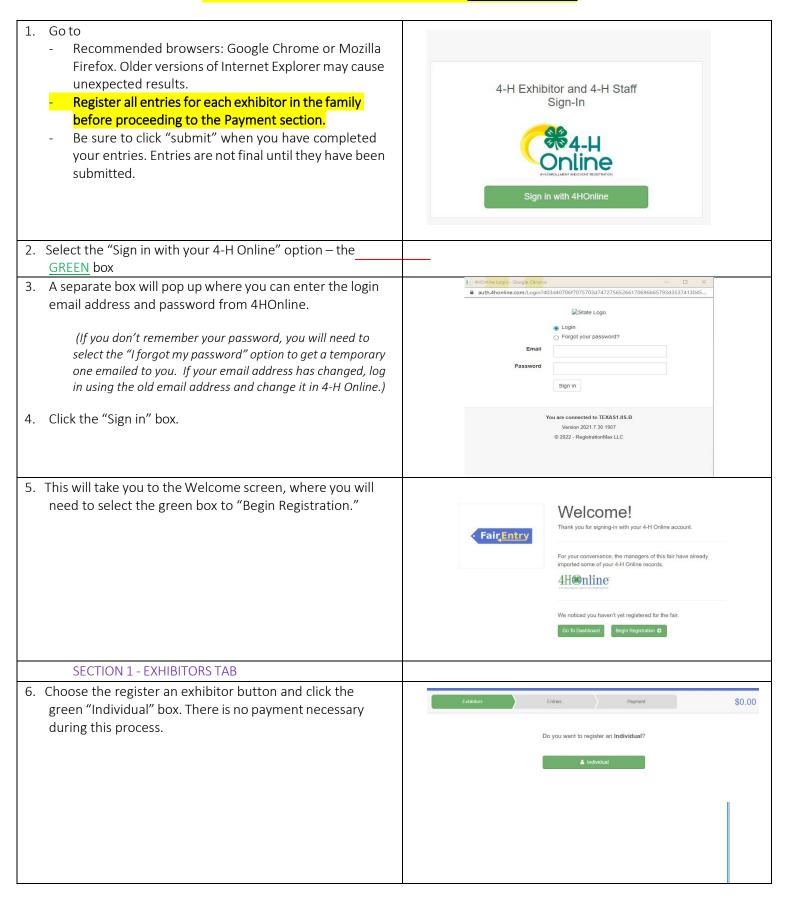




Register for the Vigo County 4-H Fair: DATES OF REGISTRATION FOR FAIRENTRY MAY 16-JUNE 18







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. 	New Individual Exhibitor Select an Existing person to continue Image: Continue of the image of the image. • OR - • OR - • OR - • OR - <td< th=""></td<>
 Answer any required questions and review the exhibitor registration information. Make any necessary corrections (using the edit boxes). 	Personal Details Contact Info Address Questions Files Review
Remember that any corrections made here DO NOT transfer back to your 4HOnline Account	Please review the exhibitor registration. Continue to Entries O Personal Details Eat Contact Info Eat
 If Additional questions are required by your county, complete the questions and then select the green "Continue" box 	First Name DJ Email tannerfam@nomail.com Last Name Tanner Home Phone 555555555 Birthdate 3/05/2007 Cell Phone Gender Cell Phone Carrier
11. When you are taken back to the Exhibitor information page, click the green "Continue to Entries" button	Address Edd
SECTION 2 - ENTRIES TAB 12. Click the green "Add an Entry" box to the right of the exhibitor's name.	Tanner, DJ 0 Entries Include
13. 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.	County Only Select Image: County Only Livestock Beef Cattle Select Image: County Only Livestock Beef Cattle Select Image: County Only Livestock Boer Goats Select Image: County Only Livestock Cat Select Image: County Only Livestock Dairy Cattle Select Image: County Only



