Family Instructions to Enroll in Exhibits

(Use Mozzilla Firefox or Google Chrome browser)

1. Go to the Monroe County 4-H Show Entry website:
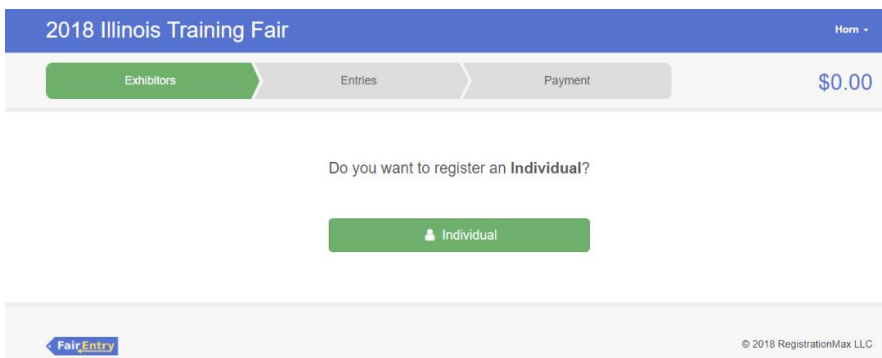   https://monroe4-hfair.fairentry.com

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

4. 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

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

6. 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 — Review (5)

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. Click on Continue to Entries

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

8. Choose to Begin work on a new invoice.

9. Select the desired individual and choose Create Entry

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

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

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

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

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

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

Make your Club and Class selections to continue.

Club	Change
Military Club 4-H	
(Primary Club)	
ⓘ When entering into an Open Class, your club selection will be treated as *No Club (Open)*.	

Animal(s)	·
This Division does not allow animals.	

Class or Classes

▾ 50200: 4-H Cooking 101

　☐ 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

☐ 50210: Food Ready4Life Challenge

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	2018 Illinois Training Fair
Division	General Projects
Club	Military Club 4-H
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.

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

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.

19. If you are done adding entries for this individual, but wish to add entries for another invididual, 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, 4-H exhibits do not require a registration Fee, so the invoice will be $0.

21. Choose to Submit your entries.

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