

## Exhibiting at the Johnson County Fair

- Step 1...** Enter your 4-H exhibits in the FairEntry online system on or before July 1.
- Step 2...** Submit your 4-H Record Sheet through the Google Form link by July 1. Mini 4-H turns in a paper form with exhibit.
- Step 3...** Review the rules in your 4-H Handbook and make sure you have completed all project guidelines.
- Step 4...** Bring your exhibits to project check-in!

### How to Use FairEntry:

Registration is due July 1.

1. Recommended browsers are Google Chrome or Mozilla Firefox. Go to the FairEntry website at <http://johnsoncountyindiana.fairentry.com/>. A computer works better than a phone.
2. Click on the green box that says "Sign in with 4HOnline". A separate box will pop up. Sign in using your 4HOnline email and password. Do not attempt to create a new account! It will not work. If you don't remember your password, go back to 4HOnline and reset it.
3. Follow instructions on the screen to register an exhibitor.
4. Click the green "Add an entry" box to the right of the exhibitor's name, then select the Department, Division, and Class you would like to enter. There may be additional questions to answer about your exhibit. For example, to register an animal entry, you will need to select the "add an animal" box. Depending on the species, you will choose an existing animal record from 4HOnline or enter a description.
5. Add all of your entries.
6. Add other exhibitors (siblings) if needed and add their entries.
7. Review your selections carefully.
8. When all exhibitors and entries have been added, click "Continue to Payment" (payment due will be \$0.00).
9. Click the green "Submit" button. Check your inbox for a confirmation email with a list of your entries.
10. You will receive a second email when your entries are approved/rejected. If further action is needed, the email will explain what to do.

## Tips for FairEntry:

- One entry = one exhibit. Each exhibit must have its own entry. For example, if you want to exhibit three Any Other Craft items, you will need to do three separate Any Other Craft entries.
- Animal project classes: Be sure to put the animal into each class it will be shown in including Born & Raised and Market shows.

- Non-animal project classes:

State Projects = Follow state curriculum, top exhibits advance to Indiana State Fair

County Projects = Offered only at the county level

Garden: Enter county exhibits in the County Garden Projects department. The State Garden department is for State Fair exhibits only. See your Handbook for more information.

Arts and Crafts: Enter exhibits in the appropriate classes under County Projects (not State Projects).

Animal Education projects may be listed in the County Projects or State Projects departments. It depends on the species.

- You must be enrolled in a project before you can enter any exhibits for that project. (Members may add projects in 4HOnline until May 15. After May 15, call the Extension Office at 317-736-3724 for assistance.)
- Once you click "Submit," you will not be able to make any changes online. You will not be able to add another exhibitor or any more entries until the first submission is processed. Each submission is reviewed by staff and either approved or sent back.
- Don't forget to click the green "Submit" button! If you don't submit it, we can't see it.
- Check for your confirmation email and your approval email. Read the emails to see if further action is needed.
- After your entries are approved, log back in and look them over. If a correction is needed, contact the Extension Office at 317-736-3724. Corrections to animal projects must be reported by July 7. Corrections/additions to non-animal projects may be made at project check in prior to judging, but be prepared to stand in line.
- Questions? Your club leaders, project superintendents, and Extension staff are here to help!