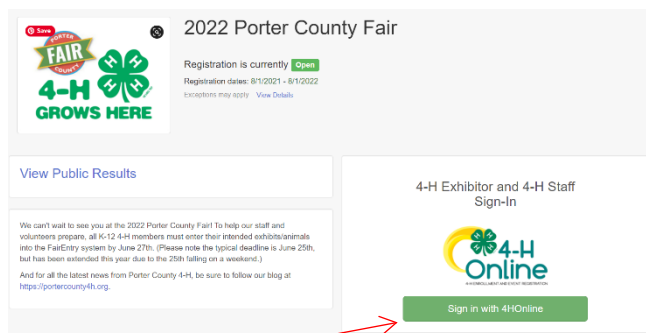


Step-by-Step Guide for FairEntry

Enter all 4-H projects/exhibits by June 27th

1. Go to <https://fairentry.com/Fair/SignIn/17418>



2. Select your “Sign in with your 4-H Online account options – the **GREEN** box
3. A separate box will pop up where you can enter the login email address and password from 4HOnline.

(If you don't remember your password, you will need to select the “I forgot my password” option to get a temporary one emailed to you. If your email address has changed, log in using the old email address and change it in 4HOnline.)

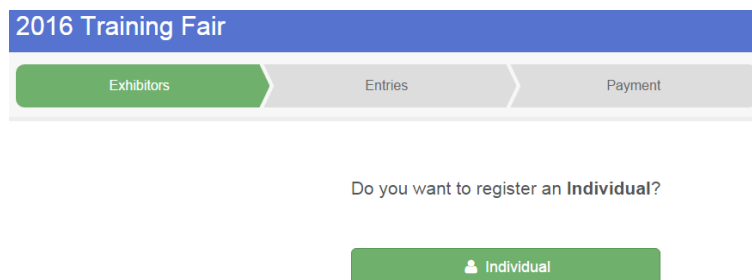


4. Click the “Login” box.
5. This will take you to the Welcome screen, where you will need to select the green box to “Begin Registration”



SECTION 1 - EXHIBITORS TAB

6. Choose if you would like to register an individual or a team and click that green box



7. Choose the dot next to the name of the 4-H'er you would like to register and then click the green "continue" box.

Please do not create any exhibitors from scratch, as you will not be able to add exhibits for the projects you are enrolled in.

8. Answer any required questions and review the exhibitor registration information.

9. If applicable, make any necessary corrections (using the edit boxes). Remember that any corrections made here DO NOT transfer back to your 4HOnline Account

10. If Additional questions are required by your county, complete the questions and then select the green "Continue" box

11. When you are taken back to the Exhibitor information page, click the green "Continue to Entries" button

SECTION 2 - ENTRIES TAB

12. Click the green "Add an Entry" box to the right of the exhibitor's name

13. Click the green "Select" box next to the Department you would like to enter

See the last page of this step-by-step guide for a listing of which Departments/Divisions to use for Exhibit Hall Projects, Mini 4-H, and Animal Project Posters.

14. Click the green "Select" box next to the Division you would like to enter

TIP: Multiple exhibits in Food, Photography, Floriculture, etc.? Enter all possible exhibits so we have plenty of exhibit tags ready for you!

15. Click the green “Select” box next to the Class you would like to enter

16. Review the selection of the Department, Division and Class. To correct errors in the Department, Division or Class, click the corresponding ‘Change’ button. Click the green ‘Continue’ button to move to the next step.

17. Select the dot next to the 4-H Club that you belong to and then select the green “Continue” box

18. If required, enter in a description of your exhibit and click Continue – *please be specific as this description for non-animal exhibits will be used to distinguish between exhibits, example – don’t just type in “photo”, type in more description, such as “Butterfly on leaf photo”*

19. Answer any Additional Questions required for that entry and then click the green “Continue” box.

20. Decide if you would like to:
- > Add another Entry
 - > Add another Entry in this Division
 - > Register another Exhibitor
 - > Continue to Payment
- and select that appropriate box

What do you want to do next?

