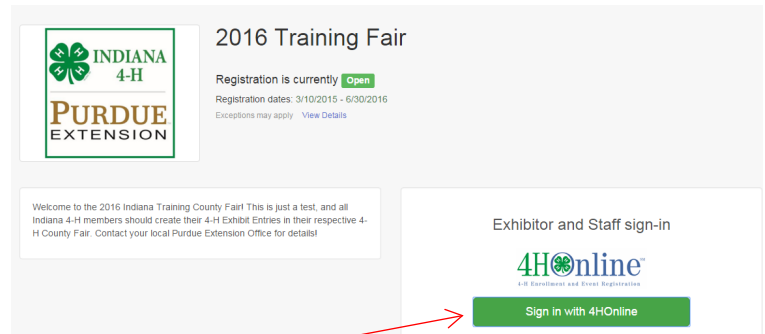


How to register for projects and animals through FairEntry

Regardless if you are participating in the virtual fair or in person, the process is the same. All projects will have required files, please see the other FairEntry documents for uploads you will need prior to completing your registration. **See noted differences of virtual fair requirements below****

1. Go to www.fairentry.com and search for Vigo County

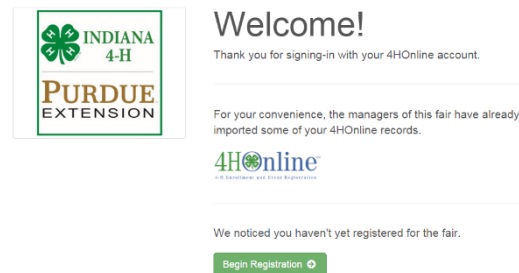


2. Select your "Sign in with your 4-H Online account options – the **GREEN** box
3. A separate box will pop up where you can enter the login email address and password from 4HOnline.

(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

- Choose that you would like to register an individual and click that green box

- 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

2016 Training Fair

Exhibitors
Entries
Payment

Do you want to register an Individual?

👤 Individual

New Individual Exhibitor

Select an Existing person to continue...

<input type="radio"/>		Stark, Byron 5/08/2001 - Age 14
<input type="radio"/>		Stark, Ginny 5/05/2007 - Age 8
<input type="radio"/>		Stark, Kim 5/18/2004 - Age 11
<input type="radio"/>		Stark, Tanya 11/24/2000 - Age 15

- OR -

+ Create an Exhibitor From Scratch

Cancel
Continue

Exhibitors
Entries
Payment
\$0.00

Stark, Ginny
5/05/2007 - 8 years old (4-H age) - Grade: 5
4-H Online Training

Personal Details
Contact Info
Address
Questions
Review

⏪
⏴
⏵
⏩

Please review the exhibitor registration.
Continue to Entries

<div style="background-color: #f0f0f0; padding: 5px; border-bottom: 1px solid #ccc;"> Personal Details Edit </div> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30%;">First Name</td><td>Ginny</td></tr> <tr><td>Last Name</td><td>Stark</td></tr> <tr><td>Date of Birth</td><td>5/05/2007</td></tr> <tr><td>Gender</td><td>Female</td></tr> </table>	First Name	Ginny	Last Name	Stark	Date of Birth	5/05/2007	Gender	Female	<div style="background-color: #f0f0f0; padding: 5px; border-bottom: 1px solid #ccc;"> Contact Info Edit </div> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 60%;">Email</td><td>Stark@nomail.com</td></tr> <tr><td>Home Phone</td><td>555-555-5555</td></tr> <tr><td>Cell Phone</td><td></td></tr> <tr><td>Cell Phone Carrier</td><td></td></tr> </table>	Email	Stark@nomail.com	Home Phone	555-555-5555	Cell Phone		Cell Phone Carrier	
First Name	Ginny																
Last Name	Stark																
Date of Birth	5/05/2007																
Gender	Female																
Email	Stark@nomail.com																
Home Phone	555-555-5555																
Cell Phone																	
Cell Phone Carrier																	
<div style="background-color: #f0f0f0; padding: 5px; border-bottom: 1px solid #ccc;"> Address Edit </div> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 5px; text-align: center;"> <p style="font-weight: bold; color: #4a7ebb;">4-Her's Family address</p> </div>																	

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.

