

- ☼ **Indiana 4-H Mission:** The Indiana 4-H Youth Development mission is to provide real-life educational opportunities that develop young people who will have a positive impact in their communities and the world.
- ☼ **Indiana 4-H Vision:** Indiana 4-H Youth Development strives to be the premier, community-based program empowering young people to reach their full potential.

April 27, 2021

Dear 4-H Members and Families,

Regarding: **2021 Fair Entry: Fair Entry open May 1-June 1, 2021**

I hope you have settled into your 4-H projects for the year. Make sure to check 4-H online before May 15th to ensure you are signed up for the projects you will be completing this year. Make necessary changes prior to May 15, to drop or add projects. If you have not submitted your T-shirt size yet, please get those sizes to pchase@purdue.edu as soon as possible. We will order shirts on May 16.

To clarify the usage for both 4-H online and Fair Entry:

- **4-H online** is the site each family visits to enroll youth into the 4-H program and identify livestock to be exhibited during the current year. Each year families visit the website to enroll youth into 4-H and if youth are exhibiting livestock at the fair, to identify animals by **May 15. Rabbits, poultry, dog, cat, and small animals do not complete 4-H online animal enrollment.**
- **Dearborn County Fair Entry** (<https://dearborncountyindiana.fairentry.com>) is the site each family visits annually registering exhibits youth are bringing to the fair. Information from this registration is required to create project check-in judging booklets; record youth exhibit results and register eligible youth for State Fair Exhibit Hall project entries. **All non-livestock and livestock exhibits, must be registered in Fair Entry by June 1.** If members have not completed Fair Entry registration, they will be required to complete the online registration at project drop off on **Friday, June 18, between the hours of 4-7 pm at Agner Hall.**
- **Dates to Remember:**
- May 15 is the deadline to drop/add projects on 4-H online.
- Fair Entry will be open from May 1 through June 1 for exhibit registration.
 - Fair Entry registration is mandatory to exhibit at the fair and anyone who has not completed registration will be required to complete Fair Entry registration **before** dropping off project on **Friday, June 18th.**

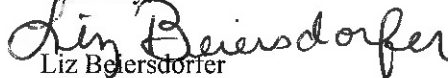
TIPS:

1. Do not use Internet Explorer web browser. The two recommended browsers are either Firefox or Google Chrome.
2. Register each project exhibit completing all required fields.
3. Complete Fair Entry for all family members before hitting the Submit Button.
4. Do not hit the submit button until you are sure all is correct and you have entered all family members' registrations; there is no editing after the submit button is activated.
5. There are no fees to pay for this registration. It is a formality to complete the registration.

Further clarification:

In this mailing, you will find step-by-step directions for completing exhibit registration in Fair Entry. It is our expectation that every 4-H youth will register each of their project exhibits on or before June 1. If you have questions contact the Extension Office or Liz at ebeiers@purdue.edu or 812-926-1189.

Sincerely,



Liz Beiersdorfer

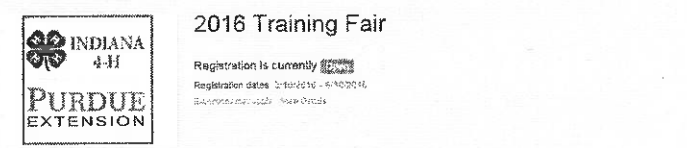
4-H Youth Development Educator/CED

Enclosure



Register for the Dearborn County Fair:
between May 1 and June 1 for animals
and non-animal exhibits

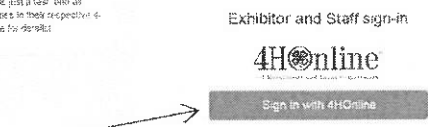
- 1. Go to
https://dearborncountyindiana.fairentry.com



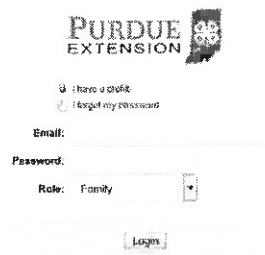
- 2. Select your "Sign in with your 4-H Online account
options – the GREEN box

- 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.)

