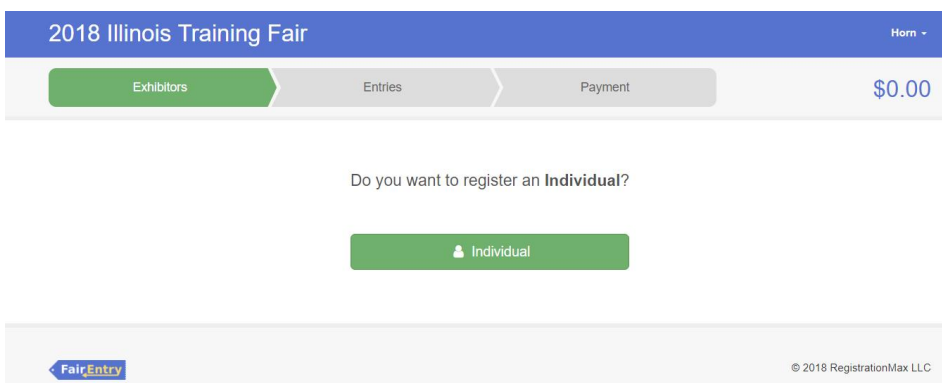


Family Instructions to Enroll in Exhibits

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.

Invoice ID	Amount	View
#252472	\$0.00 Paid	View
#252473	\$0.00 Paid	View
#252475	\$0.00 Paid	View

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 \$0.00

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

Delete this Exhibitor



Personal Details Contact Info Address Questions Review

Questions
There are no questions to answer.
Continue

8. 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
72  Online 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.

9. Click on Continue to Entries.



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


2018 Illinois Training Fair Horn ▾

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 Training [+ Add an Entry](#)

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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.

2018 Illinois Training Fair Horn

Exhibitors **Entries** Payment \$0.00

Starting an Entry

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

[Continue](#)

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

Existing entries (0)

[FairEntry](#) © 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.

2018 Illinois Training Fair Horn

Exhibitors **Entries** Payment \$0.00

Entry #1

	Horn, Child 1 9/02/2007 • 9 years old (4-H age) • Grade: 7 FFA 4HOnline Training • Military Club
Department	General Projects
Division	Aerospace
Class	50130: Model Rocketry
Sub-Class	Level 1

[Delete this Entry](#)

1 Club/Chapter 2 Description

Please select the 4-H Club or FFA Chapter that is associated with this entry.

Selected Club: None **Suggested Club: Military Club** [Select This Club](#)

- Military Club (Training)** [4H](#)

Note: no more than 50 clubs are shown at once, so use the search feature to find your club. 1 club is available

[Continue](#)

16. Select each photo or document option that is Required and upload the photo/video/document.

Exhibitors

Entries

Payment

\$0.00

Club/Chapter

Description

Files

Entry #10

Horn, Child 2
 10/13/2002 • 16 years old (4-H age) • Grade: 10
#2 4HOnline Training • New SPIN Club

Department	General Projects
Division	Computer Science
Class	50159: Intermediate Visual Programming

✖ Delete this Entry

Entry Files

Optional

Picture 1

No file uploaded

Select File

gif
jpg
png
tiff
pdf
doc
docx
ppt
pptx

Optional

Picture 2

No file uploaded

Select File

pdf
doc
docx
ppt
pptx
gif
jpg
png
tiff

Continue →

17. 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 ▾

Exhibitors

Entries

Payment

\$0.00

Entry #1

Horn, Child 1
 9/02/2007 • 9 years old (4-H age) • Grade: 7
#2 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

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

The screenshot shows the '2018 Illinois Training Fair' header with a 'Horn' dropdown menu. Below the header is a progress bar with three steps: 'Exhibitors', 'Entries', and 'Payment'. The 'Payment' step is highlighted in green, and the total amount '\$0.00' is displayed to the right. Below the progress bar is a horizontal line with three numbered circles: '1 Review', '2 Payment Method', and '3 Confirm'. The 'Payment Method' step is currently active. Below this line is an 'Invoice' section with a 'Summary' and 'Detail' tab. The 'Summary' tab is selected, showing 'Individual Exhibitor: Child 1 Horn' and a total of '\$0.00'. A 'Continue' button with a right arrow is located at the bottom right of the invoice section.

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

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

The screenshot shows the '2018 Illinois Training Fair' header with a 'Horn' dropdown menu. Below the header is a progress bar with three steps: 'Exhibitors', 'Entries', and 'Payment'. The 'Payment' step is highlighted in green, and the total amount '\$0.00' is displayed to the right. Below the progress bar is a horizontal line with three numbered circles: '1 Review', '2 Payment Method', and '3 Confirm'. The 'Payment Method' step is currently active. Below this line is a message box that reads 'A payment method is not necessary because your invoice total is \$0.00'. A 'Continue' button with a right arrow is located at the bottom right of the message box.

20. 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

21. 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.

