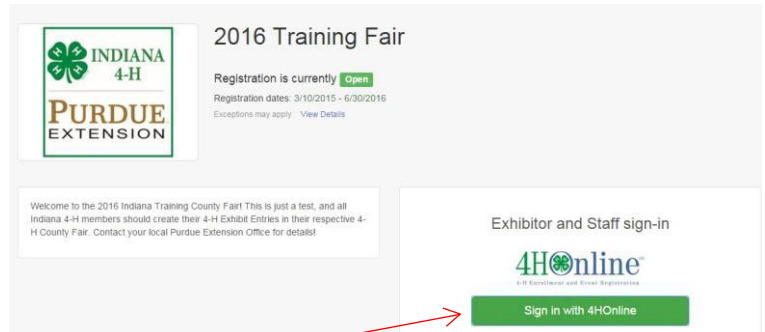




Register for the Scott County Fair: between May 15th and June 1st for animals and for non-animal exhibits

- 1. Go to <http://scott-county.fairentry.com/>



- 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.)

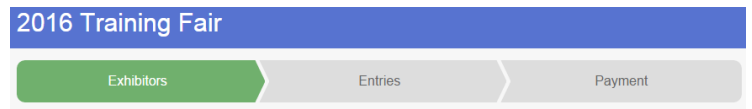


- 4. Click the "Login" box.
- 5. This will take you to the Welcome screen, where you will need to select the green box to "Begin Registration"

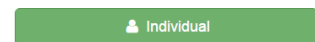


SECTION 1 - EXHIBITORS TAB

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



Do you want to register an Individual?





How to Register Exhibits for Fair (4-H Family)

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. 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

The screenshot shows the 'New Individual Exhibitor' selection screen. It features a blue header with the title. Below the header, there is a section titled 'Select an Existing person to continue...' containing a list of four individuals: Stark, Byron (5/05/2001 - Age 14), Stark, Ginny (5/05/2007 - Age 8), Stark, Kim (5/18/2004 - Age 11), and Stark, Tanya (11/24/2000 - Age 15). Each entry has a radio button to its left. Below the list, there is a '-OR-' separator and a button labeled 'Create an Exhibitor From Scratch'. At the bottom of the screen, there are 'Cancel' and 'Continue' buttons.

The screenshot shows the 'Please review the exhibitor registration' screen. It features a progress bar at the top with five steps: Personal Details, Contact Info, Address, Questions, and Review. The 'Review' step is currently active. Below the progress bar, there is a 'Continue to Entries' button. The main content area is divided into three sections: 'Personal Details' (First Name: Ginny, Last Name: Stark, Date of Birth: 5/05/2007, Gender: Female), 'Contact Info' (Email: Stark@nomail.com, Home Phone: 555-555-5555, Cell Phone, Cell Phone Carrier), and 'Address' (4-Her's Family address). Each section has an 'Edit' button.

The screenshot shows the 'Starting an Entry' screen. It features a header with 'Exhibitors', 'Entries', and 'Payment' tabs, and a '\$0.00' amount. Below the header, there is a section titled 'Starting an Entry' with a sub-section 'Select a Department to continue'. This section contains a list of departments: Ag Hort (State Projects), Exhibit Hall (State Projects), Exhibit Hall Event (State Projects), Livestock Beef Cattle, and Livestock Boer Goats. Each department has a 'Select' button. Below the list, there is a note: 'This exhibitor may not enter into this Department because: Registration is not open (5/15/2016-6/30/2016)'. On the right side of the screen, there is a profile card for Stark, Ginny (5/05/2007 - 8 years old (4-H age) - Grade 5) with a '22' badge and '4HOnline Training - Achievers' text. Below the profile card, there is a section titled 'Existing entries (0)'.



How to Register Exhibits for Fair (4-H Family)

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

Select a Division to continue

6000: Scrapbooking	Select
610: Aerospace (AE)	Select
620: Cake Decorating (CK)	Select
630: Cat Poster (CP)	Not Available
This exhibitor may not enter into this Division because: > a membership to one of the following 4HOnline Projects is required: ▪ Cat	
640: Child Development (CD)	Not Available
This exhibitor may not enter into this Division because: > a membership to one of the following 4HOnline Projects is required: ▪ Child Development	

15. Click the green “Select” box next to the Class you would like to enter
(Check the Scott County 4-H Handbook for exhibition descriptions, requirements and rules)

Exhibitors | **Entries** | Payment \$0.00

Starting an Entry

Department	Exhibit Hall (State Projects)	Change
Division	620: Cake Decorating (CK)	Change

Select a Class to continue

62011: Grade 3-5, Beginner (CK)	Select
62021: Grade 6-8, Intermediate (CK)	Select
62031: Grade 9-12, Advanced (CK)	Select

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

Existing entries (0)

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.

2016 Training Fair Stark

Exhibitors | **Entries** | Payment \$0.00

Starting an Entry

Department	Exhibit Hall (State Projects)	Change
Division	620: Cake Decorating (CK)	Change
Class	62011: Grade 3-5, Beginner (CK)	Change

Continue

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

Existing entries (0)

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

Entry #1

Stark, Ginny 5/05/2007 • 8 years old (4-H age) • Grade: 5 4-H Online Training • Achievers	
Department	Exhibit Hall (State Projects)
Division	620: Cake Decorating (CK)
Class	62011: Grade 3-5, Beginner (CK)

Delete this Entry

1 Club/Chapter | 2 Description | 3 Questions | 4 Review

Club/Chapter

Please select the 4-H Club or FFA Chapter that is associated with this entry.

