

# Family Instructions to Enroll in Exhibits

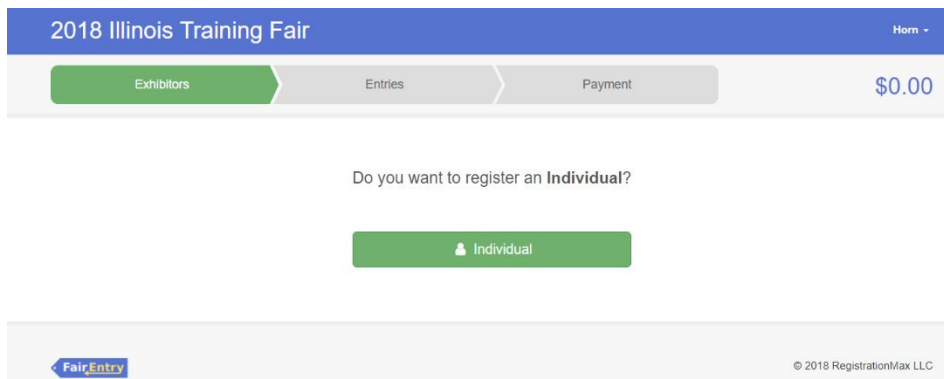
1. Go to the website provided by your county. <http://wayne4-hfair.fairentry.com>. You should see a screen similar to this



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.

## 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. 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 <span style="float: right; background-color: #4a7ebb; color: white; padding: 2px 5px; border-radius: 3px;">Edit</span>	
First Name	Test for Authorizations
Last Name	Horn
Birthdate	2/07/2005
Grade	9

Contact Info <span style="float: right; background-color: #4a7ebb; color: white; padding: 2px 5px; border-radius: 3px;">Edit</span>	
Email	dchorn85@gmail.com
Home Phone	217-333-0826
Cell Phone	
Cell Phone Carrier	

Address <span style="float: right; background-color: #4a7ebb; color: white; padding: 2px 5px; border-radius: 3px;">Edit</span>	
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, there is a user profile 'Horn'. The main content is divided into four sections:

- Registration is currently Open:** A green box with the text 'Open' and the dates '2/1/2018 - 7/31/2018'.
- Your Current Invoice:** A box stating 'You do not have a current invoice.' with a green button labeled 'Begin work on a new invoice'.
- Your Completed Invoices:** A table listing three invoices, all marked as 'Paid'.
- Your Approved Records:** A box showing '1 Exhibitor' and '10 Entries' with a 'View in Detail' button.

Invoice #	Amount	Status	Exhibitor	Entry	Action
#252472	\$0.00	Paid	1 Exhibitor	1 Entry	View
#252473	\$0.00	Paid	1 Exhibitor	7 Entries	View
#252475	\$0.00	Paid	1 Exhibitor	2 Entries	View

9. Select the desired individual and choose Create Entry

The screenshot shows the '2018 Illinois Training Fair' dashboard with the 'Exhibitors' tab selected. The top navigation bar includes 'Exhibitors', 'Entries', and 'Payment', with a total amount of '\$0.00' on the right. The main content is divided into two sections:

- Exhibitors being registered:** A box stating 'There are 0 exhibitors in the process of being registered' with a 'Register an Exhibitor' button.
- Previously Registered Exhibitors:** A box listing one exhibitor, 'Horn, Child 1', with a 'Create Entry' button.


At the bottom left, there is a 'FairEntry' logo, and at the bottom right, the copyright notice '© 2018 RegistrationMax LLC'.

**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.

2018 Illinois Training Fair Home

Exhibitors Entries Payment \$0.00

 **Horn, Child 1**  
 9/02/2007 • 9 years old (4-11 age) • Grade: 7  
 4HOnline Training

[Delete this Exhibitor](#)

Personal Details Contact Info Address 4 5  
 Questions Review

Questions

There are no questions to answer.

[Continue](#)

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

Starting an Entry

**Department** General Projects [Change](#)

**i** Select a Division to continue

**Aerospace** Not Available

This exhibitor may not enter into this Division because:

> a membership to one of the following 4HOnline Projects is required:

- Aerospace - Aerospace 2
- Aerospace - Aerospace 3
- Aerospace - Aerospace 4
- Aerospace - Clover Challenge

<b>Animal Science</b>	<a href="#">Select</a>
<b>Child Development</b>	<a href="#">Select</a>
<b>Citizenship</b>	<a href="#">Select</a>
<b>Clothing &amp; Textiles</b>	<a href="#">Select</a>
<b>College&amp;Career Readiness</b>	<a href="#">Select</a>
<b>Computer Science</b>	<a href="#">Select</a>

12. Select the desired Division. Confirm that you selected the desired Division.

### Choose Department and Division

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

ⓘ When entering into an Open Class, your club selection will be treated as *No Club (Open)*.

**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

**Animal(s)**

This Division does not allow animals.

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)

ⓘ When entering into an Open Class, your club selection will be treated as *No Club (Open)*.

**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

**Animal(s)**

This Division does not allow animals.

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  
(4-H age) • Grade: 7  
**4-H** **4-H Online** 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](#)



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