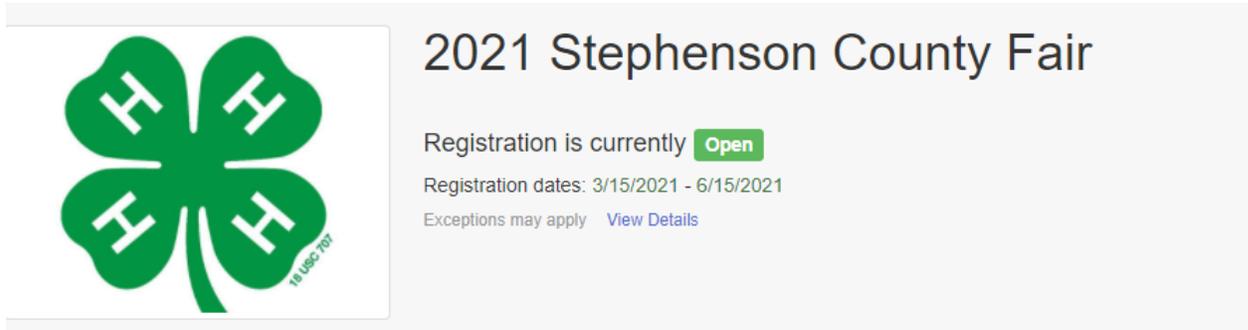
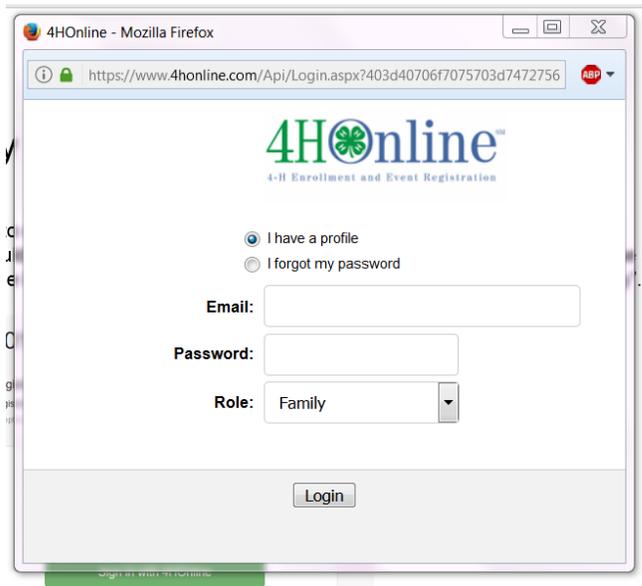


Family Instructions to Enroll in Exhibits

1. Go to our county's website: <http://stephenson4-hfair.fairentry.com>. You should see a screen similar to this. Click on "**Sign in with 4HOnline**" and use the same login information you created when you enrolled and sign is as "Family".



2. When the screen below opens up, enter your login information (same as what you set up at the beginning of the year), leave Role set as "**Family**" and click "**Login**". If you don't remember your password, click the "**I forgot my password**" circle, type your email and click "**Login**". You will then need to check your email for a temporary password to get in.



3. You will see the screen below. Click "**Begin Registration**" to continue. And then click "**Individual**".



Welcome!

Thank you for signing-in with your 4HOnline account.

For your convenience, the managers of this fair have already imported some of your 4HOnline records.



We noticed you haven't yet registered for the fair.

[Begin Registration](#)

4. If there is only one member to enroll, click the circle next to the name and then click **“Continue”**. If there is more than one member to enroll, you should see a list of family members eligible to exhibit. Click the circle next to the first name and then click **“Continue”**.

New Individual Exhibitor

Select an Existing person to continue...

<input checked="" type="radio"/>		Tester, Ima 12/02/2003 - Age 13
<input type="radio"/>		Tester, Ura 8/16/2002 - Age 14

- OR -

[+ Create an Exhibitor From Scratch](#)

[Cancel](#) [Continue](#)

5. When the next screen comes up, click **“Continue”**.

Tester, Ima
12/02/2003 - 12 years old
(4-H age) • Grade: 7
#72 4HOnline Stephenson

Personal Details Contact Info Address Questions Review

Questions

There are no questions to answer.

Continue →

6. You will see the information about this individual. If any of the information is incorrect, log into **4HOnline** and correct the information. If the information is correct, click on **“Continue to Entries”**.

