Family Instructions for FairEntry

How to Enroll in Exhibits & Upload Photos

Tip: Before starting this process, go to your 4-H Online family profile and make a list of the 4-H projects in which each member is enrolled. This will help you remember which projects each member is eligible to enter and show.

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

3. If you get the prompt, choose to register as an Individual
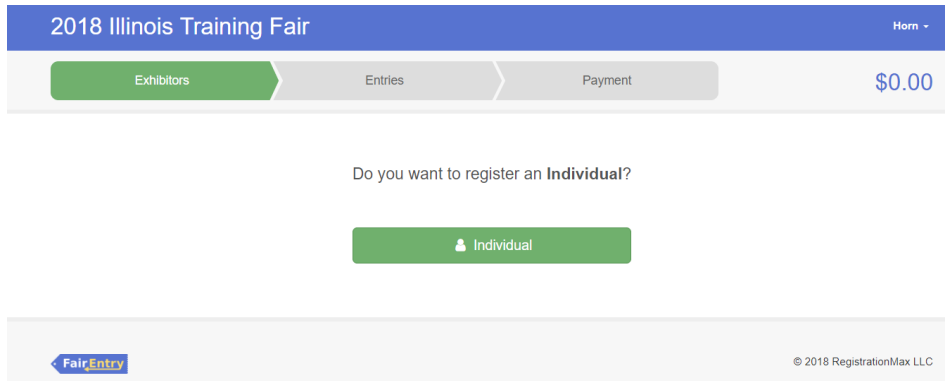
4. You should see a list of family members eligible to exhibit. If you do not see all of your family members who have a profile in 4-H Online, contact your county office. Do not choose to Create an Exhibitor from Scratch.
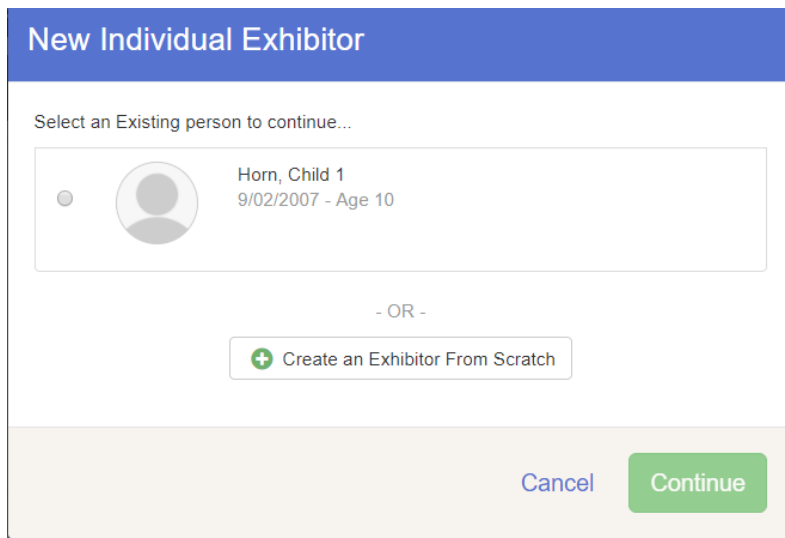
5. Click on the individual. You will see the information about this individual.

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 **Paid**	$0.00 1 Exhibitor 1 Entry	View
#252473 **Paid**	$0.00 1 Exhibitor 7 Entries	View
#252475 **Paid**	$0.00 1 Exhibitor 2 Entries	View

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
#2 4HOnline Training

❌ Delete this Exhibitor

✓ Personal Details   ✓ Contact Info   ✓ Address   ④ Questions   ⑤ 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.

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

11. Select the appropriate 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.

15. Select the club for this exhibit. Either click Select this club next to the Suggested Club or choose another club from the list.

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

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.

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.