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14. Click the green "Select" box next to the Division you would like to enter.	Department State Projects 110: Aerospace (AE) 120: Arts and Crafts, General (CR) 125: ATV Safety Education (AS) 130: Beekeeping (BK)	Change Select Select Select Select Select
15. Click the green "Select" box next to the Class you would like to enter Check the Vigo County 4-H Fair Book for exhibition descriptions, requirements and rules <u>https://extension.purdue.edu/county/vigo/_me</u> <u>dia/24-fairbook.pdf</u>	Starting an Entry Department State Projects Division 160: Child Development (CD) Select a Class to continue 16011: Level A (CD) 16021: Level B (CD) 16031: Level C (CD) 16041: Level D (CD)	Change Change Select () Select () Select ()
16. Review the selection of the Department, Division and Class. To correct errors in the Department, Division or Class, click the corresponding blue 'Change' button in case you mistakenly select an incorrect department, division, or class. Click the green 'Continue' button to move to the next step.	Exhibitors Entries Starting an Entry Department Department State Projects Division 160: Child Development (CD) Class 16041: Level D (CD)	Payment Change Change
 17. Select the dot next to the 4-H Club that you belong to and then select the green "Continue" box. Next, enter in a description of your exhibit and click Continue- <i>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"</i> 18. Answer any Additional Questions required for that entry. **Once you are done with the uploads, then click the green "Continue" box. 	Entry #59 Tanner, DJ SofSofOr - 14 years old sofSofOr - 14 years old soft apprivation Tanner, DJ SofSofOr - 14 years old soft apprivation Tanner, DJ SofSofOr - 14 years old soft apprivation Tanner, DJ SofSofOr - 14 years old soft apprivation Tanner, DJ SofSofOr - 14 years old soft apprivation Tanner, DJ SofSofOr - 14 years old soft apprivation Tanner, DJ SofSofOr - 14 years old SofSofOr - 14 years SofSofOr - 14 years old SofSofOr - 14 years SofSo	atis





 19. When each class entry is complete, you have 4 choices 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. **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? For DJ Tanner:
 SECTION 3 – Animal Entries 20. The first two steps of selecting a department and division are similar. Once those elections are made, the exhibitor will be asked to first select a class. 	Starting an Entry Department Livestock Beef Cattle Division Heifers Object Change Stelect a Class to continue Change 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 •
 20. To register an animal entry from 4-H Online, you will select the white "add an animal" box during the entry process. 21. 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. 	Introduction Cub/Chapter Animals Questions Entry Animals There is no animal in this slot Add an animal Continue Continue Continue





22. 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.	Intry Animals Intry Animals Intry Animals Intry Animals Intry Animals Intry Animals Intry Animals Intry Animals Intry Animals Intry Animals Intry Animals Intry Animals Intry Animal Type Beef Registered Heifers Introduces Introduce Introduces Introduces Introduce Introduces Introduces Introduce Introduces Introduces Introduces Introduces Introduces
23. This then takes you to answer any Additional Questions required for that entry (similar to Step 18).	Bred County Raised false County Raised false DNA Collected false DNA Collected and turned to County false RIAD SPermises ID 00AV90N Premises ID 8400006259547521 RID Tailtoo \$58DJ Tattoo \$58DJ
SECTION 4 - PAYMENT TAB ***The payment section is a formality of the system. No payment your entries. It is best to enter all entries for all exhibitors in your	
26. 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.	a c 3 Review Payment Method Confirm
27. Select the green "Continue box.	Invoice Summary Detail Individual Exhibitor: DJ Tanner \$0.00 Total: \$0.00
 28. Continue to confirm and submit your entries. **NOTE: Once you hit submit, you cannot edit your entries. Make sure all members of the family are entered before submitting. 	Continue O
 29. Click the Submit button to submit your entries. 30. You will receive a "Thanks!" message. You can choose the button to "Visit Dashboard" to see your entry. 	Agree to the terms below and press submit. After you Submit Payment Total • Records will be locked to editing availing manager approval No payment is necessary • The manager does not approve all the records, the amount charged to the credit card may be less than the anomater due hore. No payment is necessary
You will receive an email from FairEntry after your entry has been submitted.	
You will also receive an email from FairEntry 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.	FairEntry Thank you for participating in 2022 Training County Fair. An email confirmation of your submission has been sent. It the fair management finds any issues with your registration, you will receive another email. Visit Dashboard Sign out
Please contact the <u>Vigo</u> County Extension Office if you have any problems with this process at 812-462-3371.	