Exhibitors | **Entries** | Payment | \$0.00

Starting an Entry

Select a Department to continue

Ag Hort (State Projects)	Select
Exhibit Hall (State Projects)	Select
Exhibit Hall Event (State Projects)	Select
Livestock Beef Cattle	Select
Livestock Boer Goats	Not Available

This exhibitor may not enter into this Department because:
 > Registration is not open (5/15/2016-6/30/2016)

Stark, Ginny
 5/05/2007 • 8 years old (4-H age) • Grade: 5
 #2 4HOnline Training • Achievers

Existing entries (0)

Select a Division to continue

6000: Scrapbooking	Select
610: Aerospace (AE)	Select
620: Cake Decorating (CK)	Select
630: Cat Poster (CP)	Not Available

This exhibitor may not enter into this Division because:
 > a membership to one of the following 4HOnline Projects is required:
 • Cat

640: Child Development (CD)	Not Available
-----------------------------	---------------

This exhibitor may not enter into this Division because:
 > a membership to one of the following 4HOnline Projects is required:
 • Child Development

Exhibitors | **Entries** | Payment | \$0.00

Starting an Entry

Department: Exhibit Hall (State Projects) [Change](#)

Division: 620: Cake Decorating (CK) [Change](#)

Select a Class to continue

62011: Grade 3-5, Beginner (CK)	Select
62021: Grade 6-8, Intermediate (CK)	Select
62031: Grade 9-12, Advanced (CK)	Select

Stark, Ginny
 5/05/2007 • 8 years old (4-H age) • Grade: 5
 #2 4HOnline Training • Achievers

Existing entries (0)

2016 Training Fair Stark

Exhibitors | **Entries** | Payment | \$0.00

Starting an Entry

Department: Exhibit Hall (State Projects) [Change](#)

Division: 620: Cake Decorating (CK) [Change](#)

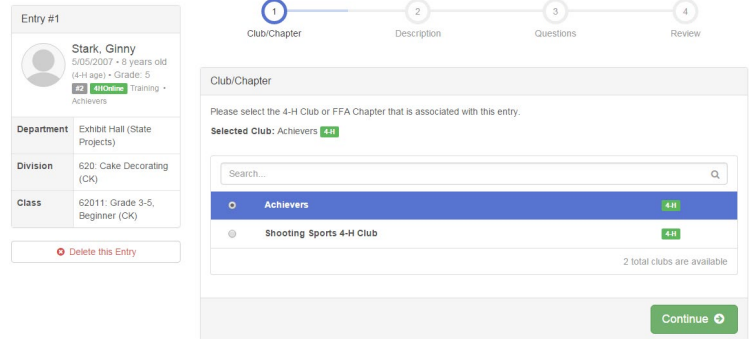
Class: 62011: Grade 3-5, Beginner (CK) [Change](#)

[Continue](#)

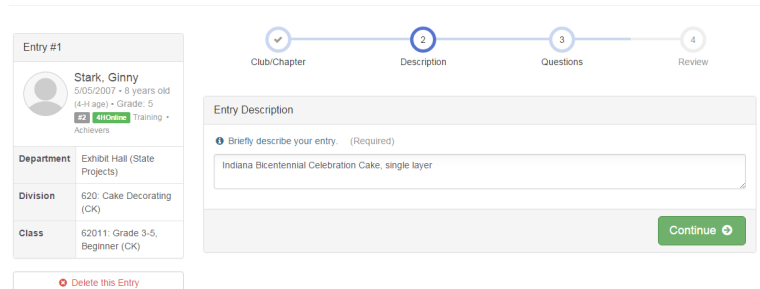
Stark, Ginny
 5/05/2007 • 8 years old (4-H age) • Grade: 5
 #2 4HOnline Training • Achievers

Existing entries (0)

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. This is where if you will need to upload any documents, images, or video links required. Again, see your county for those specific requirements.** Once you are done with the uploads then click the green “Continue” box.

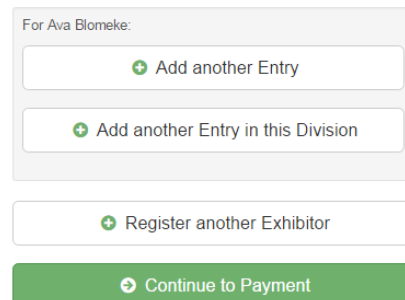
20. Decide if you would like to:

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

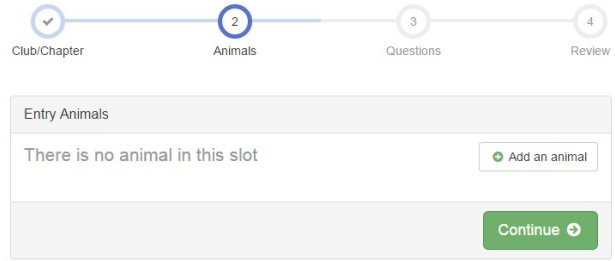
and select that appropriate box
*****The payment section is a formality of the system. No payment is needed, but you must go through the steps to submit your entries.**

NOTE: Once you hit submit, you cannot edit your entries. Make sure you have all entries and all family members entered before submitting!

What do you want to do next?



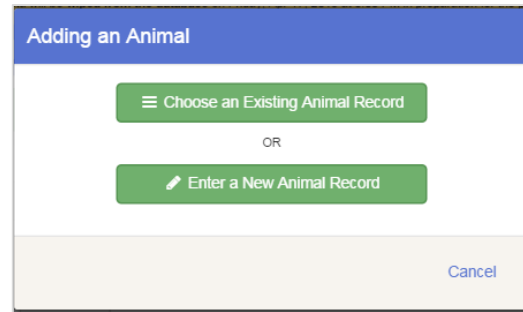
21. To register an animal entry from 4HOnline, you will select the white “add an animal” box during the entry process.



