

# 2021 Family Instructions to Enroll in Exhibits

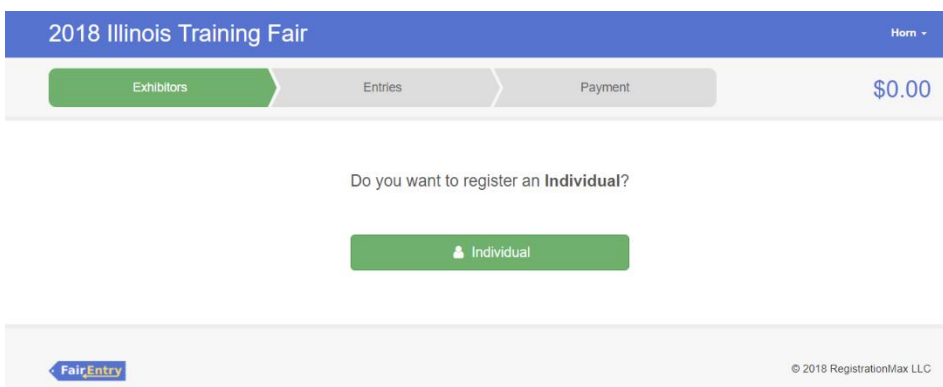
1. Go to the following website (<https://fairentry.com/Fair/SignIn/15140>) or go to FairEntry.com and click on 'Find Your Fair' at the top of the page and search for Christian County. Click on 2021 Christian County Fair. You should see a screen similar to this:



2. Click on Sign in with 4H Online

**If you have not created any entries for a family member for the current fair season:**

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.
- 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

<b>First Name</b>	Test for Authorizations
<b>Last Name</b>	Horn
<b>Birthdate</b>	2/07/2005
<b>Grade</b>	9

**Contact Info** Edit

<b>Email</b>	dchorn85@gmail.com
<b>Home Phone</b>	217-333-0826
<b>Cell Phone</b>	
<b>Cell Phone Carrier</b>	

**Address** Edit

1400 Annis Ave  
Mattoon, IL  
61938-5902

7. Click on Continue to Entries

**If you have previously created entries, you will see an option like this.**

8. Choose to Begin work on a new invoice.

The screenshot shows the '2018 Illinois Training Fair' dashboard. At the top, it says 'Registration is currently **Open**' with a date range of '2/1/2018 - 7/31/2018'. Below this, there's a section for 'Your Current Invoice' which states 'You do not have a current invoice.' and a green button labeled 'Begin work on a new invoice'. To the right, 'Your Completed Invoices' lists three invoices: #252472, #252473, and #252475, each with a 'Paid' status and a 'View' button. Further right, 'Your Approved Records' shows '1 Exhibitor' and '10 Entries' with a 'View in Detail' button.

9. Select the desired individual and choose Create Entry

The screenshot shows the '2018 Illinois Training Fair' dashboard with the 'Exhibitors' tab selected. A progress bar at the top shows 'Exhibitors' (active), 'Entries', and 'Payment' (with a '\$0.00' total). Below, the 'Exhibitors being registered' section has a 'Register an Exhibitor' button. The 'Previously Registered Exhibitors' section lists 'Horn, Child 1' with a 'Create Entry' button. The footer includes the 'FairEntry' logo and '© 2018 RegistrationMax LLC'.

**From this point on will be the same whether first time or returning to add additional entries**

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

The screenshot shows the '2018 Illinois Training Fair' registration interface. At the top, there are tabs for 'Exhibitors', 'Entries', and 'Payment', with a '\$0.00' balance. Below the tabs, a progress bar indicates the current step: 'Personal Details', 'Contact Info', 'Address', 'Questions' (highlighted with a blue circle and the number 4), and 'Review'. On the left, the exhibitor's name is 'Horn, Child 1' with a '4HOnline Training' badge and a 'Delete this Exhibitor' button. The main content area is titled 'Questions' and contains the text 'There are no questions to answer.' with a 'Continue' button at the bottom right.

11. Select the appropriate Department. Then you will see a list of Divisions within that Department.

The screenshot shows the 'Starting an Entry' page. The 'Department' is set to 'General Projects' with a 'Change' link. Below this, a blue banner prompts the user to 'Select a Division to continue'. The 'Aerospace' division is listed as 'Not Available' with a message: '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'. Below the 'Aerospace' section, a list of other divisions is shown, each with a 'Select' button: 'Animal Science', 'Child Development', 'Citizenship', 'Clothing & Textiles', 'College&Career Readiness', and 'Computer Science'.

