## Fair Entry Dates: June 16 -July 3rd, 2025

- 1. Go to www.fairentry.com
- 2. Select "Find Your Fair and in the search box type "Fayette". Make sure to find and select the **INDIANA** 2024 Fayette County Free Fair and not another state or your login information will not work.

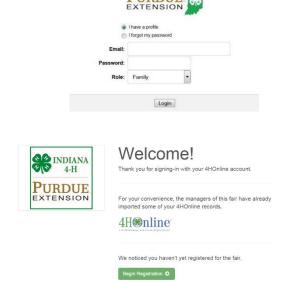




- 3. Select "Sign in with your 4-H Online" the GREEN box
- 4. A separate box will pop up where you can enter the login email address and password from 4HOnline.

(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.)

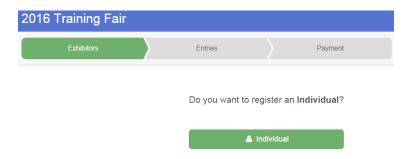
- 5. Click the "Login" box.
- This will take you to the Welcome screen, where you will need to select the green box to "Begin Registration".



PURDUE

#### **SECTION 1 - EXHIBITORS TAB**

7. Click the green box that states you would like to register an individual.



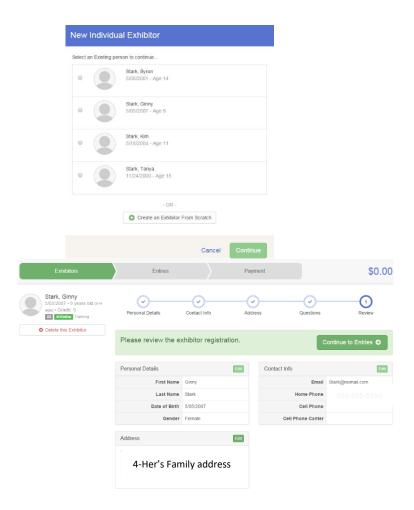
8. Choose the dot next to the name of the 4-H'er you would like to register and then click the green "continue" box.

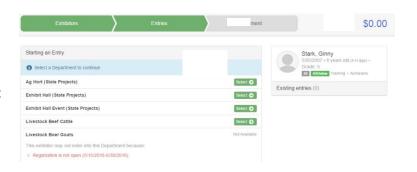
Please do not create any exhibitors from scratch, as you will not be able to add exhibits for the projects you are enrolled in. If you need assistance, please call the Purdue Extension Office at 765-825-8502.

- 9. Answer any required questions and review the exhibitor registration information.
- 10. Make any necessary corrections (using the edit boxes). Remember that any corrections made here <u>DO NOT</u> transfer back to your 4HOnline Account.
- 11. Please complete any additional questions that are required and then select the green "Continue" box.
- 12. When you are taken back to the Exhibitor information page, click the green "Continue to Entries" button.

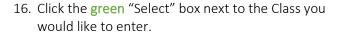
### **SECTION 2 - ENTRIES TAB**

- 13. Click the green "Add an Entry" box to the right of the exhibitor's name.
- 14. Click the green "Select" box next to the Department you would like to enter

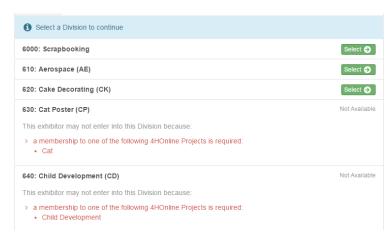




15. Click the **green** "Select" box next to the division you would like to enter.

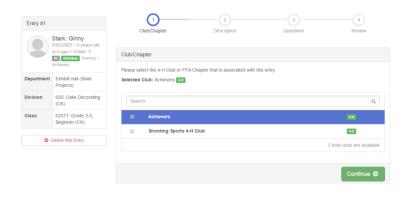


- 17. Review the selection of the Department, Division and Class. To correct errors in the Department, Division or Class, click the corresponding 'Change' button. \*Click the green 'Continue' button to move to the next step.
- 18. Select the dot next to the 4-H Club that you belong to and then select the green "Continue" box.

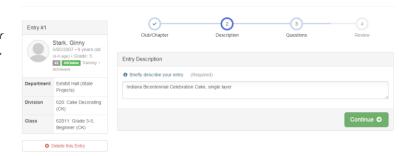








19. If required, enter in a description of your exhibit and click Continue— please be specific as this description for non-animal exhibits will be used to distinguish between exhibits, example — don't just type in "photo", type in more description, such as "Butterfly on leaf photo"



- 20. Answer any Additional Questions required for that entry and then click the green "Continue" box.
- 21. 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

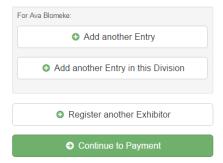
\*\*\*The payment section is a formality of the

system. No payment is needed, but you must go

through the steps to submit your entries. Do not

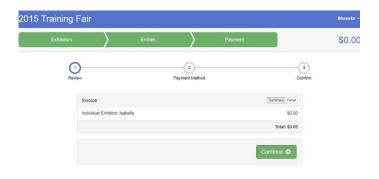
submit until ALL entries AND youth are entered.

# What do you want to do next?



#### **SECTION 3 - PAYMENT TAB**

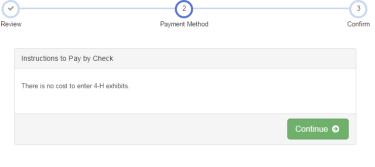
- \*\*\*The payment section is a formality of the system. No payment is needed, but you must go through the steps to submit your entries. Enter all entries for all exhibitors in your family before completing the Payment and submission steps.
- 22. Review your invoice, either in summary format or detail format. If it looks correct, click the green "Continue" box. If not, go back to the entries tab and fix what you need to.
- 23. Select the green "Continue box.
  - \*\*There are no fees for 4-H exhibits.



24. 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. Do not submit until EVERY youth member is entered.

25. Click Continue to confirm and submit your entries.



Payment Method

Individual Exhibitor: Byron Stark

Individual Exhibitor: Ginny Stark

Confirm

Summary Detail

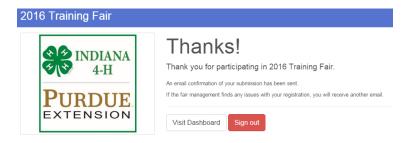
\$0.00

\$0.00 Total: \$0.00

26. Click the Submit button to submit your entries.



27. You will receive a "Thanks!" message. You can choose the button to "Visit Dashboard" to see your entry.



You will receive an email from Fair Entry after your entry has been submitted.

You will also receive an email from Fair Entry letting you know if your entry was approved or rejected by the County Extension Staff. If part of your entry was rejected, a reason will be listed and you will be able to log in and fix the problem before submitting that entry again.

Please contact the Fayette County Extension Office if you have any problems with this process at 765-825-8502.