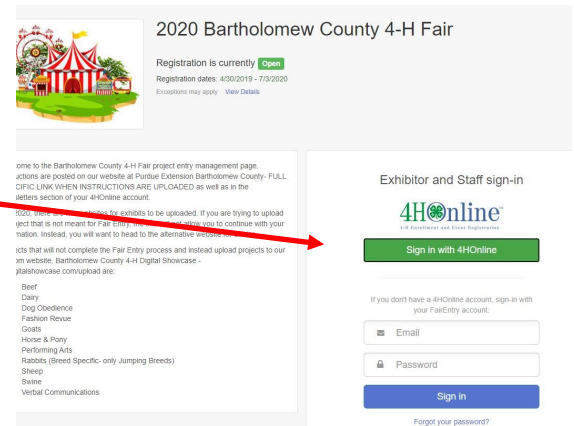# FairEntry Project Upload Instructions

Enter all 4-H project exhibits and events for the Bartholomew County Digital Showcase
June 15- July 2, 2020

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1. Go to http://bartholomew-co-in.fairentry.com

2. Select the "Sign in with 4HOnline" button in **GREEN.**

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3. A separate box will pop up on your screen. Enter your families 4HOnline login information: email and password.

*Be sure to allow pop ups for this site. If you cannot remember your password, you will need to reset it through the actual 4Honline website: https://in.4honline.com. A temporary password will be sent to the email on file with instructions to reset information.*
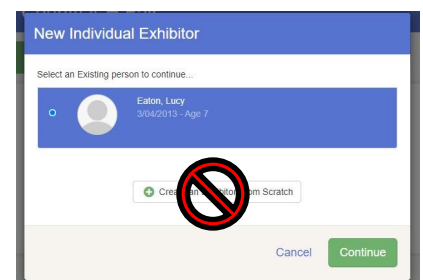
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4. Click "Login" once entering login information. A welcome screen will appear. Select "Begin Registration" in the green box.

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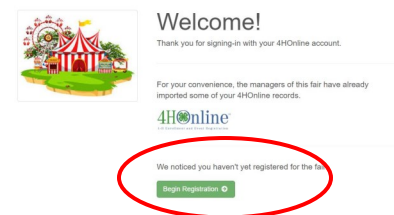
5. Select "Individual" in the green box to be taken to a list of youth enrolled in your family.
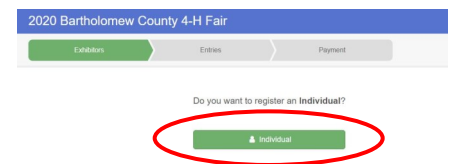
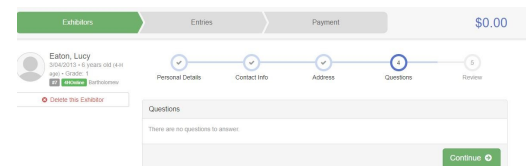
6. A separate screen will pop up asking you to select a child.
Once a child is selected, click continue.
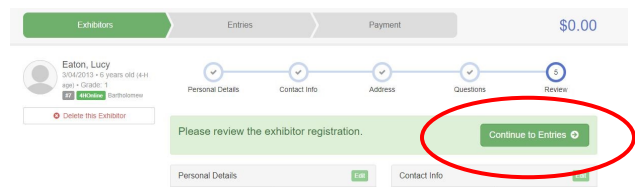
DO NOT CREATE AN EXHIBITOR FROM SCRATCH.

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*A page could appear with a box stating questions. If it does, simply select the green continue box. You will not need to enter anything in this area.

7. The next page will have family contact information, club information, etc. You will not need to adjust any information on this page. Select the green button "Continue to Entries."

8. After continuing to the next page, you will be in the members entry profile. Select "Add an Entry" to the far right of the child's name.
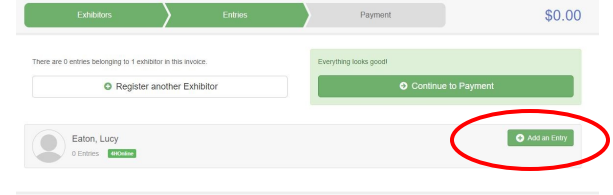
9. A scrolling pop up page will appear asking you to choose a Department. You will find a majority of projects under 2 departments: Exhibit Hall (County Projects Only) and State Projects.
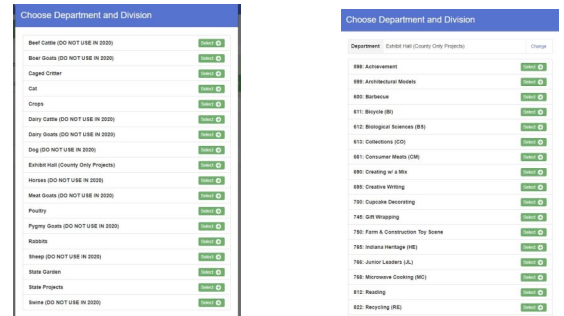
Once a department is selected, a new scrolling page will appear with a list of projects within that department. Here you will select the project the member wishes to exhibit in.

10. Once a project has been selected, you will be taken to a page to select the class. This is the level or division the member will enter their project in. Be sure to verify you are selecting the correct grade or division level before hitting the green continue button.
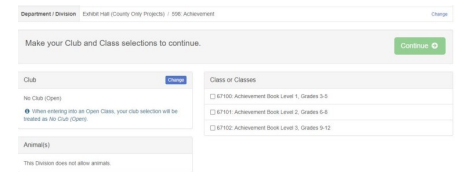
11. A pop up will appear for you to verify that the entry made is in the correct project and class. If information is correct, you may select the green "Create Entries" button.
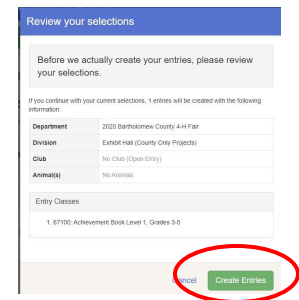
12. Once entry is created, options will appear to: Add another entry; Register another exhibitor; Continue to Invoice Review.