Personal Details Contact Info Address Questions Review

Please review the exhibitor registration. Continue to Entries →

Personal Details		Edit
First Name	Test for Authorizations	
Last Name	Horn	
Birthdate	2/07/2005	
Grade	9	

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		

7. The 4-H member’s name will appear and show the number of entries below it. Click **“Add an Entry”** to add the first entry

Exhibitors Entries Payment \$0.00

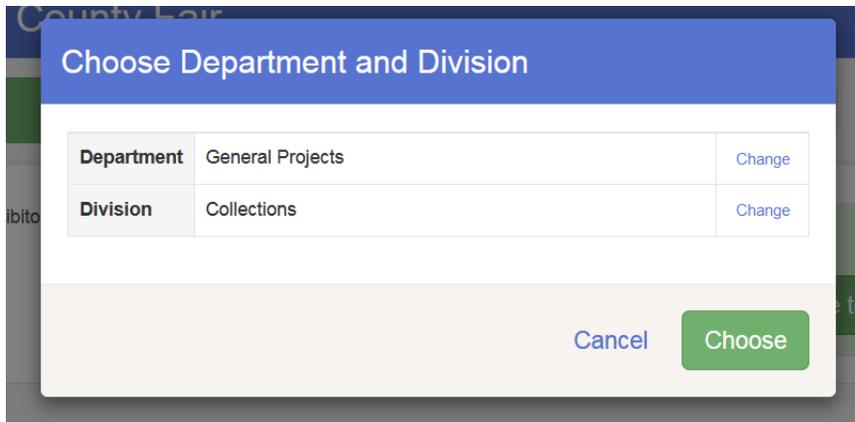
There is 1 entry belonging to 1 exhibitor in this invoice.

Horn, Test for Authorizations
1 Entry 4HOnline Add an Entry

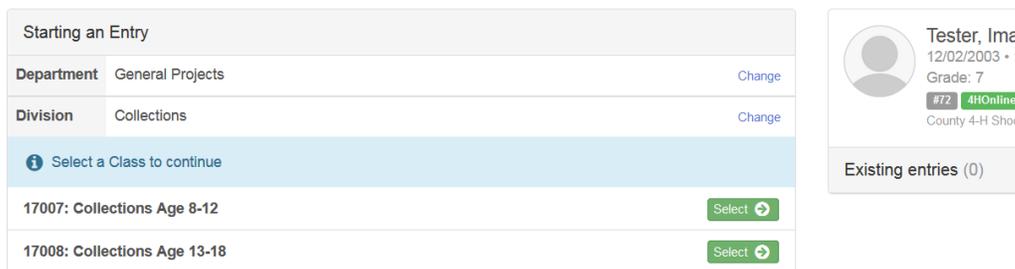
#5	Department	General Projects	Edit
	Division	Animal Science	
	Class	50135: Animal Science	

Fair Entry © 2015 RegistrationMax

8. Select the appropriate Department (Beef, Dogs, General Projects, etc.) and class (Aerospace, Visual Arts, Breeding Beef, etc.). After choosing the class, you will see the window below. Click **“Choose”**.



- You will then see a list of classes within that Division. Select the class and level you enrolled in at the beginning of the year. Some classes may require additional information, such as Fashion Revue may require you to upload your narrative or Foods & Nutrition may require you to select a sub-division (cookies, yeast bread, rolls, etc.). Click **“Select”** next to the class you want.



- You will see a window that shows the department, division and class selected, if it is not correct, click **“Change”** and correct it. If it is correct, click **“Continue”**.



- You will then be prompted to confirm the club for this exhibitor. The club where you enrolled in *4HOnline* will be shown. Select this club by clicking the circle to the left of it and then click **“Continue”**.

Entry #259	
	Tester, Ima 12/02/2003 • 12 years old (4-H age) • Grade: 7 FFZ 4HOnline Stephenson • Stephenson County 4-H Shooting Sports Club
Department	General Projects
Division	Collections
Class	17007: Collections Age 8-12
Delete this Entry	

Club/Chapter

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

Selected Club: Stephenson County 4-H Shooting Sports Club 4H

Stephenson County 4-H Shooting Sports Club (Stephenson) 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](#)

12. Answer any questions that may come up. Click **“Continue”**.

1 ✓ Club/Chapter — 2 Questions — 3 Review

Questions

There are no questions to answer.

[Continue](#)

13. If you wish to add another entry for this member, click **“Add another Entry”**. If you are finished with this member and want to add entries for a different member, click **“Register another Exhibitor”**. Make sure you add ALL your entries for ALL members before continuing to the payment screen. If you submit before all the entries are made, you will have to wait for 4-H staff to approve before you can go back in and add or delete any entries.

What do you want to do next?

For Xander Krolow:

+ Add another Entry

+ Register another Exhibitor

Everything looks good!

➔ Continue to Payment

Adding More Than One Entry For The Same Member

1. If adding another entry for the same member, click “**Add another Entry**” (see #13 screen shot above). A new window will pop up asking you to choose the Department and Division again. Click “**Change**” next to the Department (Beef, Dairy, Dogs, etc.) if it is different or next to the Division (Aerospace, Robotics, Woodworking, etc.) if it is different. Select the Department and Division you want for the next entry just as you did in #8 above and continue with step #9 - #13 until all entries are made for this member.