***The payment section is a formality of the system. No payment is needed, but you must go through the steps to submit your entries.

ENTERING ANIMALS

21. To register an animal entry from 4HOnline, you will select the white “add an animal” box during the entry process.

Siblings must designate who will be exhibiting which animal at this time – decisions during the FairEntry process are final.

Progress bar: 1. Club/Chapter, 2. Animals, 3. Questions, 4. Review

Entry Animals

There is no animal in this slot

Add an animal

Continue

22. A smaller box with two options will pop up. Choose the green “Choose an Existing Animal Record” box to enter an animal that was identified in 4HOnline.

To enter an animal in a project that was NOT due in 4HOnline by May 15th (i.e., Cat, Dog, Pigeons, Poultry, etc.), click “Enter a New Animal Record”, and complete all applicable fields on the screen.

Adding an Animal

Choose an Existing Animal Record

OR

Enter a New Animal Record

Cancel

23. A list of those animals that you have previously identified in 4HOnline that are eligible for that class are listed. Select the circle next to the animal you would like to enter. Then select the green “Select Animal” box.

Adding an Existing Animal

Allowed Animal Types:

- Horses

Ginny Stark

Animal Name: Triton View Info 4HOnline

Animal Name: Spot View Info 4HOnline

Cancel Select Animal

24. All of the information about that animal will be pulled over from 4HOnline, so that you can check to make sure that is the correct animal. If you want to switch to a different animal, click on the “Remove From Entry” box. If it is correct, click the green “Continue” box. Then you will be taken to the Additional Questions page listed in step #19.

NOTE: Fair Entry Forms (formerly known as Stall Forms) are not a substitute for online FairEntry! If you do not complete the online FairEntry process you will not exhibit at the fair. Online data is necessary for staff and volunteers to manage the shows and sale. Paper forms were provided for some projects at the request of the superintendents.

Stark, Ginny
5/05/2007 • 8 years old (4-11 age) • Grade: 5
4HOnline Training Achievers

Department: Livestock Horse
Division: 2550: English
Class: 255013: Saddle seat pleasure all ages, all sizes (EN)

Delete this Entry

Entry Animals

Remove From Entry Edit Animal Details

Identifier (Animal Name)	Triton	4HOnline
Animal Type	Horses	
Animal Name	Triton	
Breed	American Quarter Horse	
If selected Other above, please type the animal's breed		
Colors And Markings	Brown, white socks	
Sex	Male	
Birthdate	1/01/2007	
Check if this animal is under 56 inches tall	false	
Intend to exhibit this animal at State Fair	true	
We consent to share this Animal ID information with the Indiana State Fair System	false	
Owned Or Leased	Owned	
Owner Name	Tanya Stark	
Body Condition Score		

Continue

SECTION 3 - PAYMENT TAB

***The payment section is a formality of the system. No payment is needed, but you must go through the steps to submit your entries. It is best to enter all entries for all exhibitors in your family before completing the Payment and submission steps.

25. Review your invoice, either in summary format or detail format. If it looks correct, click the green “Continue” box. If not, go back to the entries tab and fix what you need to.

26. Select the green “Continue” box.
**There are no fees for 4-H exhibits.

27. Confirm your entries one last time. You can see a summary of exhibitors in your family, or their entries in detail. Make sure all entries for each exhibitor in your family are listed before you submit the entries.

NOTE: Once you hit submit, you cannot edit your entries.

28. Click Continue to confirm and submit your entries.

29. Click the Submit button to submit your entries.

30. You will receive a “Thanks!” message. You can choose the button to “Visit Dashboard” to see your entry.

You will receive an email from FairEntry after you submit your entries. You will also receive an email from FairEntry letting you know if your entry was approved or rejected by County Extension staff. If part of your entry was rejected, a reason will be listed and you will be able to correct and resubmit the entry by June 25th.