12. Select the desired Division. Confirm that you selected the desired Division.

Choose Department and Division

<b>Department</b>	General Projects	<a href="#">Change</a>
<b>Division</b>	Foods and Nutrition	<a href="#">Change</a>

Cancel
Choose

13. This will show a list of classes in the Division.

Make your Club and Class selections to continue.

Club
Change

Military Club 4-H  
(Primary Club)

ⓘ 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

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50201: 4-H Cooking 201

50202: 4-H Cooking 301

50203: 4-H Cooking 401

50204: Food Science 1 - 4

50208: Food Preservation

50210: Food Ready4Life Challenge

14. Select one or more classes. After selecting the classes, click on Continue.

Make your Club and Class selections to continue.

Club
Change

Military Club 4-H  
(Primary Club)

ⓘ 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

50202: 4-H Cooking 301

50203: 4-H Cooking 401

50204: Food Science 1 - 4

50208: Food Preservation

50210: Food Ready4Life Challenge

15. 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:

<b>Department</b>	2018 Illinois Training Fair
<b>Division</b>	General Projects
<b>Club</b>	Military Club <span style="background-color: #4caf50; color: white; padding: 2px;">4-H</span>
<b>Animal(s)</b>	No Animals

**Entry Classes**

1. 50201: 4-H Cooking 201
2. 50200: 4-H Cooking 101 / Marshmallow Treats

Cancel    Create Entries

16. If there are any questions that need to be answered for the classes, you will see a light blue box indicating Incomplete items. Click on the box to complete any questions.

Exhibitors

Entries

Payment

\$0.00

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

+ Register another Exhibitor

There is 1 item that needs your attention

Review/Complete Outstanding Records

17. Answer any questions that come up. The class for the entry needing additional information will show on the left. Click Continue.

1

2

Entry #13

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

<b>Department</b>	General Projects
<b>Division</b>	Foods and Nutrition
<b>Class</b>	50200 4-H Cooking 101
<b>Sub-Class</b>	Marshmallow Treats

Delete this Entry

Questions

Content Block for Cooking 101 Marshmallow Treats

Continue

18. If you wish to add another Entry, choose either Add another Entry, or Add another Entry in this Division. Add another entry would allow you to choose another entry in any division. Add another entry in this division would allow you to add another entry in the same division, for example Visual Arts.

Entry #13	
	Horn, Child 1 9/02/2007 • 9 years old (4-H age) • Grade: 7 #2 4HOnline Training • Military Club
Department	General Projects
Division	Foods and Nutrition
Class	50200: 4-H Cooking 101
Sub-Class	Marshmallow Treats

What do you want to do next?

For Child 1 Horn:

[+ Add another Entry](#)

[+ Register another Exhibitor](#)

Everything looks good!

[Continue to Payment](#)

19. If you are done adding entries for this individual, but wish to add entries for another individual, choose Register Another Exhibitor.

20. If you are done adding entries for all individuals, click Continue to Payment. Follow any instructions regarding Payment. In Illinois, exhibits usually do not require a registration Fee, so the Invoice will be \$0.

Exhibitors    Entries    Payment

1 Review    2 Payment Method    3 Confirm


Invoice		Summary	Detail
Individual Exhibitor: Test for Authorizations Horn			\$0.00
		<b>Total:</b>	<b>\$0.00</b>

[Continue](#)

21. Choose to Submit your entries.

After you have submitted your entries, you should receive an email from FairEntry.

 FairEntry no-reply@fairentary.com via sendgrid.net  
to me



Flexible fair registration for counties and states

Thanks for registering with 2018 Illinois Training Fair

We received your registration on  
February 22, 2018 at 10:18:27 AM 0 Time

**Invoice #:** 252475  
**Exhibitors:** 1  
**Entries:** 2  
**Total Fees:** \$0.00

Individual Exhibitor: Child 1 Horn
Entry #10: 2018 Illinois Training Fair / General Projects / Aerospace / 50130: Model Rocketry / Level 2
Entry #9: 2018 Illinois Training Fair / General Projects / Aerospace / 50131: Aerospace Display

***All entries must be submitted by 11:59 PM on Thursday, July 1<sup>st</sup>, 2021  
to be eligible for the 2021 Christian County 4-H Shows.***