

Family Instructions to Enroll in Livestock Exhibits

1. Go to the FairEntry at: <https://dekalb4-hfair.fairentry.com> You should see a screen similar to this



2017 Will County Fair

Registration is currently **Open**

Registration dates: 2/15/2017 - 3/6/2017

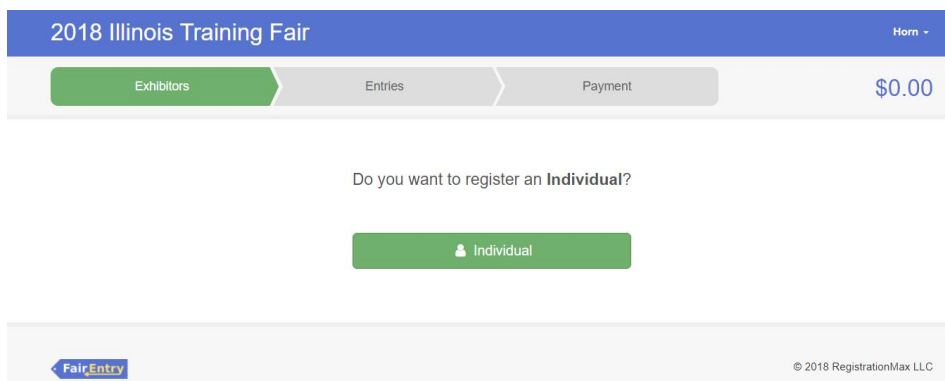
Exceptions may apply [View Details](#)

Exhibitor and Staff sign-in

4Honline
4-H Enrollment and Event Registration

Sign in with 4Honline

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



2018 Illinois Training Fair [Home](#)

Exhibitors Entries Payment \$0.00

Do you want to register an **Individual**?


Individual


[FairEntry](#) © 2018 RegistrationMax LLC

4. 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](#)

5. Click on the individual. You will see the information about this individual.
6. 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](#)

7. 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-H age) • Grade: 7
4th Grade 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

4HOnline Training

Personal Details

Contact Info

Address

Questions

Review

Delete this Exhibitor

Please review the exhibitor registration.

Continue to Entries

Personal Details

First Name

Child 1

Last Name

Horn

Birthdate

9/02/2007

Gender

Contact Info

Email

dchorn85@gmail.com

Home Phone

217-333-0826

Cell Phone

Cell Phone Carrier

Address

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

FairEntry

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11. Select the appropriate Department Animal 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

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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

Club/Chapter

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

Selected Club:

None

Suggested Club:

Military Club 4-H

(Primary Club in 4HOnline)

Select this Club

Search...

Q

Military Club (Training)

4-H

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


Continue ➔


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 ▾

Exhibitors
Entries
Payment
\$0.00

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

2018 Illinois Training Fair
Horn ▾

Exhibitors
Entries
Payment
\$0.00

1 Review
2 Payment Method
3 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

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

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.

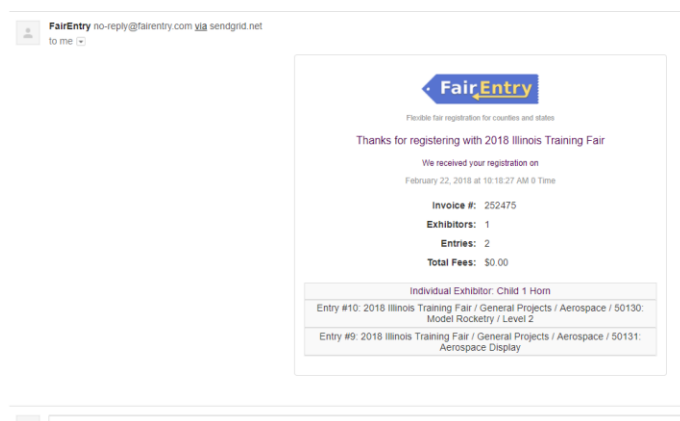
Payment Total

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.



21. To upload your video go to:

<https://uofi.app.box.com/f/b12805a4183b48e4a44d92ba627abd19>