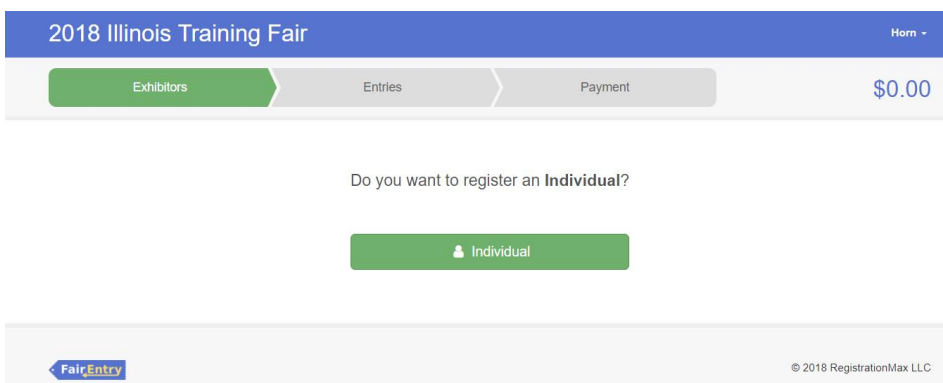


Family Instructions to Enroll in Exhibits

1. Go to the website provided by your county. You should see a screen similar to this



2. Click on Sign in with 4H Online
3. If you get the prompt, choose to register as an Individual



- You should see a list of family members eligible to exhibit.

New Individual Exhibitor

Select an Existing person to continue...

Horn, Child 1
9/02/2007 - Age 10

- OR -

+ Create an Exhibitor From Scratch

Cancel Continue

- Click on the individual. You will see the information about this individual.
- If you have previously created entries, you will see an option like this. Choose to Begin work on a new invoice.

2018 Illinois Training Fair Horn

Registration is currently **Open**
2/1/2018 - 7/31/2018

Your Current Invoice
You do not have a current invoice.
Begin work on a new invoice

Your Completed Invoices
These invoices are no longer editable by you.

#252472	\$0.00	View
Paid	1 Exhibitor 1 Entry	
#252473	\$0.00	View
Paid	1 Exhibitor 7 Entries	
#252475	\$0.00	View
Paid	1 Exhibitor 2 Entries	

Your Approved Records
These are all the records that have been approved by fair management (across all your invoices):

1 Exhibitor
10 Entries
View in Detail

- Answer any Questions that may be set up at the Fair Level, then click Continue.

2018 Illinois Training Fair Horn

Exhibitors Entries Payment **Questions** Review

\$0.00




Horn, Child 1
9/02/2007 • 9 years old (4-11 age) • Grade 7
4th Grade Training
Delete this Exhibitor

Questions
There are no questions to answer.
Continue

- Review the information about the Exhibitor. You have the opportunity to make changes if something is incorrect about the name or address.

2018 Illinois Training Fair Horn ▾

Exhibitors Entries Payment \$0.00

 **Horn, Child 1**
9/02/2007 • 9 years old (4-H age) • Grade: 7
  Training

[Delete this Exhibitor](#)

Personal Details Contact Info Address Questions Review

Please review the exhibitor registration. [Continue to Entries](#)

Personal Details Edit	
First Name	Child 1
Last Name	Horn
Birthdate	9/02/2007
Gender	

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	

Additional Questions

There are no questions or answers.

- Click on Continue to Entries.
- You will see a list of entries this individual has currently signed up to exhibit. Click Add an Entry to add additional entries

Exhibitors

Entries

Payment

\$0.00

There are 0 entries belonging to 1 exhibitor in this invoice.

[+ Register another Exhibitor](#)

Everything looks good!

[Continue to Payment](#)



Horn, Child 1

0 Entries

[#Online](#)

[+ Add an Entry](#)

11. 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](#)

12. 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 ↗
Entomology	Select ↗
Entomology-Beekeeping	Select ↗
Exploratory	Select ↗
Fashion Revue	Select ↗
Floriculture	Select ↗
Foods and Nutrition	Select ↗
Forestry	Select ↗
Geology	Select ↗

13. 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

14. Select the desired class or classes. Some classes may have additional options to select. Click Continue after you have selected all options.

