Family Instructions to Enroll in Exhibits

1. Go to the website provided by your county. http://wayne4-hfair.fairentry.com. 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

4. You should see a list of family members eligible to exhibit.
5. Click on the individual. You will see the information about this individual.

6. 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.

7. Click on Continue to Entries
8. Choose to Begin work on a new invoice.

9. Select the desired individual and choose Create Entry

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

12. Select the desired Division. Confirm that you selected the desired Division.
13. This will show a list of classes in the Division.

14. Select one or more classes. After selecting the classes, click on Continue.
15. Review the selections for the division, and click on Create Entries. This will add the entries for this division.

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.

17. Answer any questions that come up. The class for the entry needing additional information will show on the left. Click 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.

![Image of Add and Register options]

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.

![Payment flow chart]

21. Choose to Submit your entries.
After you have submitted your entries, you should receive an email from FairEntry.