Selected Club: Achievers 4-H

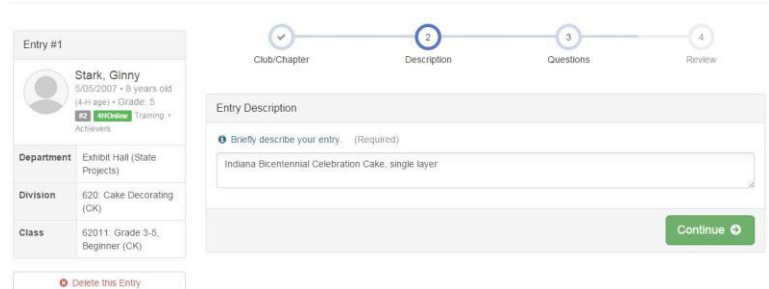
Search...

<input checked="" type="radio"/> Achievers 4-H
<input type="radio"/> Shooting Sports 4-H Club

2 total clubs are available

Continue

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"

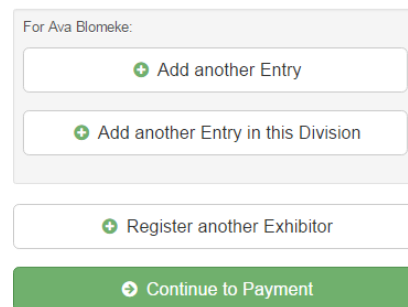


19. Answer any Additional Questions required for that entry and then click the green "Continue" box.

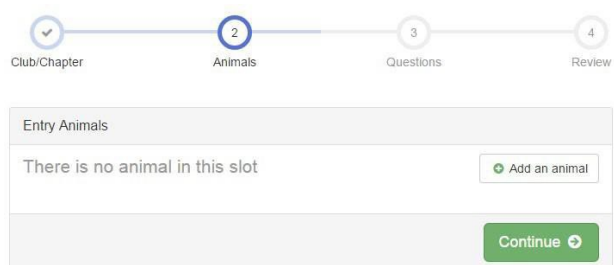
20. Decide if you would like to:
- > Add another Entry
 - > Add another Entry in this Division
 - > Register another Exhibitor
 - > Continue to Payment

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

What do you want to do next?

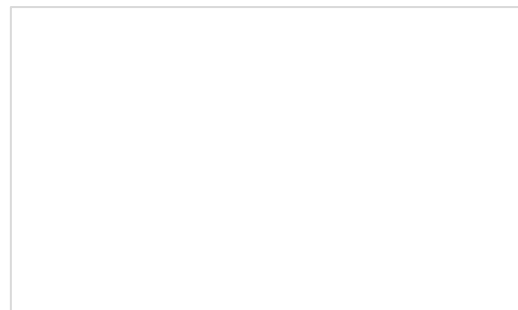


21. To register an animal entry from 4HOnline, you will select the white "add an animal" box during the entry process.



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



23. 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.

Adding an Existing Animal

Allowed Animal Types:


- Horses

Ginny Stark

Animal Name: Triton

Animal Name: Spot

24. 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. Then you will be taken to the Additional Questions page listed in step #20.

 <p>Stark, Ginny 5/05/2007 • 8 years old (4-H age) • Grade: 5 #2 <input type="button" value="4HOnline"/> Training • Achievers</p>	<p>Department Livestock Horse</p> <p>Division 2550 English</p> <p>Class 255013 - Saddle seat pleasure all ages, all sizes (EN)</p> <p><input type="button" value="Delete this Entry"/></p>	<p>Remove From Entry</p> <p>Edit Animal Details</p>	<p>Entry Animals</p> <table border="1"> <tr> <td>Identifier (Animal Name)</td> <td>Triton <input type="button" value="4HOnline"/></td> </tr> <tr> <td>Animal Type</td> <td>Horses</td> </tr> <tr> <td>Animal Name</td> <td>Triton</td> </tr> <tr> <td>Breed</td> <td>American Quarter Horse</td> </tr> <tr> <td>If selected Other above, please type the animal's breed</td> <td></td> </tr> <tr> <td>Colors And Markings</td> <td>Brown, white socks</td> </tr> <tr> <td>Sex</td> <td>Male</td> </tr> <tr> <td>Birthdate</td> <td>1/01/2007</td> </tr> <tr> <td>Check if this animal is under 56 inches tall</td> <td>false</td> </tr> <tr> <td>Intend to exhibit this animal at State Fair</td> <td>true</td> </tr> <tr> <td>We consent to share this Animal ID information with the Indiana State Fair System</td> <td>false</td> </tr> <tr> <td>Owned Or Leased</td> <td>Owned</td> </tr> <tr> <td>Owner Name</td> <td>Tanya Stark</td> </tr> <tr> <td>Body Condition Score</td> <td></td> </tr> </table> <p><input type="button" value="Continue"/></p>	Identifier (Animal Name)	Triton <input type="button" value="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	
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Birthdate	1/01/2007																														
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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																															

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.



How to Register Exhibits for Fair (4-H Family)

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.

1 Review 2 Payment Method 3 Confirm

Invoice		Summary	Detail
Individual Exhibitor:	Byron Stark		\$0.00
Individual Exhibitor:	Ginny Stark		\$0.00
Total:			\$0.00

[Continue](#)

28. 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](#)

29. 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](#)

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

2016 Training Fair



**INDIANA
4-H**



**PURDUE
EXTENSION**

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 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 Scott Extension Office if you have any problems with this process at 812-752-8450 or spfaffen@purdue.edu