The screenshot shows the '2018 Illinois Training Fair' registration interface. At the top, there is a blue header with the event name and a user profile icon labeled 'Horn'. Below the header is a progress bar with three steps: 'Exhibitors', 'Entries', and 'Payment'. The 'Entries' step is currently active. To the right of the progress bar, the payment amount is shown as '\$0.00'. The main content area is titled 'Starting an Entry' and contains a table with the following information:

Department	General Projects	Change
Division	Aerospace	Change
Class	50130: Model Rocketry	Change
Sub-Class	Level 1	Change

Below the table is a green 'Continue' button with a right-pointing arrow. To the right of the table, there is a user profile card for 'Horn, Child 1' with a birth date of 9/02/2007, age of 9 years old (4-H age), and Grade 7. It also shows '4HOnline Training' and 'Military Club' affiliations. Below the profile card, it says 'Existing entries (0)'. At the bottom of the page, there is a 'FairEntry' logo and a copyright notice for '© 2018 RegistrationMax LLC'.

15. Select the club for this exhibit. Either click Select this club next to the Suggested Club or choose another club from the list.

The screenshot shows the '2018 Illinois Training Fair' registration interface at the 'Club/Chapter' selection step. The progress bar at the top shows 'Exhibitors', 'Entries', and 'Payment'. The 'Entries' step is active, and the payment amount is '\$0.00'. On the left, there is a summary card for 'Entry #1' for 'Horn, Child 1' with the same details as in the previous screenshot. Below the summary card is a red 'Delete this Entry' button. The main content area is titled 'Club/Chapter' and contains the following text: 'Please select the 4-H Club or FFA Chapter that is associated with this entry.' Below this text, it says 'Selected Club: None' and 'Suggested Club: Military Club (4H) (Primary Club is 4HOnline)'. There is a blue 'Select this Club' button next to the suggested club. Below this is a search bar with the text 'Search...' and a magnifying glass icon. Below the search bar, there is a list of clubs with a radio button next to 'Military Club (Training)' and a green '4H' icon. Below the list, it says '1 club is available' and 'Note: no more than 50 clubs are shown at once, so use the search feature to find your club.' At the bottom right, there is a green 'Continue' button with a right-pointing arrow.

16. After completing the entry, you will have the option to add more entries for this individual or select another individual in the family. If all entries for all members of the family are complete, choose Continue to Payment.

2018 Illinois Training Fair Horn ▾

\$0.00

Exhibitors > Entries > Payment

Entry #1

Horn, Child 1
 9/02/2007 • 9 years old
 (4-H age) • Grade: 7
4HOnline Training •
 Military Club

Department	General Projects
Division	Aerospace
Class	50130: Model Rocketry
Sub-Class	Level 1

What do you want to do next?

For Child 1 Horn:

[+ Add another Entry](#)

[+ Register another Exhibitor](#)

Everything looks good!

[➔ Continue to Payment](#)

FairEntry © 2018 RegistrationMax LLC

17. When you select Continue to Payment, you will receive a screen similar to this:

2018 Illinois Training Fair Horn ▾

\$0.00

Exhibitors > Entries > Payment

1 ————— 2 ————— 3

Review ————— Payment Method ————— Confirm

Invoice [Summary](#) | [Detail](#)

Individual Exhibitor: Child 1 Horn \$0.00

Total: \$0.00

[Continue ➔](#)

Clicking on Detail will give a full list of the exhibits that are included on this invoice.

18. You should receive a Payment summary screen showing a Zero Balance. Click on Continue.

2018 Illinois Training Fair Horn

Exhibitors > Entries > Payment \$0.00

1 Review 2 Payment Method 3 Confirm

A payment method is not necessary because your invoice total is \$0.00.

[Continue](#)

19. Click on Submit to submit your entries.

2018 Illinois Training Fair Horn

Exhibitors > Entries > Payment \$0.00

1 Review 2 Payment Method 3 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](#)

20. This will create your entries for the County staff to approve. You will not be able to add any more entries until the staff has approved the invoice.

After you have completed the enrollment, you will receive an email from FairEntry showing the entries you added.

