



LaSalle County 4-H Show Exhibitor Registration Instructions

Family Instructions to Enroll in Exhibits

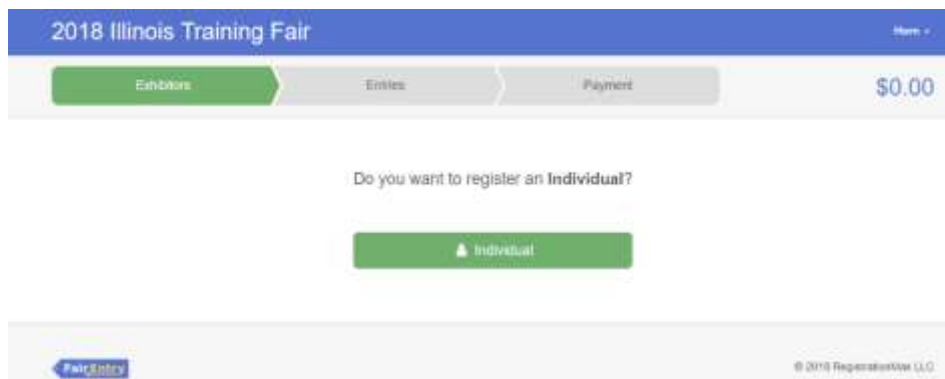
1. Go to <https://fairentry.com/Fair/SignIn/15197>
You should see a screen similar to this



2. Click on Sign in with 4H Online

If you have not created any entries for a family member for the current fair season:

3. If you get the prompt, choose to register as an Individual






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- 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.
- Click Edit next to the name of the individual. You will see the information about this individual. If any of the information is incorrect, log into 4-H Online and correct the information.

Personal Details Contact Info Address Questions **5** Review

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

Personal Details		SUM
First Name	Test for Authorizations	
Last Name	Horn	
Birthdate	2/07/2005	
Grade	0	

Contact Info		SUM
Email	dchom85@gmail.com	
Home Phone	217-333-0826	
Cell Phone		
Cell Phone Carrier		

Address		Edit
1400 Annis Ave Mattoon, IL 61938-5902		

- Click on Continue to Entries



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If you have previously created entries, you will see an option like this.

8. Choose to Begin work on a new invoice.

2018 Illinois Training Fair

Registration is currently **Open**
03/20/18 - 05/01/18

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 #	Amount	Created	Expires	Action
#052472	\$0.00	12/28/17	1/1/18	View
#052473	\$0.00	1/1/18	2/1/18	View
#052475	\$0.00	1/1/18	2/1/18	View

Your Approved Records

These are all the records that have been approved by fair management (includes all your invoices).

1 Exhibitor

10 Entries

View in Detail

9. Select the desired individual and choose Create Entry

2018 Illinois Training Fair

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.

Horn, Child 1 [Create Entry](#)

Fair Entry | © 2018 RegistrationWise LLC

From this point on will be the same whether first time or returning to add additional entries



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10. Answer any Questions that may be set up at the Fair Level, then click Continue.

2018 Illinois Training Fair

Exhibitor Entry Payment \$0.00

Horn, Chad 1
9502087 - 9 years old (11)
Age - Grade: 7
4-H Training

Check the Exhibitor

Personal Details Contact Info Address Questions Review

Questions
There are no questions to answer.

Continue

11. Select the appropriate Department. Then you will see a list of Divisions within that Department.

Starting an Entry

Department General Projects Change

Select a Division to continue

Aerospace Not Available

This exhibitor may not enter into this Division because:

- a membership to one of the following 4HOnline Projects is required:
 - Aerospace - Aerospace 2
 - Aerospace - Aerospace 3
 - Aerospace - Aerospace 4
 - Aerospace - Clover Challenge

Animal Science Select

Child Development Select

Citizenship Select

Clothing & Textiles Select

College&Career Readiness Select

Computer Science Select



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12. Select the desired Division. Confirm that you selected the desired Division.

The screenshot shows a form titled "Choose Department and Division". It has two rows: "Department" with the value "General Projects" and a "Change" button, and "Division" with the value "Foods and Nutrition" and a "Change" button. At the bottom right, there are "Cancel" and "Choose" buttons.

