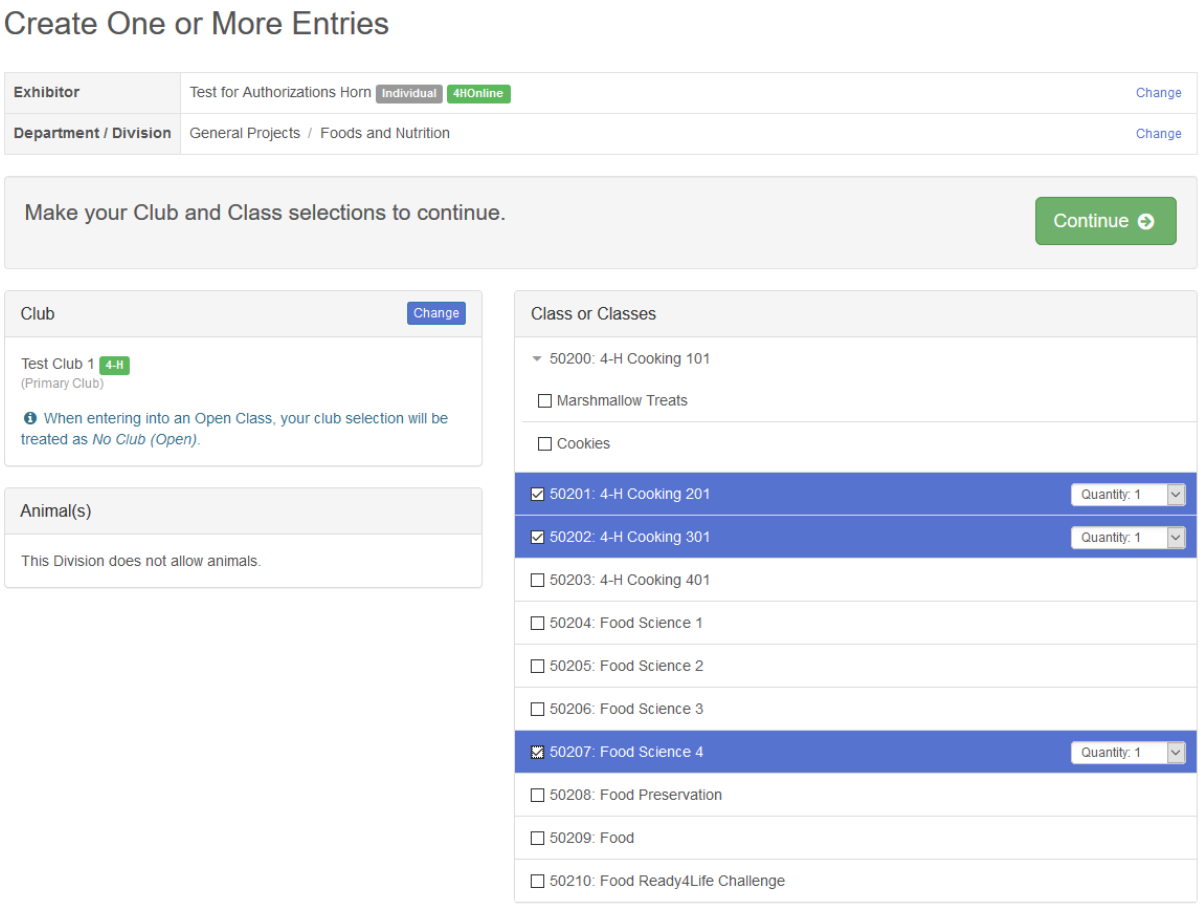


9. Select the **desired Division**.

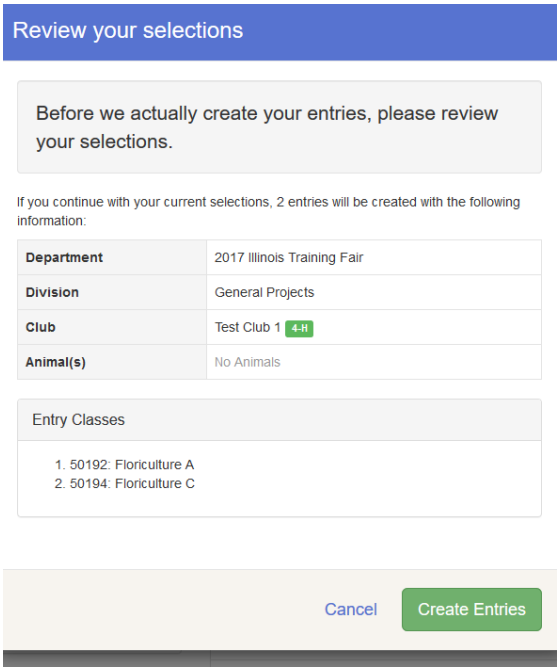


10. After selecting the Department and Division, confirm that and select **Choose**.

11. Select the desired class or classes and then select **continue**.

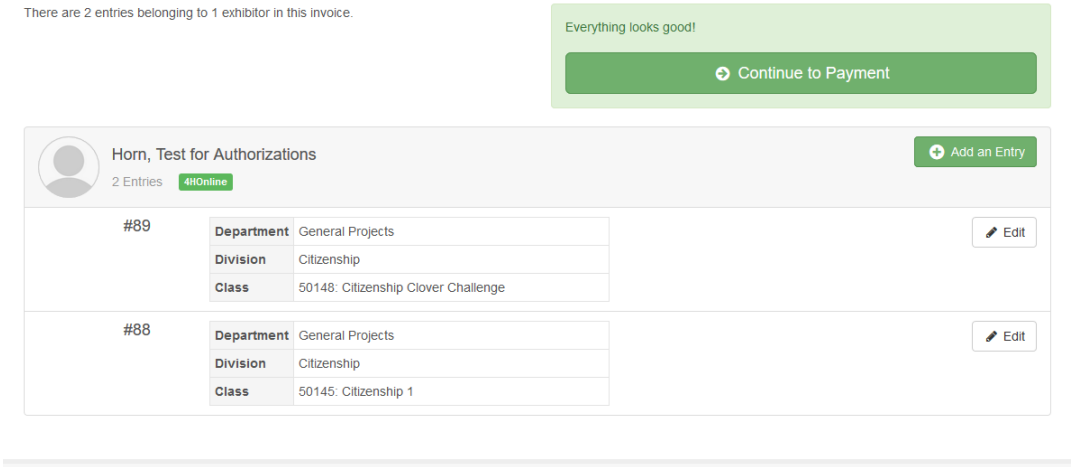


12. After selecting continue, you will receive **Review your selections screen**. Select **Create Entries** to complete this transaction.

