



# 2022 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 more projects until those first ones have been approved by the Extension Office.** Many people click “submit” after their first child only to find out that they can’t add anything for the second child until the Extension Office approves the first child’s entries. 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’ve 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 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 the green box that says “Sign in with 4-H Online”
  3. Sign in using your 4-H Online email and password. **DO NOT CREATE A NEW ACCOUNT.** We can help you if you have forgotten your email and or password, just call 824-6412.
  4. Click “Create Invoice” or “Begin Work on a New Invoice” (depending on if it is your first time creating an invoice this year)
  5. Next to the member’s name you’re 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 it is a livestock project, select your animal by choosing “Add Animal”
    - Most will now select “choose an existing animal record” EXCEPT for poultry entries. When entering poultry, select “Enter a New Animal Record”
    - Add the animal you wish to exhibit in the appropriate class for that animal
  9. In the next screen you will have three choices:
    - “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 family members
  10. After clicking “Continue to Payment” you will see a total cost of \$0. Click Continue
  11. You will see “no payment method is necessary” since the cost is \$0. 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.

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Once you’ve completed the Fair Entry process, you may discover that you’ve entered something incorrectly, or that changes need to be made. Please contact the Extension Office BEFORE check-in if possible to make any changes. This will help the check-in process to run smoothly.