Adding Entries For A Different Member (Same Family)

1. If adding entries for a different member in the same family, click “**Register another Exhibitor**” (see #13 screen shot above). Click “**Individual**” just as you did in Step #3 above. You will see the member(s) already registered on the screen. Scroll down until you see the member you are adding entries for and click “**Add an Entry**” next to his/her name.

Member Name	Entries	Online Status	Action
Tester, Ima	3	4/10/Online	Add an Entry
#261	Department: General Projects Division: Visual Arts Class: 17057: Legos		Edit
#260	Department: General Projects Division: Natural Resources Class: 50261: Sportsfishing 2		Edit
#259	Department: General Projects Division: Collections Class: 17007: Collections Age 8-12		Edit
Tester, Ura	0	4/10/Online	Add an Entry

2. Select the Department and Division you want for the next entry just as you did in #8 above and continue with step #9 - #13 until all entries are made for this member.

Submitting Your Entries

1. Once all entries have been entered for each member, click “**Continue to Payment**” (see #13 screen shot above). Follow any instructions regarding payment (in Illinois, exhibits usually do not require a registration fee, so the Invoice will be \$0). Click “**Continue**” (example on next page).



Invoice		Summary	Detail
Individual Exhibitor: Ima Tester		\$0.00	
Individual Exhibitor: Ura Tester		\$0.00	
		Total: \$0.00	

[Continue](#)

- Another screen will come up indicating a payment method is not necessary. Click **“Continue”**.

Exhibitors > Entries > Payment \$0.00

A horizontal progress bar with three steps: 1. Review, 2. Payment Method, and 3. Confirm. Step 2 is currently active.

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

[Continue](#)

- One last step!** It will show no payment is necessary. Choose **“Submit”** to save your entries. Once you submit your entries, you will not be able to make any changes until approved by 4-H Staff. Click **“Sign Out”** and you are done.

Exhibitors > Entries > Payment \$0.00

A horizontal progress bar with three steps: 1. Review, 2. Payment Method, and 3. Confirm. Step 3 is currently active.

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;">Submit</p>
---	--

Rejected Entries

After submitting your fair entries, 4-H Staff will check your fair entries with the classes you enrolled in at the beginning of the 4-H year in *4HOnline*. If you enrolled in the wrong class or level, your entry will be rejected, and you will receive an email explaining what you need to do to correct the issue.

1. There will be a link in the email to take you to *FairEntry.com*. Follow steps #1 and #2 under **Family Instructions to Enroll in Exhibits** to log in.
2. You will see a screen that shows you have an open invoice for the Individual Exhibitor listed. Click **“Continue work on this”** to go into the entry and correct.

Registration is currently Open

3/28/2017 - 6/1/2017

Your Current Invoice

Status: Open

You have not yet submitted this invoice. It is a work in progress.

Summary
Detail

Individual Exhibitor: Ima Tester \$0.00

Total: \$0.00

Continue work on this

3. A screen will come up with the previously registered exhibitors. Click **“Entries”** at the top of the page.

Exhibitors

Entries ←

Payment

\$0.00

Exhibitors being registered

There are 0 exhibitors in the process of being registered

+ Register an Exhibitor

Previously Registered Exhibitors

The registration information for an Exhibitor in this list cannot be edited but you can add new Entries.

	<p>Tester, Ima</p> <p style="font-size: x-small; color: #27ae60;">4HOnline</p>	Create Entry
	<p>Tester, Ura</p> <p style="font-size: x-small; color: #27ae60;">4HOnline</p>	Create Entry

4. A screen showing the individual member and the incorrect class will show. Click **“Edit”**.

5. Click **“Delete this Entry”**. When it asks if you are sure, click **“OK”**.

6. Click **“Exhibitors”** at the top of the screen.

7. Click **“Create an Entry”** next to the name of the individual where you just deleted the class.

Exhibitors Entries Payment \$0.00

Exhibitors being registered

There are 0 exhibitors in the process of being registered

[Register an Exhibitor](#)

Previously Registered Exhibitors

The registration information for an Exhibitor in this list cannot be edited but you can add new Entries.

	Tester, Ima <small>#Online</small>	Create Entry
	Tester, Ura <small>#Online</small>	Create Entry

8. Select the Department and Division and click **“Choose”**. Find the correct class/level and click **“Select”**.
9. Verify the class the shows up is correct and click **“Continue”**.
10. Verify the club, click the circle next to the club name and then click **“Continue”**.
11. If done with corrections, adding entries, and registering exhibitors, click **“Continue to Payment”** and follow the instructions above under **Submitting Your Entries.**



Please contact Brenda Heimann in the Extension Office at bheimann@illinois.edu if you have any questions. Thanks and good luck at the 2021 4-H Shows!!