

St. Joseph County 4-H Fair Entry Guide

Registration Deadline:

Recommended browsers: Google Chrome or Mozilla Firefox. Older versions of Internet Explorer may cause unexpected results.

Helpful Notes: Register all entries for each exhibitor in the family before proceeding to the Payment section.

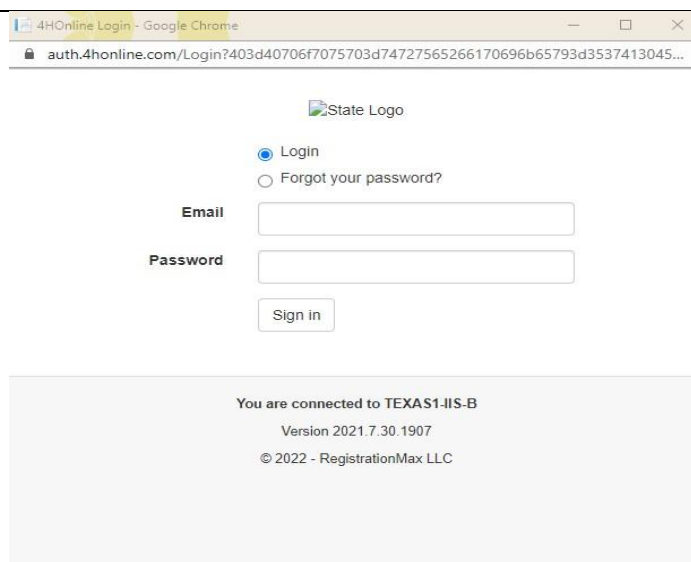
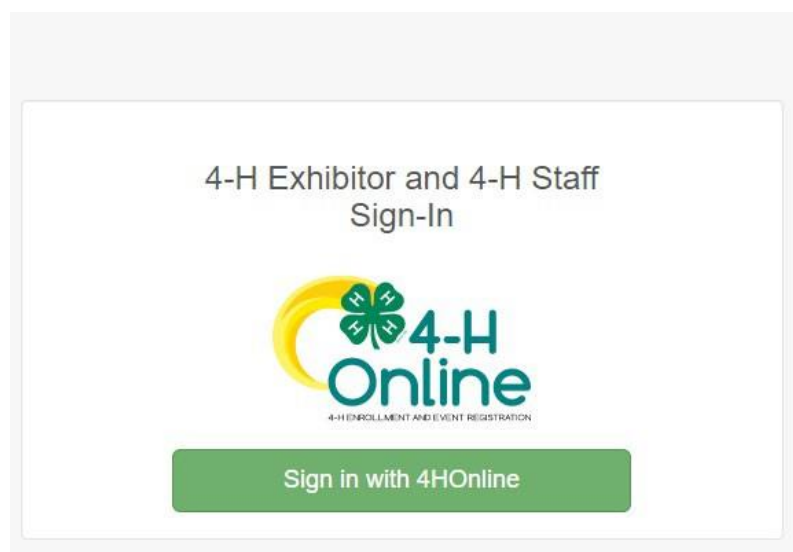
Be sure to click “submit” when you have completed your entries. Entries are not final until they have been submitted. You will be unable to edit/add/remove entries to invoices that are pending/waiting review.

Please **do not** create any exhibitors from scratch, as you will not be able to add exhibits for the projects you are enrolled in and will have issues populating your projects.

1. Navigate to the St. Joseph County Fair Entry page by holding ctrl and clicking the text OR by using the ‘Find Your Fair’ feature on Fair Entry
2. Select the ‘sign in with your 4-HOnline’ button

3. A box will pop up prompting you to input your 4HOnline credentials
4. Click the ‘Sign in’ box once you have populated the necessary information. You may have to select Indiana if there is a drop-down menu to ‘choose a 4-H Organization’

After signing in, you will be redirected to the welcome screen. You will need to select the green button labeled ‘begin registration’ to proceed



Section 1—Exhibitors Tab

1. Choose the register an exhibitor button and click the green 'Individual' box. There is no payment necessary during this process

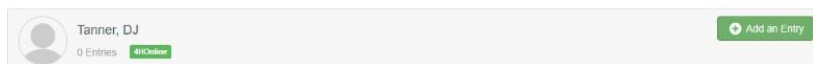
2. Choose the dot next to the name of the 4-H'er you would like to register and then click the green "continue" box.
- Again, **do not** create any exhibitors from scratch, as you will not be able to add exhibits for the projects you are enrolled in

3. Answer any required questions and review the exhibitor registration information.
4. Make any necessary corrections using the edit boxes **
5. If additional questions are required, complete the questions and then select the green 'Continue' box
6. When you are taken back to the Exhibitor information page, click the green 'Continue to Entries' button

Any corrections made here do **NOT reflect on your 4HOnline Account. That would be a separate item to edit, should you choose.

