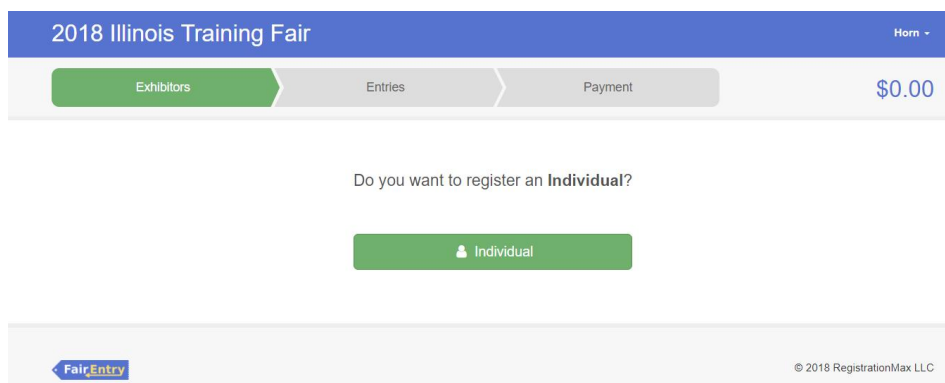


Family Instructions to Enroll in Exhibits

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
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.

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. 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	\$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

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 Questions 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 4HOnline Training
[Delete this Exhibitor](#)

Personal Details Contact Info Address Questions Review

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

Personal Details [Edit](#)

First Name	Child 1
Last Name	Horn
Birthdate	9/02/2007
Gender	

Contact Info [Edit](#)

Email	dchorn85@gmail.com
Home Phone	217-333-0826
Cell Phone	
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 Home

Exhibitors **Entries** Payment \$0.00

There are 0 entries belonging to 1 exhibitor in this invoice.

[Register another Exhibitor](#)

Everything looks good! [Continue to Payment](#)

Horn, Child 1 [Add an Entry](#)

0 Entries [Add Entry](#)

[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
<div></div>		
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.

2018 Illinois Training Fair

Horn ▾

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
#2 **4HOnline** Training • Military Club

Existing entries (0)



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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
#2 **4HOnline** 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

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

Club/Chapter

Description

3 Files

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

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

The screenshot shows the '2018 Illinois Training Fair' header with a 'Horn' dropdown. Below the header is a progress bar with three steps: 'Exhibitors', 'Entries', and 'Payment'. The 'Payment' step is highlighted, and the total amount is '\$0.00'. Below the progress bar is a timeline with three steps: '1 Review', '2 Payment Method', and '3 Confirm'. The 'Payment Method' step is highlighted. Below the timeline is an 'Invoice' section with a 'Summary' tab selected. The invoice shows 'Individual Exhibitor: Child 1 Horn' with a total of '\$0.00'. A 'Continue' button with a right arrow is at the bottom right.

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.

The screenshot shows the '2018 Illinois Training Fair' header with a 'Horn' dropdown. Below the header is a progress bar with three steps: 'Exhibitors', 'Entries', and 'Payment'. The 'Payment' step is highlighted, and the total amount is '\$0.00'. Below the progress bar is a timeline with three steps: '1 Review', '2 Payment Method', and '3 Confirm'. The 'Payment Method' step is highlighted. Below the timeline is a message box that says 'A payment method is not necessary because your invoice total is \$0.00.' A 'Continue' button with a right arrow is at the bottom right.

20. Click on Submit to submit your entries.

The screenshot shows the '2018 Illinois Training Fair' header with a 'Horn' dropdown. Below the header is a progress bar with three steps: 'Exhibitors', 'Entries', and 'Payment'. The 'Payment' step is highlighted, and the total amount is '\$0.00'. Below the progress bar is a timeline with three steps: '1 Review', '2 Payment Method', and '3 Confirm'. The 'Payment Method' step is highlighted. Below the timeline is a 'One last step!' section with the text 'Agree to the terms below and press submit.' Below this is a 'Payment Total' section that says 'No payment is necessary'. A 'Submit' button with a right arrow is at the bottom right.

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.

