June 14th, 2021

Dear Jasper County 4-H Families,

As the kids are excited to be on their summer vacations, the 4-H world is getting excited to gear up for the 2021 Jasper County 4-H Fair! In order to get us one step closer to the fair, we are asking our 4-H members to begin registering their 4-H projects in the Fair Entry program. **ALL** projects will be required to complete this registration process.

The Fair Entry program will open for use on **June 15th**. Families will log into the Fair Entry program using their user id and password for 4HOnline. They will proceed to enter **all** the projects they will be exhibiting at the Jasper County Fair. When selecting your division for your project, keep in mind the grade is based on the 2020/2021 school year. This entry process will allow us to be better prepared for your exhibitions and also assist us with our record keeping. Your projects need to be entered into Fair Entry by **July 8th**. Instructions have been included with this letter to walk you through the process.

For the majority of animal projects, the online Fair Entry program will serve as your pen request. Also, please try to make your very best estimate which animals you will be bringing. If you decide to bring a different animal than what you entered into Fair Entry, we can make that change at fair, *as long as that animal was enrolled in 4Honline to your immediate family by May 15th.* It is more difficult and time consuming to make that change, but it is doable!

Failure to complete the Fair Entry step by July 8th indicates to our office that you will not be exhibiting any projects at the county fair. We will not have a pen for your livestock; nothing listed on our judging sheets, no entry tag, and any other required documents for exhibition. Accepting a project not entered in Fair Entry slows down the entire process for everyone and leaves a greater chance for error. Be a responsible 4-H member and make sure all your projects are entered!

If you have any questions or concerns, please feel free to contact the Jasper County Extension Office at (219) 866-5741. Our office hours are Monday through Friday, 8:00 a.m. -4:00 p.m. We would be more than happy to help you.

> **Reminder: Your grade is based on the 2020/2021 school year, make sure you select the right division for your project!**

Sincerely,

Anna Williams

Anna Williams
4-H Youth Development Educator
Purdue Extension- Jasper County

Please follow step by step instructions starting on the back of this letter

Building Projects entered in the "Exhibit Hall- County Only" section Include

-Beef Poster	-Collections	-Corn	-All Arts & Crafts	-Creative Writing	-Dairy Poster	-Exploring My World
-Gift Wrapping	-Goat Poster		-Hopeful Horseman	-Horse Poster	-Microwave Cooking	-Music
-Pets/Small Animal Poster	-Recycling		-Scrapbooking	-Sheep Poster	-Soybeans	-Sports Poster	-Swine Poster
			-Turkey Poster	-Waterfowl Poster		

All other building projects can be found under the "State Projects" section

Register all 4-H projects/events for the Jasper County Fair
by July 8th

1. Go to http://jaspercountyindiana.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.)
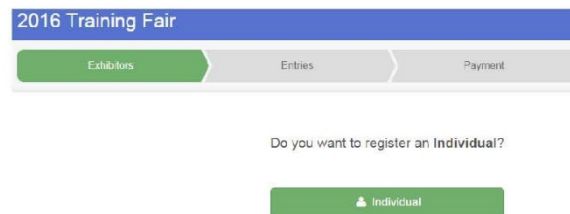
4. Click the "Login" box.
5. This will take you to the Welcome screen, where you will need to select the green box to "Begin Registration"

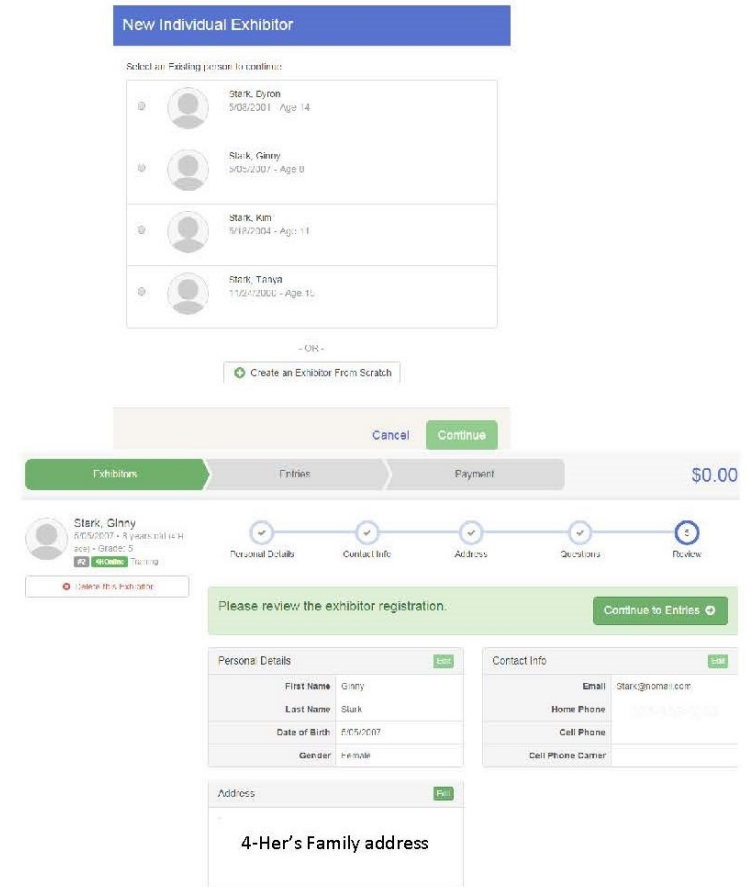### SECTION 1 - EXHIBITORS TAB

6. Choose that you would like to register an individual by clicking that green box

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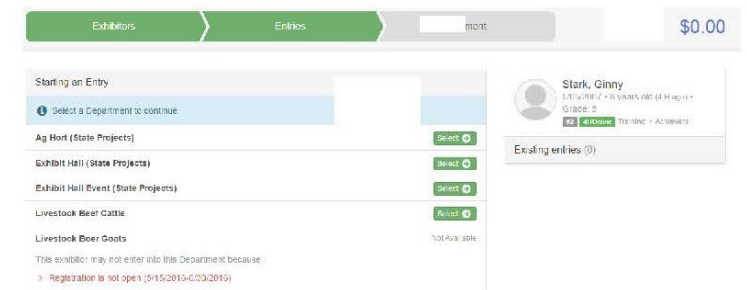
14. Click the green "Select" box next to the Division you would like to enter

15. Click the green "Select" box next to the Class you would like to enter

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.

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

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.*

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, Poultry/Pigeons/Waterfowl, Pets/Small Animals animal, please select "Enter a New Animal Record", and complete all applicable fields on the screen.

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.

| ✓ 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 listed 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 Jasper County Extension Office if you have any problems with this process at 219-866-5741.

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 | View Info | 4HOnline |
| ○ Animal Name: Spot | View Info | 4HOnline |

Cancel   Select Animal

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.

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.