

**Register for the Elkhart County 4-H Fair:**  
**\*\*between now and July 1, 2017\*\***  
Animals may be adjusted at fair check-in if need be

*Entries need to be made as soon as possible to give staff time to process records prior to fair.*

- Go to <http://elkhartcountyin.fairentry.com>  
***\*\*Please note:*** Extension Staff is unable to see your record or entries until you click 'submit' at the end. There are no fees to enter a 4-H exhibit, but you will go through a payment process with zero dollars due before you can click 'submit.'



Click 'Sign in with 4HOnline'

- Enter the login email address and password you chose for logging in to 4HOnline. Choose Family as the Role.

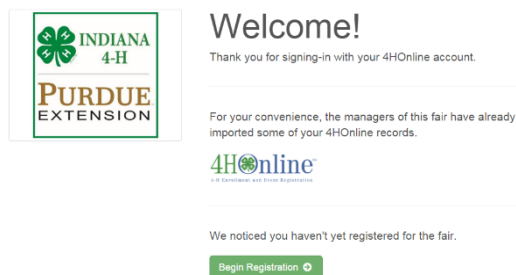
*(If you don't remember your password, you will need to select the 'I forgot my password' option to get a temporary one emailed to you. If your email address has changed, log in using the old email address and change it in 4HOnline.)*



- Click 'Login'

- Click 'Begin Registration'

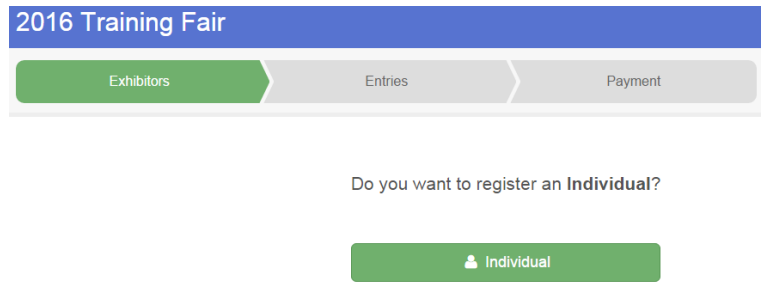
*The Extension office entered all static projects accept ATV and Beekeeping. Members are responsible to enter animal classes.*



## Section 1 – Exhibitors Tab

5. Click 'Exhibitors'

*(Registering as a team is not common. If you believe you should register as a team rather than an individual, contact your club leader or County Extension Office.)*



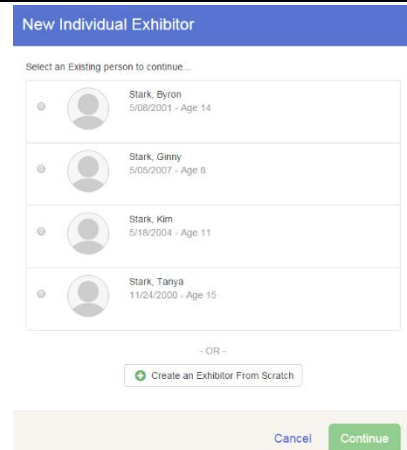
2016 Training Fair

Exhibitors | Entries | Payment

Do you want to register an Individual?

6. Click on the dot next to the name of the 4-H'er you would like to register and then click the green 'continue' box

Do not create an Exhibitor From Scratch  
If your member name isn't included contact the Extension office for help.



New Individual Exhibitor

Select an Existing person to continue...

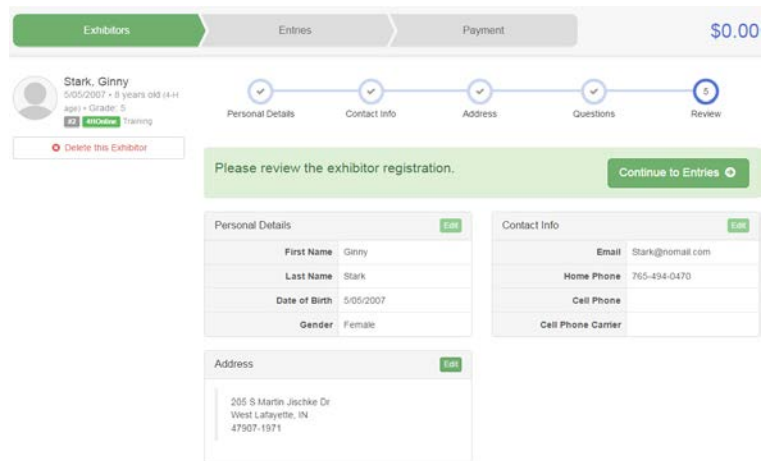
- Stark, Byron  
5/08/2001 - Age 14
- Stark, Ginny  
5/05/2007 - Age 8
- Stark, Kim  
5/18/2004 - Age 11
- Stark, Tanya  
11/24/2000 - Age 15

