YOUR GUIDE TO:

Fair Entry

PURDUE UNIVERSITY®

Extension - Harrison County

TABLE OF CONTENTS

WHAT IS FAIR ENTRY?

FairEntry works in cooperation with 4-H Online, so you will use the same username and password.

Families will use this data management system to pre-enter specific projects for the fair. FairEntry will be used to create project labels, check in sheets, judging sheets, show programs, media reports, ribbon placings, award placings and more.

For projects divided by grade level you will use the grade you were in as of January 1st.

Pay attention to the information in this FairEntry Guide as it will make your registration process as smooth and easy as possible!
Please let the Extension Office know if you have any questions!

FAIR ENTRY REGISTRATION *STEPS*

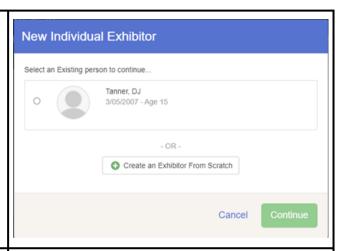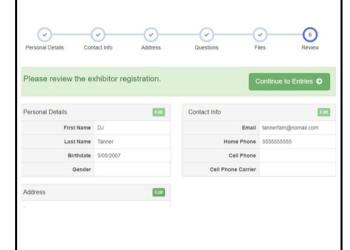|	
1. Go to the 2025 Harrison County 4-H Fair: https://fairentry.com/Fair/SignIn/21881 - Recommended browsers: Google Chrome or Mozilla Firefox. Older versions of Internet Explorer may cause unexpected results. - Register all entries for each exhibitor in the family before proceeding to the Payment section. - Be sure to click "submit" when you have completed your entries. Entries are not final until they have been submitted.	4-H Exhibitor and 4-H Staff Sign-In **4-H Online** 4-H ENROLLMENT AND EVENT REGISTRATION Sign in with 4HOnline
2. Select the "Sign in with your 4-H Online" option - 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 4-H Online.)* 4. Click the "Sign in" box.	4HOnline Login - Google Chrome auth.4honline.com/Login?403d40706f7075703d74727565266170696b65793d3537413045... State Logo • Login ○ Forgot your password? Email Password Sign in You are connected to TEXAS1-IIS-B Version 2021.7.30.1907 © 2022 - RegistrationMax LLC
5. This will take you to the Welcome screen, where you will need to select the green box to "Begin Registration."	**Fair Entry** **Welcome!** Thank you for signing-in with your 4-H Online account. For your convenience, the managers of this fair have already imported some of your 4-H Online records. **4H Online** 4-H Enrollment and Event Registration We noticed you haven't yet registered for the fair. Go To Dashboard Begin Registration ○
SECTION 1 -EXHIBITORS TAB	
6. Choose the register an exhibitor button and click the green "Individual" box. - There is no payment necessary during this process.	Exhibitors Entries Payment $0.00 Do you want to register an **Individual**? 👤 Individual

