

# Family Instructions to Enroll in Exhibits

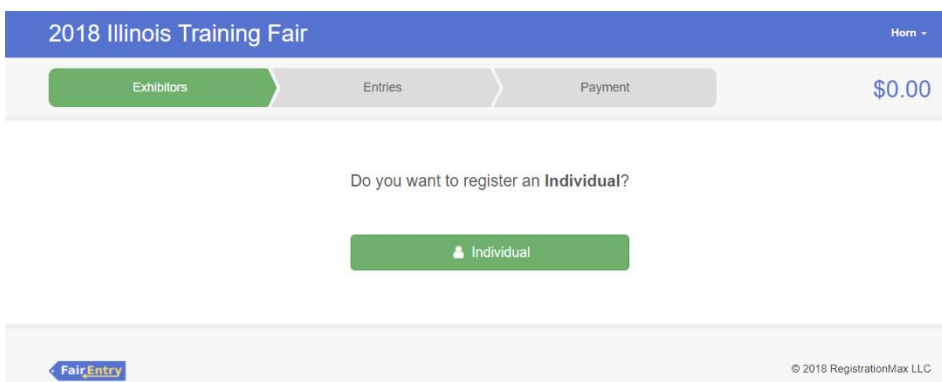
1. Go to the website provided by your county. You should see a screen similar to this



2. Click on Sign in with 4H Online

**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		<a href="#">Edit</a>
First Name	Test for Authorizations	
Last Name	Horn	
Birthdate	2/07/2005	
Grade	9	

Contact Info		<a href="#">Edit</a>
Email	dchorn85@gmail.com	
Home Phone	217-333-0826	
Cell Phone		
Cell Phone Carrier		

Address		<a href="#">Edit</a>
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 right, the user name 'Horn' is visible. The dashboard is divided into four main sections:

- Registration is currently Open:** A green button labeled 'Open' is shown next to the text 'Registration is currently Open'. Below it, the dates '2/1/2018 - 7/31/2018' are displayed.
- Your Current Invoice:** A section stating 'You do not have a current invoice.' with a green button labeled 'Begin work on a new invoice' at the bottom.
- Your Completed Invoices:** A table listing three completed invoices, each with a 'Paid' status and a 'View' button.

Invoice #	Amount	Exhibitor	Entry	Action
#252472	\$0.00	1 Exhibitor	1 Entry	<a href="#">View</a>
#252473	\$0.00	1 Exhibitor	7 Entries	<a href="#">View</a>
#252475	\$0.00	1 Exhibitor	2 Entries	<a href="#">View</a>
- Your Approved Records:** A summary showing '1 Exhibitor' and '10 Entries' with a 'View in Detail' button below.

9. Select the desired individual and choose Create Entry

The screenshot shows the '2018 Illinois Training Fair' dashboard with the 'Exhibitors' step selected in the registration process. The top navigation bar shows 'Exhibitors', 'Entries', and 'Payment' steps, with a total amount of '\$0.00' displayed on the right. The 'Exhibitors' section is active, showing 'Exhibitors being registered' and 'Previously Registered Exhibitors'.

- Exhibitors being registered:** A section stating 'There are 0 exhibitors in the process of being registered' with a '+ Register an Exhibitor' button.
- Previously Registered Exhibitors:** A section stating 'The registration information for an Exhibitor in this list cannot be edited but you can add new Entries.' Below this, a list of exhibitors is shown, including 'Horn, Child 1' with a 'Create Entry' button.

At the bottom of the page, the 'FairEntry' logo and the copyright notice '© 2018 RegistrationMax LLC' are visible.

**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 registration interface for the 2018 Illinois Training Fair. At the top, there is a blue header with the text "2018 Illinois Training Fair" and a "Home" link. Below the header is a navigation bar with three tabs: "Exhibitors" (highlighted in green), "Entries", and "Payment". To the right of the "Payment" tab, the amount "\$0.00" is displayed. Below the navigation bar, there is a profile section for "Horn, Child 1" with a profile picture, a "Delete this Exhibitor" button, and a "4HOnline Training" badge. A progress indicator shows five steps: "Personal Details", "Contact Info", "Address", "Questions" (the current step, highlighted with a blue circle and a checkmark), and "Review". Below the progress indicator is a "Questions" section with the text "There are no questions to answer." and a green "Continue" button with a right-pointing arrow.

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

The screenshot shows the "Starting an Entry" page. At the top, there is a header "Starting an Entry". Below it, the "Department" is set to "General Projects" with a "Change" link. A blue banner with an information icon and the text "Select a Division to continue" is displayed. Below this, the "Aerospace" division is listed with the status "Not Available". A message states: "This exhibitor may not enter into this Division because: > a membership to one of the following 4HOnline Projects is required:" followed by a bulleted list: "Aerospace - Aerospace 2", "Aerospace - Aerospace 3", "Aerospace - Aerospace 4", and "Aerospace - Clover Challenge". Below the "Aerospace" section, there is a list of other divisions, each with a green "Select" button and a right-pointing arrow: "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

Department	General Projects	<a href="#">Change</a>
Division	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)

**i** 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

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)

**i** 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:

Department	2018 Illinois Training Fair
Division	General Projects
Club	Military Club <b>4-H</b>
Animal(s)	No Animals

Entry Classes

- 50201: 4-H Cooking 201
- 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.

Entry #13

Horn, Child 1  
9/02/2007 - 9 years old  
6th grade / Grade 7  
**4-H** Training - Military Club

Department: General Projects  
Division: Foods and Nutrition  
Class: 50200 4-H Cooking 101  
Sub-Class: Marshmallow Treats

[Delete this Entry](#)

Club/Chapter Questions

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.

1 Review — 2 Payment Method — 3 Confirm


Invoice	<a href="#">Summary</a> <a href="#">Detail</a>
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@faireentry.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