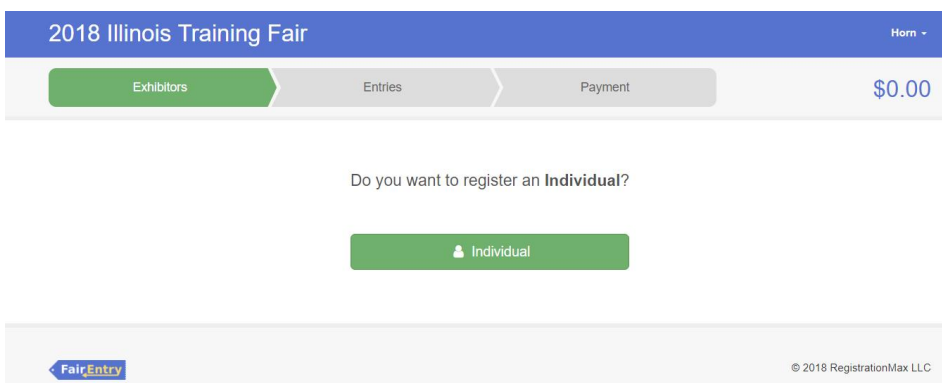


Family Instructions to Enroll in Exhibits

1. Go to the FairEntry at: <https://dekalb4-hfair.fairentry.com> 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.

The screenshot shows a form titled "New Individual Exhibitor" with a blue header. Below the header, it says "Select an Existing person to continue...". There is a selection box containing a person icon, a grey circle, and the text "Horn, Child 1" and "9/02/2007 - Age 10". Below this box is "- OR -" and a button with a green plus sign and the text "Create an Exhibitor From Scratch". At the bottom right, there are two buttons: "Cancel" and "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.

The screenshot shows a dashboard for "2018 Illinois Training Fair" with a blue header and a user name "Horn". The dashboard is divided into three main sections: "Registration is currently Open" (with a date range of 2/1/2018 - 7/31/2018), "Your Current Invoice" (stating "You do not have a current invoice" and a "Begin work on a new invoice" button), and "Your Completed Invoices" (listing three invoices with details like "#252472 \$0.00 1 Exhibitor 1 Entry" and a "View" button). To the right, there is a "Your Approved Records" section showing "1 Exhibitor" and "10 Entries" with a "View in Detail" button.



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

The screenshot shows a progress bar for "2018 Illinois Training Fair" with a blue header and a user name "Horn". The progress bar has five steps: "Exhibitors", "Entries", "Payment", "Questions", and "Review". The "Exhibitors" step is highlighted in green, and the "Payment" step shows "\$0.00". Below the progress bar, there is a section for "Horn, Child 1" (9/02/2007 • 9 years old (4-11 age) • Grade 7) with a "Delete this Exhibitor" button. Below that, there is a "Questions" section with the text "There are no questions to answer." and a "Continue" button.

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
 [4HOnline 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 [4HOnline](#) [+ Add an Entry](#)

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11. Select the appropriate Department which will be General Projects for those participating in the General Project Virtual Show. At this time, do NOT enter any livestock.

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 page. At the top, there is a blue header with the event name and a user name '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 divided into two columns. The left column is titled 'Starting an Entry' and contains a form with the following fields: 'Department' (General Projects), 'Division' (Aerospace), 'Class' (50130: Model Rocketry), and 'Sub-Class' (Level 1). Each field has a 'Change' link to its right. At the bottom of this form is a green 'Continue' button with a right-pointing arrow. The right column shows a user profile for 'Horn, Child 1' with a date of birth '9/02/2007', age '9 years old (4-H age)', and grade '7'. Below the profile is a list of 'Existing entries (0)'. At the bottom of the page, there is a 'FairEntry' logo on the left and a copyright notice '© 2018 RegistrationMax LLC' on the right.

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 page, specifically the 'Club/Chapter' selection screen. The header and progress bar are the same as in the previous screenshot. The main content area is divided into two columns. The left column is titled 'Entry #1' and shows the user profile for 'Horn, Child 1' and the entry details: 'Department' (General Projects), 'Division' (Aerospace), 'Class' (50130: Model Rocketry), and 'Sub-Class' (Level 1). Below these details is a red 'Delete this Entry' button. The right column is titled 'Club/Chapter' and contains a form with the following fields: 'Selected Club: None' and 'Suggested Club: Military Club (4-H) (Primary Club in 4HOnline)'. Below these fields is a blue 'Select this Club' button. Below the 'Suggested Club' field is a search box with a magnifying glass icon. Below the search box is a list of clubs, with 'Military Club (Training)' selected. Below the list is a note: '1 club is available. Note: no more than 50 clubs are shown at once, so use the search feature to find your club.' At the bottom of this form is a green 'Continue' button with a right-pointing arrow.

