Family Instructions to Register for the General Project Show, Horse Show and/or Livestock Fair

1. Go to http://dekalb4-hfair.fairentry.com
2. Click on Sign in with 4H Online
3. Click on "Register an Exhibitor"
4. Click to Register an Individual and Select the name of the first exhibitor (if more than one)
5. Click on Continue to Entries
6. On the next screen you can review the exhibitor's information
7. Click on "Continue to Entries AND click on "Add an Entry"
8. Select the appropriate Department. Then you will see a list of Divisions within that Department.
9. Select the desired Division. This will show a list of classes within the Division.
10. Select the Desired Class. Some classes may require additional information.
11. After selecting the class, click on create entries
12. Answer any questions that come up. Click Continue.
13. **If you wish to add another Entry, click on "Add another Entry" and you will return to the "Choose Department and Division" screen and select the appropriate department to select the class to enter.**
14. If you would like to register another exhibitor (sibling), Click on "Register another Exhibitor" **OR** if you are done with entries, Click "Continue to Payment". Follow any instructions regarding payment. In DeKalb County, we do not require a registration fee, so the Invoice will be $0.
15. Choose to Submit your entries.
16. You will receive an email from Fair Entry stating that your entries were submitted. **PLEASE NOTE -** Once you hit submit, you cannot edit your entry or add entries until after your entries have been approved.
17. The Extension Office will then approve or reject your entries. You will be sent another email accordingly.