13. This will show a list of classes in the Division.

The screenshot shows a screen titled "Make your Club and Class selections to continue." It is divided into two main sections. On the left, under "Club", "Military Club 4-H (Primary Club)" is selected with a green checkmark. Below it, a note states: "When entering into an Open Class, your club selection will be treated as No Club (Open)". Under "Animal(s)", it says "This Division does not allow animals." On the right, under "Class or Classes", a list of classes is shown with checkboxes. The first class, "50200: 4-H Cooking 101", is selected with a plus sign. Other classes include "Marshmallow Treats", "Cookies", "50201: 4-H Cooking 201", "50202: 4-H Cooking 301", "50203: 4-H Cooking 401", "50204: Food Science 1 - 4", "50208: Food Preservation", and "50210: Food Ready4Life Challenge".

14. Select one or more classes. After selecting the classes, click on Continue.

This screenshot is identical to the previous one, but in the "Class or Classes" list, the checkboxes for "50201: 4-H Cooking 201", "50202: 4-H Cooking 301", "50203: 4-H Cooking 401", "50204: Food Science 1 - 4", "50208: Food Preservation", and "50210: Food Ready4Life Challenge" are also checked, indicating that multiple classes have been selected.



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15. Review the selections for the division, and click on Create Entries. This will add the entries for this division.

Review your selections

Before we actually create your entries, please review your selections.

If you continue with your current selections, 2 entries will be created with the following information:

Department	2016 Illinois Training Fair
Division	General Projects
Club	Military Club
Animal(s)	No Animals

Entry Classes

- 1. 50201: 4-H Cooking 201
- 2. 50200: 4-H Cooking 101 / Marshmallow Treats

Cancel Create Entries

16. If there are any questions that need to be answered for the classes, you will see a light blue box indicating Incomplete items. Click on the box to complete any questions.

Progress bar: Exhibitors, Entries, Payment (\$0.00)

There are 2 entries belonging to 1 exhibitor in this invoice

Register another Exhibitor

There is 1 item that needs your attention

Review/Complete Outstanding Records

17. Answer any questions that come up. The class for the entry needing additional information will show on the left. Click Continue.

Entry #13

4-H Club: CRIBET
5/10/2017 - 5 years with 4-H years: 1 (CRIBET)
Military Club

Department: General Projects
Division: Foods and Nutrition
Class: 50200: 4-H Cooking 101
Sub-Class: Marshmallow Treats

Questions

Contact Book for Cooking 101 Marshmallow Treats

Continue

Done this Entry



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18. If you wish to add another Entry, choose either Add another Entry, or Add another Entry in this Division. Add another entry would allow you to choose another entry in any division. Add another entry in this division would allow you to add another entry in the same division, for example Visual Arts.

The screenshot shows a navigation bar with three tabs: Exhibitors, Entries, and Payment. The Entries tab is active. On the left, there is a card for 'Entry #13' with the following details:

Entry #13	
	Horn, Child 1
	5832007 - 8 (years old)
	(4-5 age) - Grade: 3
	Add to My Exhibits
	Library Club
Department	General Projects
Division	Foods and Nutrition
Class	50209: 4th Cooking 101
Sub-Class	Marshmallow Treats

On the right, under the heading 'What do you want to do next?', there are three options:

- Add another Entry
- Register another Exhibitor
- Continue to Payment

A green box with the text 'Everything looks good!' is positioned above the 'Continue to Payment' button.

19. If you are done adding entries for this individual, but wish to add entries for another individual, choose Register Another Exhibitor.

20. If you are done adding entries for all individuals, click Continue to Payment. Follow any instructions regarding Payment. In Illinois, exhibits usually do not require a registration Fee, so the Invoice will be \$0.

The screenshot shows a navigation bar with three tabs: Exhibitors, Entries, and Payment. The Payment tab is active. Below the navigation bar is a progress indicator with three steps: 1. Review, 2. Payment Method, and 3. Confirm. Step 1 is currently selected.

Below the progress indicator is an 'Invoice' section with the following details:

Invoice		Summary	Detail
Individual Exhibitor: Test for Authorizations Horn			\$0.00
		Total:	\$0.00

At the bottom right of the invoice section is a green 'Continue' button with a right-pointing arrow.



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21. Choose to Submit your entries.

After you have submitted your entries, you should receive an email from FairEntry.

FairEntry no-reply@fairentry.com via sendgrid.net
to me



Once registration in FairEntry closes, you will receive an email with a Google doc to sign up for your preferred check-in/judging time.

Exhibitor sign up for check in and judging will be June 24- 28

If exhibitors do not complete their google doc time request by the above dates, Extension will assign a time.

THANK YOU!

**We look forward to seeing you at the
LaSalle County 4-H Show!**