

Family Instructions for FairEntry

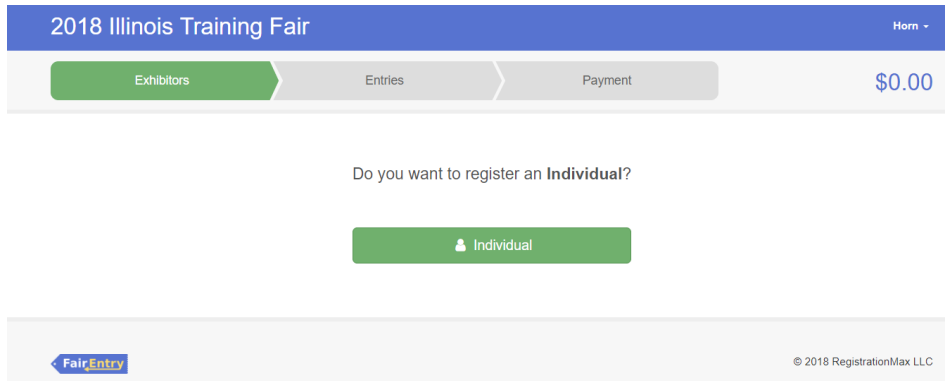
How to Enroll in Exhibits & Upload Photos

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.

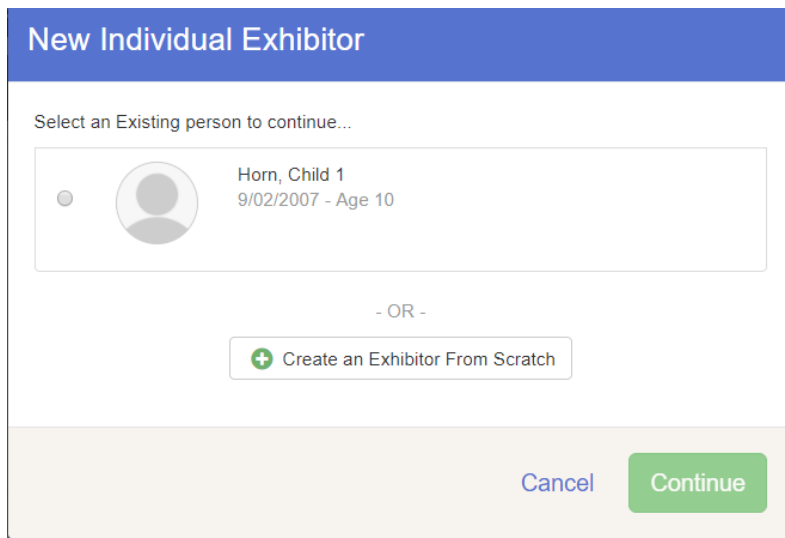
1. Go to the website provided by your county. You should see a screen similar to this



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 Home

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.

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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.

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 **ABOnline** Training

Personal Details Contact Info Address Questions **Review**

[Delete this Exhibitor](#)

Please review the exhibitor registration. [Continue to Entries](#)

Personal Details Edit		Contact Info Edit	
First Name	Child 1	Email	dchorn85@gmail.com
Last Name	Horn	Home Phone	217-333-0826
Birthdate	9/02/2007	Cell Phone	
Gender		Cell Phone Carrier	

Address [Edit](#)

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](#) [Continue to Payment](#)

Everything looks good!

Horn, Child 1 [Add an Entry](#)
 0 Entries **ABOnline**

[Fair Entry](#) © 2018 RegistrationMax LLC

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.

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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 Online Training • Military Club

Existing entries (0)

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 Online 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...

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

Exhibitors > **Entries** > Payment \$0.00

Progress: Club/Chapter (✓) — Description (✓) — **Files (3)**

Entry #10

 **Horn, Child 2**
10/13/2002 • 16 years old (4-H age) • Grade: 10
#2 4HOnline Training • New SPIN Club

Department	General Projects
Division	Computer Science
Class	50159: Intermediate Visual Programming

[Delete this Entry](#)

Entry Files

Picture 1 Optional

No file uploaded

Select File

gif jpg png tiff pdf doc docx ppt pptx

Picture 2 Optional

No file uploaded

Select File

pdf doc docx ppt pptx gif jpg png tiff


[Continue](#)

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.

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
#2 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](#) © 2018 RegistrationMax LLC

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

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\$0.00

1 ————— 2 ————— 3
 Review ————— Payment Method ————— 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.

19. You should receive a Payment summary screen showing a Zero Balance. Click on Continue.

2018 Illinois Training Fair Home -

\$0.00

✓ 1 ————— 2 ————— 3
 Review ————— Payment Method ————— Confirm

A payment method is not necessary because your invoice total is \$0.00.

[Continue →](#)

20. Click on Submit to submit your entries.

2018 Illinois Training Fair Home -

\$0.00

✓ 1 ————— ✓ 2 ————— 3
 Review ————— Payment Method ————— Confirm

One last step!
 Agree to the terms below and press submit.

<p>After you Submit</p> <ul style="list-style-type: none"> 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. 	<p>Payment Total</p> <p style="text-align: center;">No payment is necessary</p> <p style="text-align: center; margin-top: 10px;">Submit</p>
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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.