Section 2—Entries Tab

1. Click the green 'add an entry' box to the right of the exhibitor's name



2. 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

3. 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	

4. Click the green 'Select' box next to the Class you would like to enter

Helpful Tip: Check the St. Joseph County 4-H handbook for exhibition descriptions, requirements, classes, and rules

Starting an Entry	
Department	State Projects Change
Division	160: Child Development (CD) Change
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

5. Review the selection of the Department, Division and Class. To correct errors in the Department, Division or Class, click the corresponding 'Change' button
6. Click the green 'Continue' button to move to the next step

Exhibitors	Entries	Payment
Starting an Entry		
Department	State Projects	Change
Division	160: Child Development (CD)	Change
Class	16041: Level D (CD)	Change
Continue		



7. Select the dot next to the 4-H Club that you belong to and then select the green 'Continue' box
8. Next, enter in a description of your exhibit—please be specific as this description for non-animal exhibits will be used to distinguish between exhibits
9. Click the 'continue' button
10. Answer any additional questions required for that entry
11. Once you are done with the uploads, click the green 'Continue' box

The screenshot shows a registration interface for 'Entry #59'. On the left, a profile card for 'Tanner, DJ' (3/05/2007, 14 years old, 4-H age) is shown with a '4HOnline Training' button and a 'Boleermakers Club' affiliation. Below this, a table lists 'Department: State Projects', 'Division: 160: Child Development (CD)', and 'Class: 16041: Level D (CD)'. A 'Delete this Entry' link is at the bottom. On the right, a progress bar shows 'Club/Chapter' as step 1 and 'Details' as step 2. Below the progress bar, the 'Entry Details' section has a text input field with the placeholder 'Briefly describe your entry... (Required)' and a green 'Continue' button with a right arrow.

12. When each class entry is complete, you have options for what to do next:
 - a. If this exhibitor has more class entries to make, you can Add another Entry
 - b. If all class entries have been completed for one exhibitor, you can Register another Exhibitor in this family
 - c. If all entries for all exhibitors in the family have been completed, Continue to Payment to finalize and submit your entries

Note: The payment section is a formality of the system. No payment is needed, but you must go through the steps to submit your entries.

The screenshot shows a screen titled 'What do you want to do next?'. It features three main options in a light gray box: 'For DJ Tanner:' followed by a green '+ Add another Entry' button, and a green '+ Register another Exhibitor' button. Below these, a green box with the text 'Everything looks good!' contains a large green 'Continue to Payment' button with a right arrow.

Section 3—Animal Entries

1. The first two steps of selecting a department and division are similar. Once those selections 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

2. To register an animal entry from 4-H Online, you will select the white “add an animal” box during the entry process

3. 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

Progress: 1 Club/Chapter 2 **Animals** 3 Questions 4 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](#)

4. 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
5. This then takes you to answer any Additional Questions required for that entry

Progress: 1 Club/Chapter 2 Details 3 **Animals** 4 Questions 5 Files

Entry Animals

[Remove From Entry](#) [Edit Animal Details](#)

Identifier (Tattoo)	958DJ 4HOnline
Animal Type	Beef Registered Heifers
Birthdate	1/05/2021
Breed	Charolais
County Raised	false
DNA Collected	false
NAIS Premises ID	00AV9QN
RFID Number	8400006259647521
Tattoo	958DJ

[Continue](#)

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.

1. 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

2. Select the green 'Continue' box

NOTE: Once you hit submit, you cannot edit your entries until the invoice is approved/rejected by Extension Staff.

3. Review your entries—adjust where necessary
4. Click the 'Submit' button after reviewing your entries and confirming everything looks correct
5. You will receive a 'Thank You' message. You can click the button to 'Visit Dashboard' to see your entry/entries

You will receive an email from FairEntry confirming the submission of your invoice. FairEntry will inform you if your entry is approved/denied 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 direct questions to:

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