

May 24, 2023

Dear 4-H Families,

The 4-H Online System has a part called “Fair Entry”. Enclosed you will find detailed instructions explaining step-by-step how to register the actual projects you will be bringing to the 2023 Wells County 4-H Fair.

Entering your project information into Fair Entry allows for a speedier check in at the fair, and helps assist the volunteers who organize the judging, shows, and auction.

Please only enter in exactly what you are bringing to the fair. If you are asked for a description of your project, please put it in. Once you have entered in every project for each child, please submit your information. If you do not hit submit, your registration will not be complete and will cause confusion at check in.

All projects being brought to the 4-H Fair MUST be entered into Fair Entry. Mini 4-H families are also encouraged to register their projects. **Fair Entry will open on June 1st and is due on July 1st by midnight.**

If you need assistance entering your project(s) into Fair Entry, help will be available at the county wide book signing event on Saturday, June 24th between 9:00AM – 12:00PM at the Wells County 4-H Cook Shack. You can also stop by the Extension Office during office hours which are Monday – Friday, 8:00AM – 4:00PM.

The link to Fair Entry is <http://wellscountyin.fairentry.com> . You can also find the information on our website: www.extension.purdue.edu/wells

Please feel free to call the Extension Office at 260-824-6412 if you have any questions or run into any issues while entering in your project(s).

Sincerely,

Anya Aulbach

Extension Educator

4-H & Youth Development

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2023 WELLS COUNTY 4-H FAIR ENTRY INSTRUCTIONS



A few notes to help you avoid common problems before you start:

- Once you hit submit, you will not be able to enter any additional projects until the first submission has been approved by the Extension Office. Many people click “Submit” after their first child only to find out they can’t add anything for the second child. Please read Step 9 below carefully to avoid this problem.
- If Fair Entry won’t let you click “Submit” at the end, it usually means you have forgotten to fill something out (EX: Did you select a club? Did you select an animal for your livestock project?)
- Make sure to continue through to the end of the process. You are not done with Fair Entry until you click “Submit”. You will receive a confirmation email to let you know it went through.

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1. Go to <http://wellscountyin.fairentry.com>
 2. Click on the green box that says “Sign In with 4-H Online”
 3. Sign in using your 4-H Online email & password. ***DO NOT CREATE A NEW ACCOUNT.*** We can help if you have forgotten your email and/or password – just call the Extension Office at 260-824-6412
 4. Click “Create Invoice” or “Begin Work on a New Invoice” (what shows up depends on if it is your first time creating an invoice this year)
 5. Next to the member’s name you are putting entries in for, click “Create Entry”
 6. Select the correct department, division, and class for the entry
 7. Select the 4-H Club associated with this entry
 8. If entering in a livestock project (not including poultry), select your animal by choosing “Add Animal”
 - Most will now select “Choose an Existing Animal Record”
 - Add the animal you wish to exhibit in the appropriate class for that animal
 9. The next screen will contain three choices. Choose the one that represents your needs.
 - “Add Another Entry” – Click this if you need to add more entries for this same member
 - “Register Another Exhibitor” – Click this if you have entries to add for a different member
 - “Continue to Payment” – Click this ONLY if you have no other entries to add for any members of your family
 10. After clicking “Continue to Payment”, you will see a total cost of \$0.00. Click “Continue”
 11. You will see “No Payment Method is Necessary” since there is no cost. Click “Continue”
 12. Click “Submit”
 13. You will get an email verification that your entries have been submitted and another email verification once your entries have been approved by the Extension Office.

Please contact the Extension Office at 260-824-6412 if you notice any errors or need to make any changes to your entries that you submitted in Fair Entry. Please make sure to contact the Extension Office BEFORE fair check-in to help make the check-in process run smoothly.