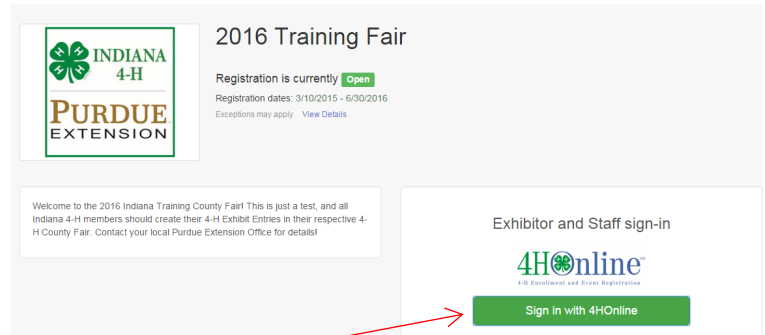


## Register all 4-H projects/events for the Howard 4-H County Fair

1. Go to [www.fairentry.com](http://www.fairentry.com)
2. Select “Find Your Fair”
3. Search for Howard County 4-H Fair or Sort by State.



4. Select your “Sign in with your 4-H Online account options – the **GREEN** box
5. 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.)*

**PURDUE EXTENSION**

I have a profile  
 I forgot my password

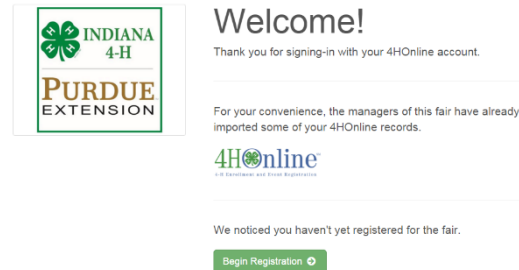
Email:

Password:

Role: Family

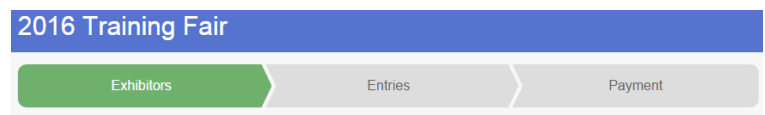
Login

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

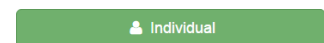


### SECTION 1 - EXHIBITORS TAB

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



Do you want to register an **Individual**?



- 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.

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

- Make any necessary corrections (using the edit boxes). Remember that any corrections made here DO NOT transfer back to your 4HOnline Account

- If your county requires Additional questions, 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

## SECTION 2 - ENTRIES TAB

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

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

**New Individual Exhibitor**

Select an Existing person to continue...

- Stark, Byron  
5/08/2001 - Age 14
- Stark, Ginny  
5/05/2007 - Age 8
- Stark, Kim  
5/18/2004 - Age 11
- Stark, Tanya  
11/24/2000 - Age 15

- OR -

[Create an Exhibitor From Scratch](#)

[Cancel](#) [Continue](#)

Exhibitors **Entries** Payment \$0.00

Stark, Ginny  
5/05/2007 - 8 years old (4-H age) • Grade: 5  
22 [HiCline](#) Training

[Delete this Exhibitor](#)

Personal Details Contact Info Address Questions **Review**

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

Personal Details		Contact Info	
First Name		Email	
Ginny		Stark@gmail.com	
Last Name		Home Phone	
Stark		555-555-5555	
Date of Birth		Cell Phone	
5/05/2007			
Gender		Cell Phone Carrier	
Female			

Address

4-Her's Family address

Exhibitors **Entries** Department \$0.00

Starting an Entry

Select a Department to continue

- Ag Hort (State Projects) [Select](#)
- Exhibit Hall (State Projects) [Select](#)
- Exhibit Hall Event (State Projects) [Select](#)
- Livestock Beef Cattle [Select](#)
- Livestock Boer Goats [Not Available](#)

This exhibitor may not enter into this Department because:  
 > Registration is not open (5/15/2016-6/30/2016)

Stark, Ginny  
5/05/2007 - 8 years old (4-H age) • Grade: 5  
22 [HiCline](#) Training • Achievers

Existing entries (0)

16. Click the green “Select” box next to the Division you would like to enter

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

18. 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.

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

20. If required, enter 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."*

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

22. Decide if you would like to:
- > Add another Entry
  - > Add another Entry in this Division
  - > Register another Exhibitor
  - > Continue to Payment

and select the appropriate box  
*\*\*\*The payment section is a formality of the system. No payment is needed, but you must complete the steps to submit your entries.*

### What do you want to do next?

23. To register an animal entry from 4HOnline, you will select the white "add an animal" box during the entry process.

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

To enter a Cat, Dog, Rabbit or Poultry/ Pigeons/Waterfowl animal, please select "Enter a New Animal Record", and complete all applicable fields on the screen.

25. A list of animals that you have previously ID'd in 4-H Online and are eligible for that class is listed. Select the circle next to the animal you would like to enter. Then select the green "Select Animal" box.

26. All of the information about that animal will be pulled over from 4-H Online so that you can check to make sure it 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 #20.

### SECTION 3 - PAYMENT TAB

\*\*\*The payment section is a formality of the system. No payment is needed, but you must complete 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.

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

28. Select the green "Continue" box.

\*\*There are no fees for 4-H exhibits.

29. 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 them.

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

1 Review 2 Payment Method 3 Confirm

Invoice		Summary	Detail
Individual Exhibitor: Byron Stark		\$0.00	
Individual Exhibitor: Ginny Stark		\$0.00	
		<b>Total: \$0.00</b>	

Continue

30. Click Continue to confirm and submit your entries.

1 Review 2 Payment Method 3 Confirm

Instructions to Pay by Check

There is no cost to enter 4-H exhibits.

Continue

31. Click the Submit button to submit your entries.

One last step!  
Agree to the terms below and press submit.

After you Submit

- Records will be locked to editing awaiting manager approval
- Your credit card will not be charged until a manager approves the records
- If the manager does not approve all the records, the amount charged to the credit card may be less than the amount cited here.

Payment Total

**\$0.00**  
By Check

Instructions to Pay by Check

There is no cost to enter 4-H exhibits.

Submit

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

2016 Training Fair

**Thanks!**

Thank you for participating in 2016 Training Fair.

An email confirmation of your submission has been sent.  
If the fair management finds any issues with your registration, you will receive another email.

Visit Dashboard Sign out

You will receive an email from Fair Entry after submitting your entry.

You will also receive an email from Fair Entry informing you if the Howard County Extension Staff approved or rejected your entry. If part of your entry was rejected, a reason will be listed, and you can log in and fix the problem before submitting that entry again. Please contact the Howard County Extension Office if you have any problems with this process at 765-456-2313 or howardces@purdue.edu.