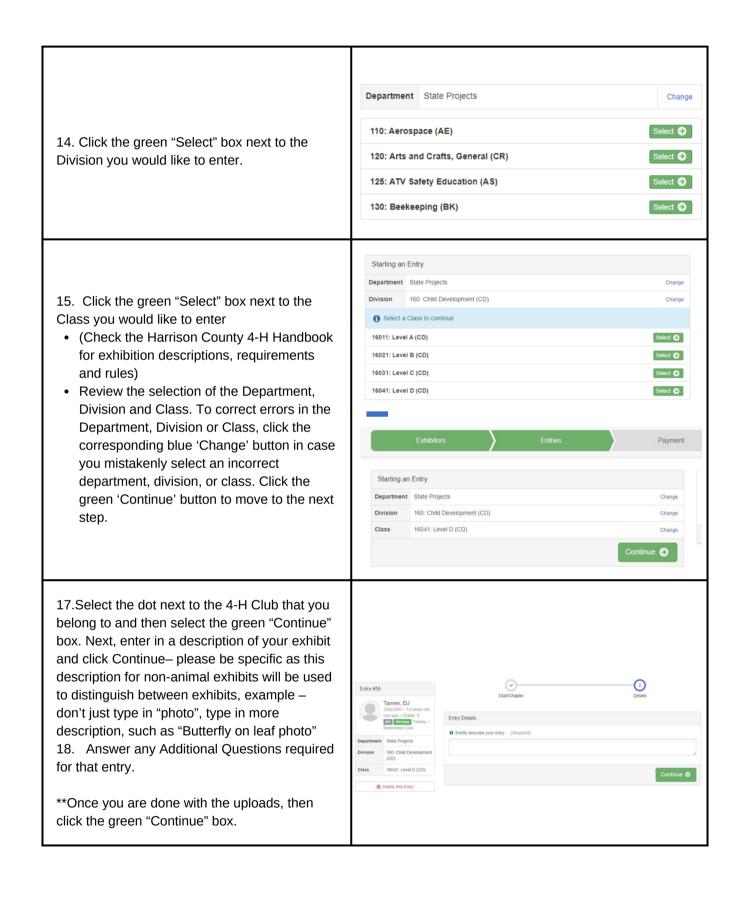|	

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.
	New Individual Exhibitor
	
	Select an Existing person to continue...
	
	○ Tanner, DJ
	     3/05/2007 - Age 15
	
	- OR -
	
	⊕ Create an Exhibitor From Scratch
	
	          Cancel Continue

8. Answer any required questions and review the exhibitor registration information. 9. 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 • When you are taken back to the Exhibitor information page, click the green "Continue to Entries" button	✓ Personal Details — ✓ Contact Info — ✓ Address — ✓ Questions — ✓ Files — ⑥ Review Please review the exhibitor registration. Continue to Entries ➔ **Personal Details** [Edit] **Contact Info** [Edit] First Name DJ Email tannerfam@nomail.com Last Name Tanner Home Phone 5555555555 Birthdate 3/05/2007 Cell Phone Gender Cell Phone Carrier **Address** [Edit]

<h2 style="text-align:center">SECTION 2- ENTRIES TAB</h2>

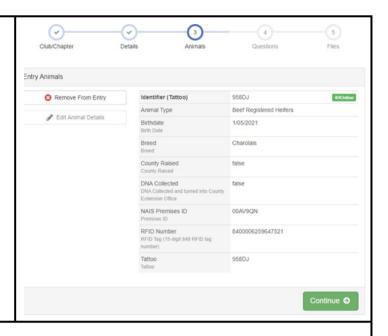|	
12. Click the green "Add an Entry" box to the right of the exhibitor's name.	Tanner, DJ 0 Entries [4HOnline] ⊕ Add an Entry
13. Click the green "Select" box next to the Department you would like to enter. Any departments that are not available for entry will be noted as "Not Available" with a short explanation.	**Choose Department and Division** County Only Select ➔ Livestock Beef Cattle Select ➔ Livestock Boer Goats Select ➔ Livestock Cat Select ➔ Livestock Dairy Cattle Select ➔

14. Click the green "Select" box next to the Division you would like to enter.	**Department** State Projects Change 110: Aerospace (AE) Select ➜ 120: Arts and Crafts, General (CR) Select ➜ 125: ATV Safety Education (AS) Select ➜ 130: Beekeeping (BK) Select ➜
15. Click the green "Select" box next to the Class you would like to enter • (Check the Harrison County 4-H Handbook for exhibition descriptions, requirements and rules) • Review the selection of the Department, Division and Class. To correct errors in the Department, Division or Class, click the corresponding blue 'Change' button in case you mistakenly select an incorrect department, division, or class. Click the green 'Continue' button to move to the next step.	Starting an Entry **Department** State Projects Change **Division** 160: Child Development (CD) Change ℹ Select a Class to continue 16011: Level A (CD) Select ➜ 16021: Level B (CD) Select ➜ 16031: Level C (CD) Select ➜ 16041: Level D (CD) Select ➜ Exhibitors Entries Payment Starting an Entry **Department** State Projects Change **Division** 160: Child Development (CD) Change **Class** 16041: Level D (CD) Change Continue ➜
17.Select the dot next to the 4-H Club that you belong to and then select the green "Continue" box. Next, 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" 18. Answer any Additional Questions required for that entry. **Once you are done with the uploads, then click the green "Continue" box.	Entry #59 Tanner, DJ 3/05/2007 • 14 years old (4-H age) • Grade: 9 #H 4HOnline Training - Boilermakers Club **Department** State Projects **Division** 160: Child Development (CD) **Class** 16041: Level D (CD) ⊘ Delete this Entry Club/Chapter ② Details Entry Details ℹ Briefly describe your entry. (Required) Continue ➜

