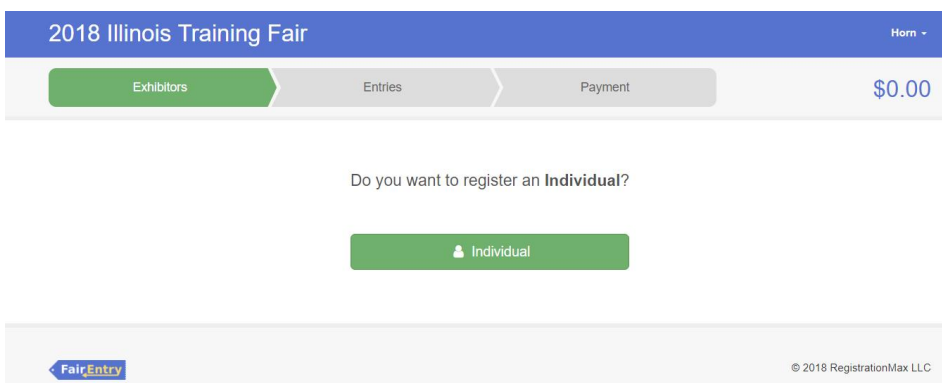


# Family Instructions to Enroll in Exhibits

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



- 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

- Click on the individual. You will see the information about this individual.
- 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.

Invoice ID	Amount	Exhibitor Count	Entry Count	Action
#252472	\$0.00	1 Exhibitor	1 Entry	View
#252473	\$0.00	1 Exhibitor	7 Entries	View
#252475	\$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

- 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 (4-11 age) • Grade 7  
4th Grade 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  
 [4HOnline Training](#)

[Delete this Exhibitor](#)

Personal Details Contact Info Address Questions **Review**

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

Personal Details <a href="#">Edit</a>	
First Name	Child 1
Last Name	Horn
Birthdate	9/02/2007
Gender	

Contact Info <a href="#">Edit</a>	
Email	dchorn85@gmail.com
Home Phone	217-333-0826
Cell Phone	
Cell Phone Carrier	

Address <a href="#">Edit</a>	
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](#)

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

 Horn, Child 1  
0 Entries [4HOnline](#) [+ Add an Entry](#)

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11. Select the appropriate Department.

### Choose Department and Division

<b>Beef</b>	Select →
<b>Cats</b>	Select →
<b>Dairy Cattle</b>	Select →
<b>Dogs</b>	Select →
<b>General Projects</b>	Select →
<b>Goats</b>	Select →
<b>Horse and Pony</b>	Select →
<b>Llamas</b>	Select →
<b>Poultry</b>	Select →
<b>Rabbits</b>	Select →
<b>Sheep</b>	Select →
<b>Small Pets</b>	Select →
<b>Swine</b>	Select →

[Cancel](#) [Choose](#)

12. Select the desired Division.

**Choose Department and Division**

Department	General Projects	<a href="#">Change</a>
Aerospace	<a href="#">Select</a> ↗	
Animal Science	<a href="#">Select</a> ↗	
Bicycles	<a href="#">Select</a> ↗	
Child Development	<a href="#">Select</a> ↗	
Citizenship	<a href="#">Select</a> ↗	
Clothing and Textiles	<a href="#">Select</a> ↗	
Collections and Hobbies	<a href="#">Select</a> ↗	
College and Career Readiness	<a href="#">Select</a> ↗	
Computer Science	<a href="#">Select</a> ↗	
Consumer Education	<a href="#">Select</a> ↗	
Crops	<a href="#">Select</a> ↗	
Electricity	<a href="#">Select</a> ↗	
Entomology	<a href="#">Select</a> ↗	
Entomology-Beekeeping	<a href="#">Select</a> ↗	
Exploratory	<a href="#">Select</a> ↗	
Fashion Revue	<a href="#">Select</a> ↗	
Floriculture	<a href="#">Select</a> ↗	
Foods and Nutrition	<a href="#">Select</a> ↗	
Forestry	<a href="#">Select</a> ↗	
Geology	<a href="#">Select</a> ↗	

13. After selecting the Department and Division, confirm that and select Choose.

### 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](#)

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

<b>Department</b>	General Projects	<a href="#">Change</a>
<b>Division</b>	Aerospace	<a href="#">Change</a>
<b>Class</b>	50130: Model Rocketry	<a href="#">Change</a>
<b>Sub-Class</b>	Level 1	<a href="#">Change</a>

[Continue](#)

Horn, Child 1  
9/02/2007 • 9 years old (4-H age) •  
Grade: 7  
FFA 4HOnline Training • Military Club

Existing entries (0)

[FairEntry](#) © 2018 RegistrationMax LLC

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 4HOnline Training • Military Club

<b>Department</b>	General Projects
<b>Division</b>	Aerospace
<b>Class</b>	50130: Model Rocketry
<b>Sub-Class</b>	Level 1

[Delete this Entry](#)

1 Club/Chapter 2 Description

Please select the 4-H Club or FFA Chapter that is associated with this entry.

**Selected Club:** None **Suggested Club:** Military Club [4H](#)  
(Primary Club in 4HOnline) [Select This Club](#)

Search:

- Military Club (Training) [4H](#)

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

Club/Chapter

Description

Files

**Entry #10**

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

<b>Department</b>	General Projects
<b>Division</b>	Computer Science
<b>Class</b>	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

<b>Department</b>	General Projects
<b>Division</b>	Aerospace
<b>Class</b>	50130: Model Rocketry
<b>Sub-Class</b>	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 menu. Below the header is a progress bar with three steps: 'Exhibitors', 'Entries', and 'Payment'. The 'Payment' step is highlighted in green, and the amount '\$0.00' is displayed to its right. Below the progress bar is a timeline with three numbered steps: '1 Review', '2 Payment Method', and '3 Confirm'. The 'Review' step is active, indicated by a checkmark. Below the timeline is an 'Invoice' section with 'Summary' and 'Detail' tabs. The 'Detail' tab is selected, showing 'Individual Exhibitor: Child 1 Horn' with a price of '\$0.00' and a 'Total: \$0.00'. A green 'Continue' button with a right-pointing arrow is located at the bottom right of the invoice section.

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 menu. Below the header is a progress bar with three steps: 'Exhibitors', 'Entries', and 'Payment'. The 'Payment' step is highlighted in green, and the amount '\$0.00' is displayed to its right. Below the progress bar is a timeline with three numbered steps: '1 Review', '2 Payment Method', and '3 Confirm'. The 'Review' step is active, indicated by a checkmark. Below the timeline is a message box that reads 'A payment method is not necessary because your invoice total is \$0.00.' A green 'Continue' button with a right-pointing arrow is located at the bottom right of the message box.

20. Click on Submit to submit your entries.



2018 Illinois Training Fair
Horn

Exhibitors
Entries
Payment

\$0.00

✓
Review

---

✓
Payment Method

---

3
Confirm

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

**After you Submit**

- 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.

**Payment Total**

No payment is necessary

Submit

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.