If after entering your animals, you feel you have made a mistake, please contact Angel at the Extension Office (465-3555, amleuck@purdue.edu) to check for you. The sooner we correct it, the less the chance of confusion when you arrive at the fair.

The image displays a sequence of screenshots from the FairEntry system's payment process. The top section shows the '2015 Training Fair' interface with a progress bar indicating three steps: 1. Review, 2. Payment Method, and 3. Confirm. The 'Review' step shows an invoice for 'Isabella' with a total of \$0.00. The 'Payment Method' step shows an invoice for 'Byron Stark' and 'Ginny Stark', both with \$0.00, and a total of \$0.00. The 'Confirm' step shows a 'Continue' button. The bottom section shows the '2016 Training Fair' interface with a 'Thanks!' message, a 'Visit Dashboard' button, and a 'Sign out' button. The 'Thanks!' message includes a 'Submit' button and a 'Payment Total' of \$0.00 by check.

Exhibit Hall Projects, Mini 4-H, & Animal Project Posters

The following list will help you enter your exhibits in the correct Departments/Divisions in FairEntry

In the FairEntry system, Exhibit Hall Projects are divided into multiple “Departments”.

- **Exhibit Hall – Group 1** includes our county-only projects.
- **Exhibit Hall – Group 2** includes projects and animal project posters (e.g., Cat, Dog, Poultry, Rabbit, etc.) with State Fair entries and connects to the State Fair system.
- **Exhibit Hall – Garden** includes the Garden project and connects to the State Fair system.
- The **Mini 4-H** Department includes *all* projects for K-2nd 4-H members, including Showmanship classes.

Exhibit Hall – Group 1

American Heritage
Aquatic Science
Arts & Crafts: **Basket Weaving**
Arts & Crafts: **Candles**
Arts & Crafts: **Ceramics**
Arts & Crafts: **Decorations**
Arts & Crafts: Fine Arts: **Drawing**
Arts & Crafts: Fine Arts: **Painting**
Arts & Crafts: **Gift Wrapping**
Arts & Crafts: **Holiday Ornaments**
Arts & Crafts: **Homemade Toys**
Arts & Crafts: **Jewelry**
Arts & Crafts: **Latch Hook**
Arts & Crafts: **Leather**
Arts & Crafts: **Lego**
Arts & Crafts: **Miscellaneous Basic Craft**
Arts & Crafts: **Models: Model – Miscellaneous**
Arts & Crafts: **Models: Model Airplanes**
Arts & Crafts: **Models: Model Bridges**
Arts & Crafts: **Models: Model Cars**
Arts & Crafts: **Needlework**
Arts & Crafts: **Scrapbooking**
Bicycle
Collections
Crops: Corn, Forages, Small Grains, Soybeans
Farm Scene
Fire Safety & Safety
Foods: **Barbecue**
Foods: **Heirloom Recipes**
Garden: **Container Gardening**
Herpetology
Intro to Horses
Junior Leaders
Leadership
Music
Nature Discovery
Recycling
Small Animal

Exhibit Hall – Group 2

Aerospace
Beekeeping
Cake Decorating
Cat Poster
Child Development
Computer (**Robotics** enter here)
Consumer Clothing
Creative Writing
Demonstration
Dog Poster
Electric
Entomology
Fashion Revue
Floriculture
Foods, Baked
Foods, Preserved
Forestry
Genealogy
Geology
Health
Home Environment
Informative 4-H Presentation
Lawn and Garden Tractor Operator Skills
Lawn and Garden Tractor Safety Education (Poster)
Llama-Alpaca Poster
Photography
Poultry Poster
Professional Persuasive Presentation
Public Speaking
Rabbit Poster
Sewing Construction, Non-Wearable
Sewing Construction, Wearable
Shooting Sports
Small Engine
Soil & Water
Sportfishing
Tractor Operator Skills
Tractor Safety Education (Poster)
Veterinary Science
Weather & Climate Science
Wildlife
Woodworking
Zero-Turn Radius Mower Operator Skills