	What do you want to do next? For DJ Tanner: ⊕ Add another Entry ⊕ Register another Exhibitor Everything looks good! ❯ Continue to Payment
14. Click the green "Select" box next to the Division you would like to enter.	

SECTION 3 –ANIMAL ENTRIES

20. The first two steps of selectinga department and division are similar. Once those elections are made, the exhibitor will be asked to first select a class.	**Starting an Entry** Department Livestock Beef Cattle Change Division Heifers Change ⓘ Select a Class to continue 101001 : Angus Junior heifer calves (AN) Select ❯ 101002 : Angus Winter heifer calves (AN) Select ❯ 101003 : Angus Senior heifer calves (AN) Select ❯ 101004 : Angus Late summer yearling heifers (AN) Select ❯ 101005 : Angus Early summer yearling heifers (AN) Select ❯ 101006 : Angus Spring yearling heifers (AN) Select ❯
20. To register an animal entry from 4-H Online, you will select the white "add an animal" box during the entry process. 21.A list of those animals that you have previously ID'd in 4- H Online 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. **To enter a Cat, Dog, Rabbit, or Poultry, please select "Enter a New Animal Record", and complete all applicable fields on the screen.	✓ ——— ② ——— ③ ——— ④ Club/Chapter Animals Questions Review **Entry Animals** There is no animal in this slot ⊕ Add an animal Continue ❯ **Adding an Existing Animal** Allowed Animal Types: • Beef Commercial & Market Heifers • Beef Registered Heifers DJ Tanner ○ Tattoo: 958DJ View Info 4HOnline Cancel Select Animal

22. All of the information about that animal will be pulled over from 4-H Online, 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.

This then takes you to answer any Additional Questions required for that entry (similar to Step 18).
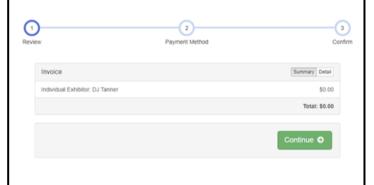
SECTION 4- PAYMENT TAB

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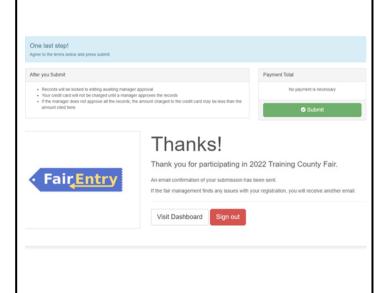
26. Review your invoice, in either summary format or detail format. If it looks correct, click the green "Continue" box. If not, go back to the entries tab and fix what you need to.

27. Select the green "Continue" box.

28. Continue to confirmand submit your entries. NOTE: Once you hit submit, you cannot edit 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 your entry has been submitted.

You will also receive an email from FairEntry 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 Harrison County Extension Office if you have any problems with this process at 812-738-4236.

In 4-H Online, your 4-H'er chooses project categories that they may want to partake in for the 4-H Fair. When it comes time to enter projects into FairEntry, you use the project categories your 4-H'er chose in 4-H Online but then you get more specific about your project.

Below is a chart that will help you easily navigate what specific projects connect to each project category. Use this chart when choosing project categories in 4-H Online and specific projects in FairEntry.