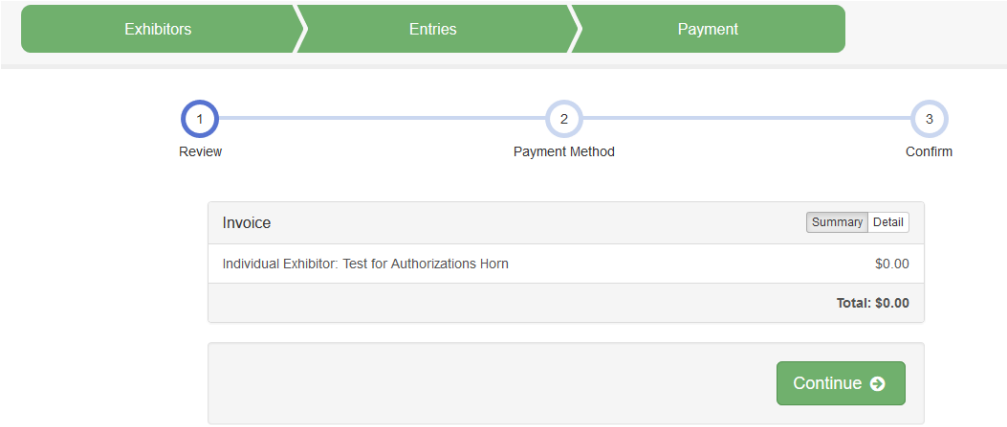


13. If you wish to add another Entry, **choose Add an Entry**.
    If you wish to register an additional family member, click on **Exhibitors** across the top and complete the same process for this member.

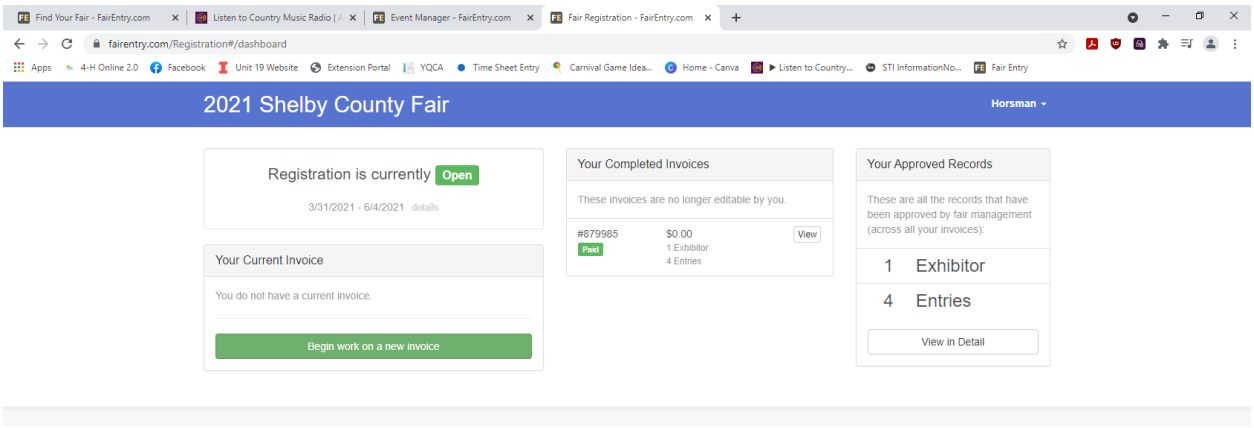
14. If you are done adding entries, choose the option to **Continue to Payment**.



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.