Select: Add another entry– if the child you selected has additional projects to upload

Select: Register another exhibitor—if you have additional children to add entries for (suggested to finish one child's entries before moving on to another)

Select: Continue to Review Invoice– if you are finished will all entries for all members of the family.
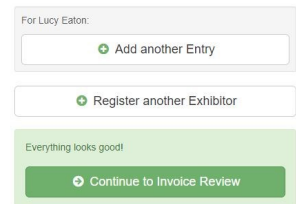
13. When completed with all entries for member(s) the next screen will take you to review any further documents needed. You will see a light blue box indicating items are unfinished. Click on the box to view files needed for each project. This is where entry descriptions, pictures, and documents will be uploaded.

Additionally you will see a blue "incomplete" next to child's name needing additional items
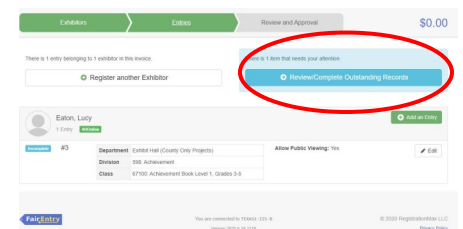
14. To the right is an example of what the uploading screen will look like. Be sure to click continue after each upload. The blue Review/Complete notification will disappear once all entries have required documents attached.

*Below the select a file box, you will see what file types are accepted.*

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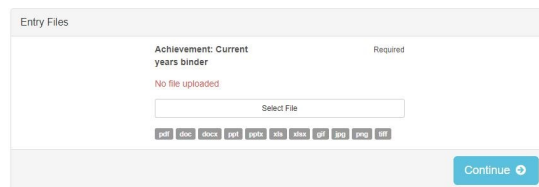
15. When all entries are completed, you can submit your entries to an invoice. *Please note– there is no cost associated with uploading projects. This is the systems default terminology.* Hit the green submit button to the right. If you have multiple members in your family, the invoice section to the left should have all members listed. If it does not– **do not hit submit.** Submitting before all exhibitors entries are in will hinder creating new entries for the remaining members of your family until the submitted invoice is approved.
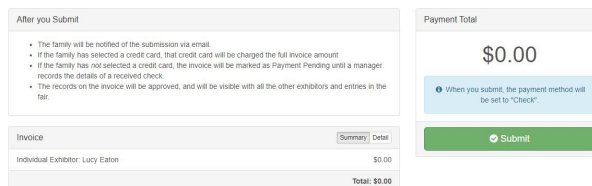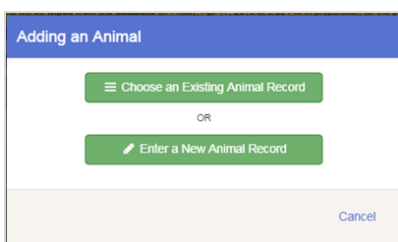

Adding Animal Entry Information
## For
Caged Critters, Cat, Poultry, & Rabbit

To register an animal entry from 4HOnline, you will select the white "add an animal" box during the project entry process.
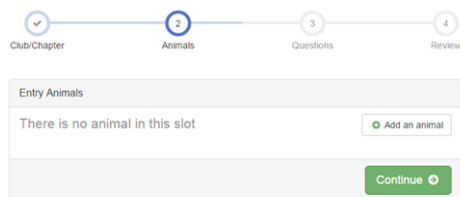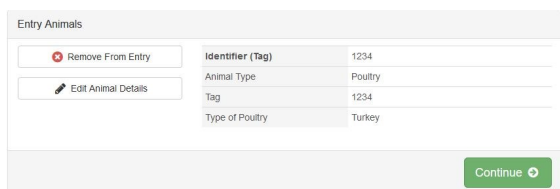
When creating an entry for your animal, select the "Enter a New Animal Record" option.

Since animal information has not been created in 4HOnline, you will need to fill out animal information. Complete all applicable fields.
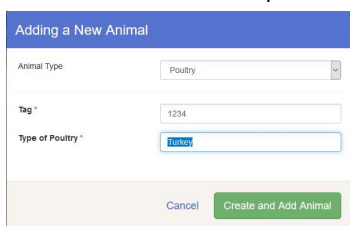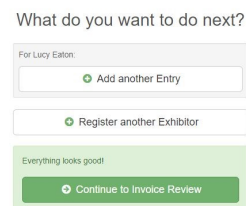
Verify information is correct and click continue.

Adding Additional Entries for Exhibit

You may register for all projects other than livestock animals and horse & pony during the June 15—July 2 deadline.

If you have already entered exhibits, select the "Add another Entry" box.

Go through the department and division list to find the project in which the member is wanting to exhibit. Select and verify information.
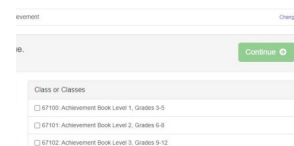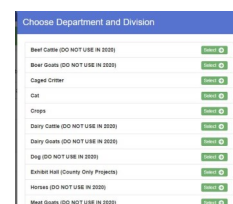
Once information is verified, follow through prompts of verifying club, member, and required information with project. Each entry will vary with requirements.
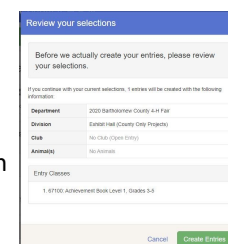
When all projects have been entered, you may continue to submit an invoice.