4-H Online Project Categories	FairEntry Departments	FairEntry Project Names
Aerospace	State Projects	110: Aerospace (AE)
Animal Education	State Projects	Beef Poster or Display Cat Poster or Display (CP) Dairy Cattle Poster or Display Dog Poster or Display (DP) Goat Poster or Display Horse Poster or Display Llama-Alpaca Poster or Display (LP) Poultry Poster or Display (PP) Rabbit Poster or Display (RP) Sheep Poster or Display Rabbit Poster or Display
Animal Education: Aquatic Science	County Only Projects	Aquatic Science
Arts and Crafts	Arts and Crafts	**1: Fine Arts** • 1: Drawing • 2: Painting **2: Needle Craft** • 1: Crochet • 2: Embroidery • 3: Knitting • 4: Quilting **3: Models** • 1: Model Craft **4: Construction and Architecture Replica** • 1: Lego • 2: Toy Tractor Display • 3: Building Construction **5: General Arts & Crafts** • 01: Basket Weaving • 02: Bead Craft • 03: Candle Making • 04: Ceramics • 05: Clothing Embellishment • 06: Decoupage • 07: Felt Craft • 08: Gift Wrapping • 09: Jewelry

		• 10: Latch Hook • 11: Leather • 12: Llama Craft • 13: Macramé • 14: Metal Craft • 15: Other Craft • 16: Paint by Number • 17: Pottery • 18: Scrapbooking • 19: Scrap Craft • 20: Seed Craft • 21: Sew for Fun • 22: Silk Flowers • 23: Tie Dye • 24: Wood Craft
ATV Safety and Operator Skills	State Projects	125: ATV Safety Education (AS)
Beef	Beef Cattle	Cow/Calf Breeding Heifers Beef Feeder Calf Market Heifer Market Beef Steer Beef /Dairy Beef Carcass
Beekeeping	State Projects	130: Beekeeping (BK)
Bicycle	County Only Projects	Bicycle
Cake Decorating	State Projects	140: Cake Decorating (CK)
Cat	Cat	Kitten Short Hair Kitten Long Hair Adult Short Hair Adult Long Hair Cat Costume Cat Showmanship
Child Development	State Projects	160: Child Development (CD)
Communications	State Projects	185: Creative Writing (CW) 190: Demonstration (DE) 320: Informative 4-H Presentation (IP) 400: Professional Persuasive Presentation (PR) 410: Public Speaking (PS)
Computer	State Projects	170: Computer (CO)
Consumer Clothing	State Projects	180: Consumer Clothing (CC)
County Project: Corn	County Only Projects	Corn
County Project: Hay and Forages	County Only Projects	Hay and Forages
County Project: Meat Goat Education	County Only Projects	Meat Goat Education
County Project: Outdoor Adventures	County Only Projects	Outdoor Adventures
County Project: People In My World	County Only Projects	People In My World
County Project: Pets	County Only Projects	Pets
County Project: Plant Science	County Only Projects	Plant Science
County Project: Weeds	County Only Projects	Weeds

County Project: Aquatic Science	County Only Projects	Aquatic Science
County Project: Automotive	County Only Projects	Automotive
County Project: Carcass	Beef Cattle Dairy Goats Meat Goats Pygmy Goats Sheep Swine	Beef Cattle Carcass Dairy Goat Carcass Meat Goat Carcass Pygmy Goat Carcass Sheep Carcass Swine Carcass
County Project: Cat Care	County Only Projects	Cat Care
County Project: Collections	County Only Projects	Collections
County Project: Cookie Decorating	County Only Projects	Cookie Decorating
County Project: Consumer Meats	County Only Projects	Consumer Meats
County Project: Food Preparation Demonstration	County Only Projects	Food Preparation Demonstration
County Project: Self Determined	County Only Projects	Self-Determined
Dairy	Dairy Cattle	Dairy Female Dairy Showmanship
Dairy Beef	Beef Cattle	Dairy Feeder Calf Market Dairy Beef Dairy Beef Showmanship Beef /Dairy Beef Carcass
Dairy Goats	Dairy Goats	Dairy Goat Dairy Goat Wether Dairy Goat Showmanship Dairy Goat Carcass
Dog	Dog	Obedience Trick Class Agility Dog Showmanship
Electric	State Projects	210: Electric (EL)
Entomology	State Projects	220: Entomology (EN)
Fashion Revue	State Projects	225: Fashion Revue, Consumer Clothing (CF) 230: Fashion Revue (FR)
Floriculture	State Projects	240: Floriculture (FL)
Foods	State Projects	250: Foods, Baked (FB) 260: Foods, Preserved (FP)
Forestry	State Projects	270: Forestry (FO)
Garden	State Garden	810: Garden Education (GE) 820: Garden Collection (GC) 830: Herb (HB) 840: Potato (PO) 850: Single Vegetable (SV) 860: Tomato Plate (TM)
Genealogy	State Projects	280: Genealogy (GN)
Geology	State Projects	290: Geology (GO)

