



Fair Entry Instructions Simplified.

All projects **MUST** be entered in 4-H Online and membership fee paid before registering projects in Fair Entry. Log into at v2.4honline.com to verify projects. Add or delete projects to be showcased. If you haven't paid the 4-H membership fee, please do so using a credit card.

*****Use a desk top computer to enter projects in Fair Entry.*****

Exhibitor's Tab

Fair Entry: All projects chosen in 4-H Online are now ready to be registered in the 4-H Floyd County Showcase by logging into Fairentry.com

- Find your fair
- Search Floyd, Sorted by State, Filter Indiana, search and click on Floyd County Fair

At this screen there is an instructional video on Fair Entry you may view.

- Using your 4-H Online email and password, sign into Fair Entry and click "Login". If you do not remember your password, select "I forgot my password" or call the Floyd County Extension Office, 812-948-5470.
- Click on "Begin Registration" and choose "Individual". Find the 4-H'er and click the dot next to their name. Click the green "Continue" button. DO NOT create any exhibitors from scratch.

A screen may pop up to verify your address. If it does, either edit or "copy" address then click on green continue button.

- At the next screen, 4-H'ers who enter projects in the showcase may choose a t-shirt size. Non 4-H'ers may also choose to purchase a shirt for a small fee. Click on the green "Continue" button.
- Using the edit button, you may change any information that is incorrect. DO NOT transfer back to your 4-H Online account!
- Click on the green "Continue to Entries" button.

Entries Tab

- Click on the small green "Add an Entry" button. (Do **NOT** continue to invoice review.)
- Click the green "Select" button to choose the Division, Animals, Events, Master Showmanship, Mini projects, State Garden & State Projects. Click on green "Choose" button.
- Choose the class. Click on the green "Continue" button. If there is a sub-class, do the same and review.
- Click green "Create Entries" button.
- Click blue "Review/Complete outstanding records" unless you want to add another entry or register another exhibitor.
- Enter a description of your exhibit. Please be as 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". Click blue "Continue" button.
- Click blue "Review/Complete outstanding records" unless you want to add another entry or register another exhibitor. Entry fields should say "Optional" unless it is a virtual fair. Click "Continue" button.

What do you want to do next?

- Choose "Continue to invoice review" and click the green button.

NO PAYMENT is required, 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.

- Click SUBMIT. Congratulations, you have completed Fair Entry!

Call 812-948-5470 Thursday or Friday for questions.



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