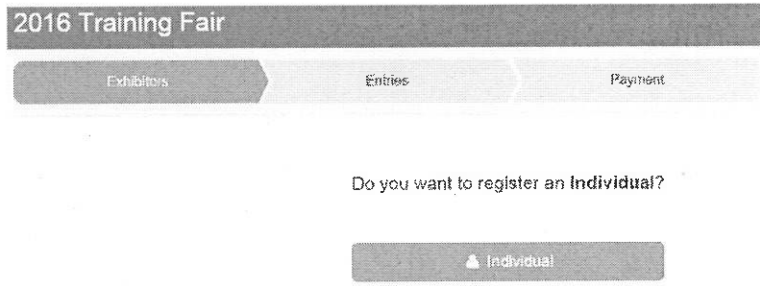


- 4. Click the "Login" box.
5. This will take you to the Welcome screen, where
you will need to select the green box to "Begin
Registration"



SECTION 1 - EXHIBITORS TAB

- 6. Choose if you would like to register an individual or
a team and click that green box





How to Register Exhibits for Fair (4-H Family)

- 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.

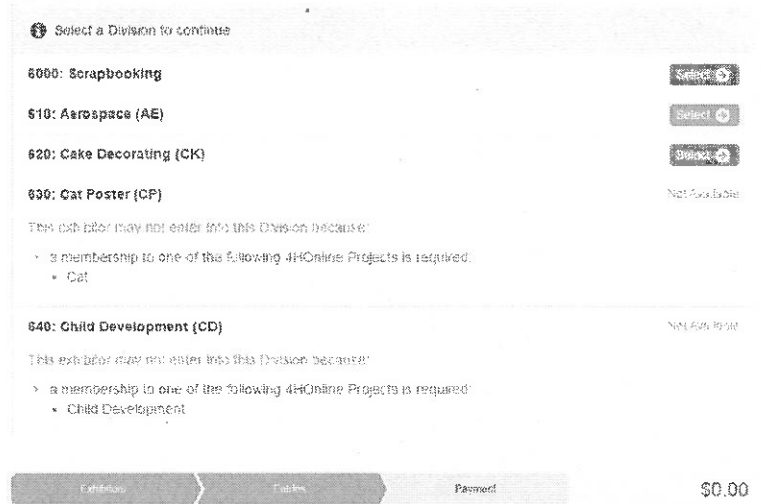
- Answer any required questions and review the exhibitor registration information.
- Make any necessary corrections (using the edit boxes). Remember that any corrections made here DO NOT transfer back to your 4HOnline Account
- If Additional questions are required by your county, complete the questions and then select the green "Continue" box

- When you are taken back to the Exhibitor information page, click the green "Continue to Entries" button

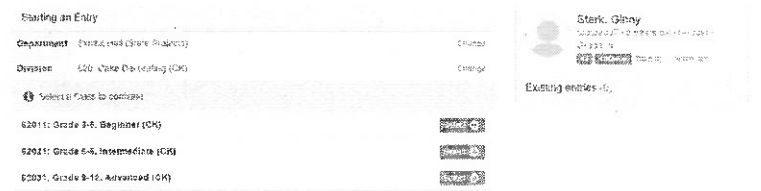
SECTION 2 - ENTRIES TAB

- Click the green "Add an Entry" box to the right of the exhibitor's name
- Click the green "Select" box next to the Department you would like to enter

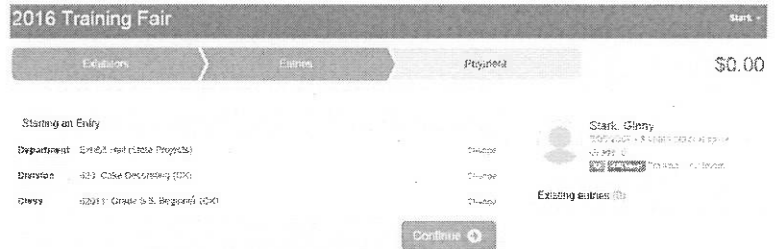
14. Click the green "Select" box next to the Division you would like to enter



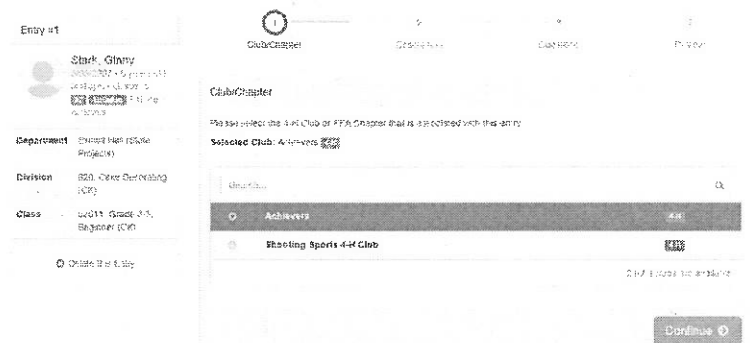
15. Click the green "Select" box next to the Class you would like to enter
(Check the Dearborn 4-H Handbook for exhibition descriptions, requirements and rules)