The image shows a progress bar at the top with four steps: 1. Club/Chapter, 2. Animals, 3. Questions, and 4. Review. Below the progress bar is a form titled "Entry Animals". The form contains the text "There is no animal in this slot" and a button labeled "Add an animal". At the bottom right of the form is a green button labeled "Continue".

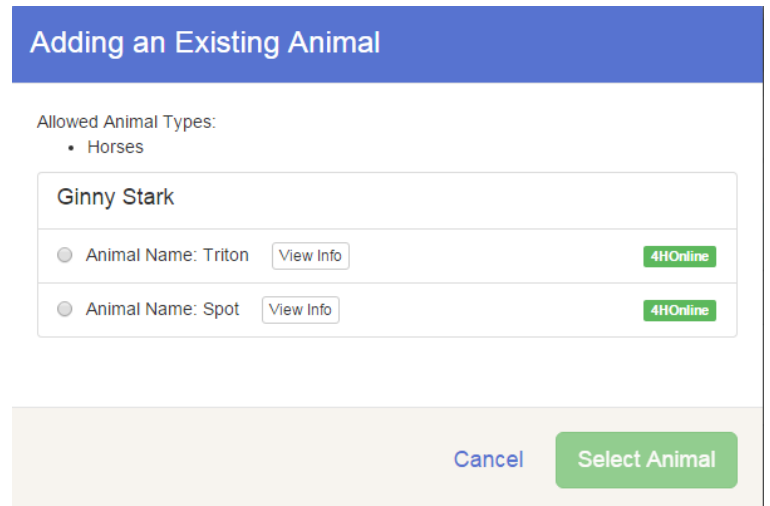
22. A smaller box with two options will pop up. Choose the green “Choose an Existing Animal Record” box to enter an animal that was identified in 4HOnline.

To enter a Rabbit, please select “Enter a New Animal Record”, and complete all applicable fields on the screen.



The image shows a dialog box titled "Adding an Animal". It has two main options: "Choose an Existing Animal Record" and "Enter a New Animal Record". The text "OR" is centered between the two options. A "Cancel" button is located at the bottom right of the dialog box.

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.



The image shows a screen titled "Adding an Existing Animal". Under the heading "Allowed Animal Types:", there is a list item "Horses". Below this, there is a section titled "Ginny Stark" which contains two entries:

<input type="radio"/>	Animal Name: Triton	View Info	4HOnline
<input type="radio"/>	Animal Name: Spot	View Info	4HOnline

At the bottom of the screen, there are two buttons: "Cancel" and "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.

Stark, Ginny
5/05/2007 • 8 years old
(4-H age) • Grade: 5
#7 **4HOnline** Training • Achievers

Department Livestock Horse
Division 2550: English
Class 255013 - Saddle seat pleasure, all ages, all sizes (EN)

Remove this Entry

Entry Animals

Remove From Entry

Edit Animal Details

Identifier (Animal Name)	Triton	4HOnline
Animal Type	Horses	
Animal Name	Triton	
Breed	American Quarter Horse	
If selected Other above, please type the animal's breed		
Colors And Markings	Brown, white socks	
Sex	Male	
Birthdate	1/01/2007	
Check if this animal is under 56 inches tall	false	
Intend to exhibit this animal at State Fair	true	
We consent to share this Animal ID information with the Indiana State Fair System	false	
Owned Or Leased	Owned	
Owner Name	Tanya Stark	
Body Condition Score		

Continue

25. ****This then takes you to answer any Additional Questions required for that entry again like in step 20. You will need to upload any documents, images, or video links required. Again, see your county for those specific requirements**

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.**

26. 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.

27. Select the green “Continue box.”
***There are no fees for 4-H exhibits.*

28. 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. Make sure you have all entries and all family members entered before submitting!

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

2015 Training Fair Biomeke

Exhibitors Entries Payment **\$0.00**

1 Review 2 Payment Method 3 Confirm

Invoice Summary Detail

Individual Exhibitor: Isabella	\$0.00
Total:	\$0.00

Continue

29. Click Continue to confirm and submit your entries.

Review **2** Confirm

Payment Method

Instructions to Pay by Check

There is no cost to enter 4-H exhibits.

Continue →

30. 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 cited here.

Payment Total

\$0.00
By Check


Instructions to Pay by Check

There is no cost to enter 4-H exhibits.

Submit

31. You will receive a “Thanks!” message. You can choose the button to “Visit Dashboard” to see your entry.

2016 Training Fair



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 Vigo County Extension Office at 812-462-3371 if you have any problems with this process.