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

Exhibitors > **Entries** > Payment \$0.00

Progress: Club/Chapter (✓) — Description (✓) — **3 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

Picture 1 Optional

No file uploaded

Select File

gif jpg png tiff pdf doc docx ppt pptx

Picture 2 Optional

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

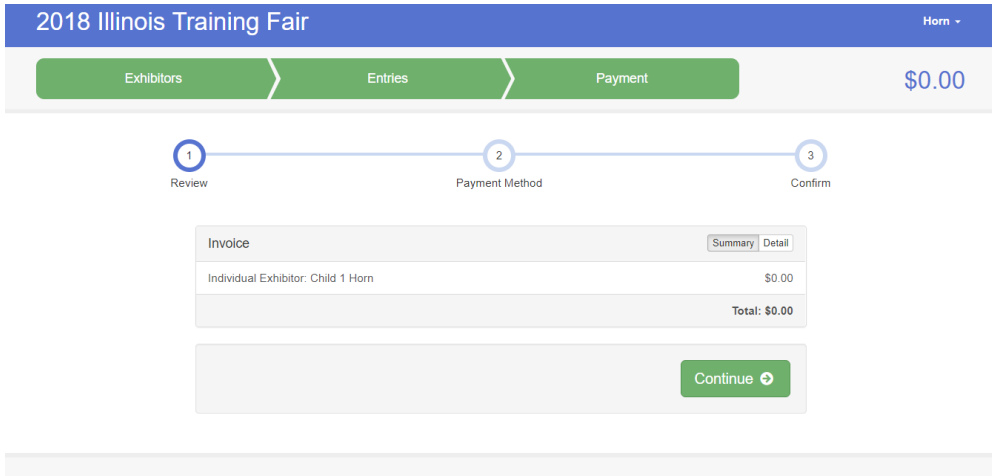
Everything looks good!

→ Continue to Payment

← FairEntry

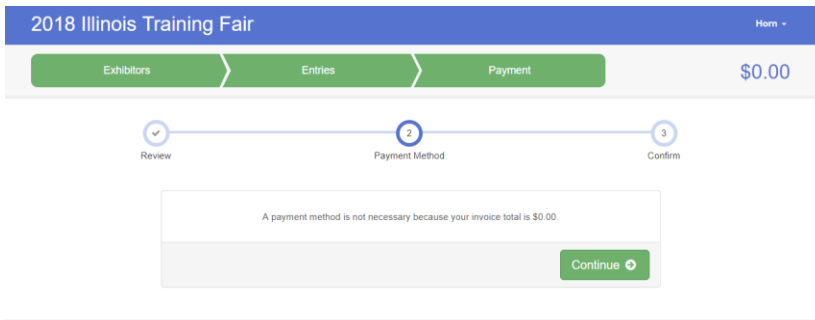
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18. When you select Continue to Payment, you will receive a screen similar to this:

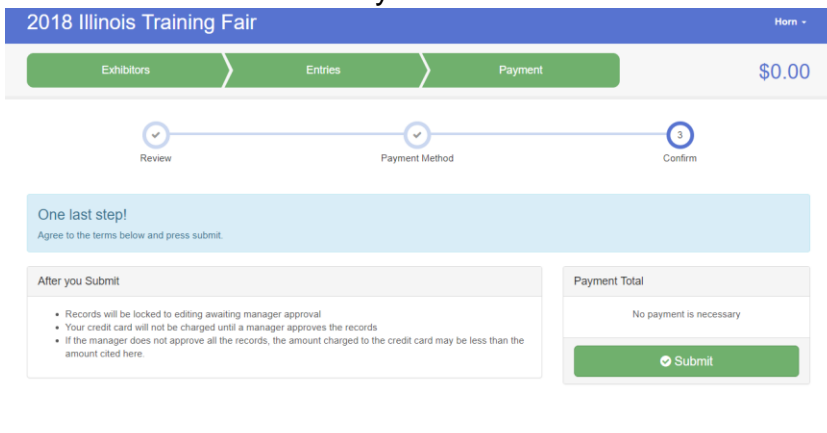


Clicking on Detail will give a full list of the exhibits that are included on this invoice.

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



20. Click on Submit to submit your entries.



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.