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"*



The screenshot shows a registration form with a progress bar at the top with steps 1, 2, 3, and 4. Step 2 is active. The form fields include:

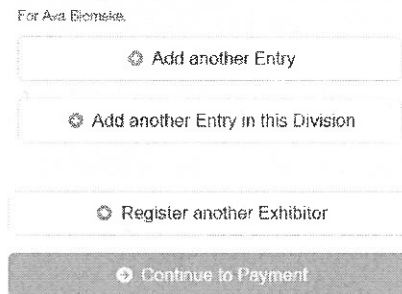
- Entry #1**: Stark, Ginny
- Department**: Extension (State Projects)
- Division**: 4H - Cake Decorating (CSD)
- Class**: 4011 - Grade 3-6, Beginner (C/S)
- Entry Description**: Briefly describe your entry. (1000 char) Indiana Bicentennial Celebration Cake, single layer
- Continue** button

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.*

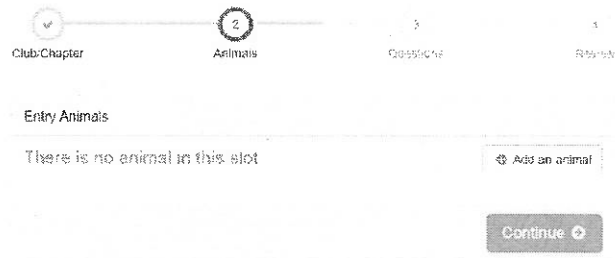
What do you want to do next?



The screenshot shows a menu for user Ava Blomskie with four options:

- Add another Entry
- Add another Entry in this Division
- Register another Exhibitor
- Continue to Payment

21. To register an animal entry from 4HOnline, you will select the white "add an animal" box during the entry process.

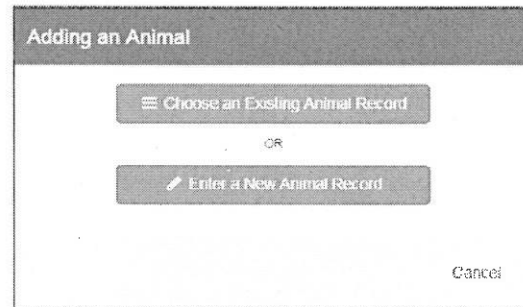


The screenshot shows a progress bar with steps 1, 2, 3, and 4. Step 2 is active. The form fields include:

- Club/Chapter**: Animals
- Entry Animals**: There is no animal in this slot
- Add an animal** button
- Continue** button

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

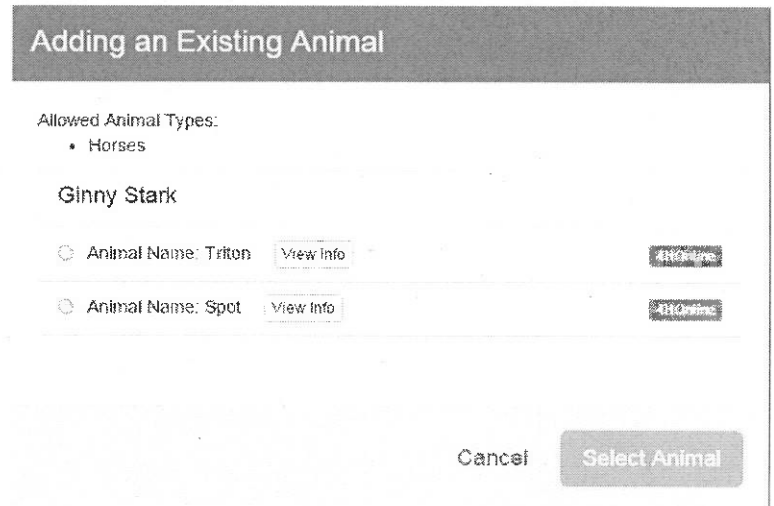


The screenshot shows a dialog box titled "Adding an Animal" with two main options:

- Choose an Existing Animal Record
- Enter a New Animal Record

There is also a "Cancel" button at the bottom right.

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.



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.



How to Register Exhibits for Fair (4-H Family)

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.

Individual Exhibitor	Total
Individual Exhibitor: Byron Stark	\$0.00
Individual Exhibitor: Ginny Stark	\$0.00
Total:	\$0.00

28. Click Continue to confirm and submit your entries.

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.

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 Dearborn Extension Office if you have any problems with this process at 812-926-1189 or email Kathy Kent at kkent@purdue.edu