Health	State Projects	300: Health (HT)
Home Environment	State Projects	310: Home Environment (HE)
Horse and Pony	Horse and Pony	Contesting Saddleseat and Gaited Western Hunter Mini Horse and Pony
Lawn and Garden Tractor Safety and Operator Skills	State Projects	340: Lawn and Garden Tractor Operator Skills (LO) 345: Lawn and Garden Tractor Safety Education (LG)
Leadership	County Only Projects	Leadership
Llama and Alpaca Craft	State Projects	350: Llama-Alpaca Crafts (LC)
Meat Goats	Meat Goats	Meat Goat Breeding Does Meat Goat Meat Goat Showmanship Meat Goat Carcass
Mini Projects	Mini Projects	Mini Bicycle Mini Collections Mini Crafts Mini Creative Writing Mini Cupcakes Mini Dinosaurs Mini Entomology Mini Farm Animals Mini Foods Mini Forestry Mini Garden Mini Genealogy Mini Horse and Pony Mini Horseless Horse and Pony Mini Models Mini My Pet and Me Mini Photography Mini Plants and Flowers Mini Sewing Mini Space Mini Trees Mini Whales and Dolphins Mini Wildlife Adventure Mini Wood Craft
Photography	State Projects	370: Photography (PH)
Poultry	Poultry	All Other Large Fowl American Large Fowl Asiatic Large Fowl Commercial Production Continental Large Fowl English Large Fowl

		Mediterranean Large Fowl Bantam Exhibition Land/Water Fowl Poultry Showmanship
Pygmy Goats	Pygmy Goats	Pygmy Goat Doe Pygmy Goat Wethers Pygmy Goat Showmanship Pygmy Goat Carcass
Rabbits	Rabbits	Four-Class Rabbits Six-Class Rabbit Meat Rabbits Rabbit Showmanship
Sewing	State Projects	450: Sewing Construction, Non-Wearable (SN) 455: Sewing Construction, Wearable (SW)
Sheep	Sheep	Breeding Ewes Market Lambs Sheep Showmanship Sheep Carcass
Shooting Sports	State Projects	460: Shooting Sports Education (SS)
Small Engine	State Projects	470: Small Engines (SE)
Soil and Water Science	State Projects	480: Soil and Water Science (SW)
Sportfishing	State Projects	490: Sport Fishing (SF)
Swine	Swine	Breeding Gilt Market Gilts Swine Barrows Swine Showmanship Swine Carcass
Tractor Safety and Operator Skills	State Projects	500: Tractor Operator Skills (TO) 510: Tractor Safety Education (TP)
Veterinary Science	State Projects	520: Veterinary Science (VS)
Weather and Climate Science	State Projects	530: Weather and Climate Science (WC)
Wildlife	State Projects	540: Wildlife (WI)
Woodworking	State Projects	550: Woodworking (WW)
Zero-Turn Mower Safety and Operator Skills	State Projects	560: Zero-Turn Radius Mower Operator Skills (ZO) 565: Zero-Turn Radius Mower Safety Education (ZE)