- OR -

7. Review the exhibitor registration information. Corrections can be made by clicking on the 'edit' boxes.
8. You will be asked your Township – this is required if you are putting an animal in the auction.

Click 'Continue to Entries.'

*(Address changes made to this information **DO NOT** transfer back to your 4HOnline Account. Please be sure to **also** change information there too or notify your extension office [elkhartces@purdue.edu](mailto:elkhartces@purdue.edu) listing both the old and new address information including the member name.)*



Exhibitors | Entries | Payment \$0.00

Stark, Ginny  
5/05/2007 • 8 years old at 4-H  
Age's Credit: 5  
Batches: Training

Personal Details | Contact Info | Address | Questions | Review

Please review the exhibitor registration.

<b>Personal Details</b> <input type="button" value="Edit"/>	<b>Contact Info</b> <input type="button" value="Edit"/>
First Name: Ginny Last Name: Stark Date of Birth: 5/05/2007 Gender: Female	Email: Stark@nomail.com Home Phone: 765-494-0470 Cell Phone: Cell Phone Carrier:
<b>Address</b> <input type="button" value="Edit"/>	
205 S Martin Jischke Dr West Lafayette, IN 47907-1971	

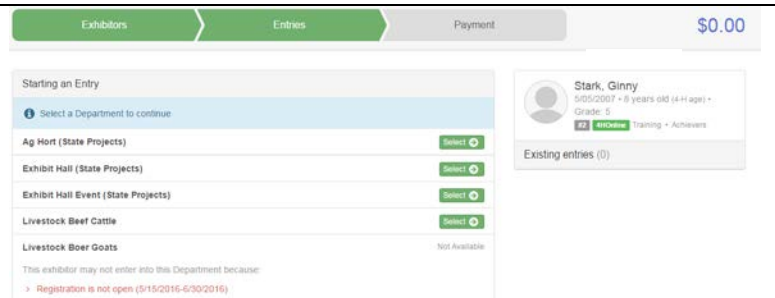
## SECTION 2 - ENTRIES TAB

9. Click 'Add an Entry'



The screenshot shows the 'Entries' tab selected in a navigation bar. Below the navigation bar, there is a message: "There are 0 entries belonging to 1 exhibitor in this invoice." Below this message, a profile card for "Blomeke, Isabella" is shown with "0 Entries" and a green "Add an Entry" button.

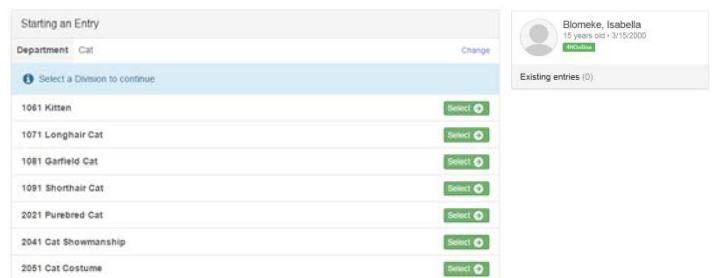
10. Click "Select" next to the animal species you are registering.



The screenshot shows the "Starting an Entry" form. Under the heading "Select a Department to continue", several options are listed with "Select" buttons: "Ag Hort (State Projects)", "Exhibit Hall (State Projects)", "Exhibit Hall Event (State Projects)", "Livestock Beef Cattle", and "Livestock Boer Goats". The "Livestock Boer Goats" option is marked as "Not Available". A note below states: "This exhibitor may not enter into this Department because: Registration is not open (5/15/2015-6/30/2016)". On the right, a profile card for "Stark, Ginny" is visible.

11. Select the Division for your animal.

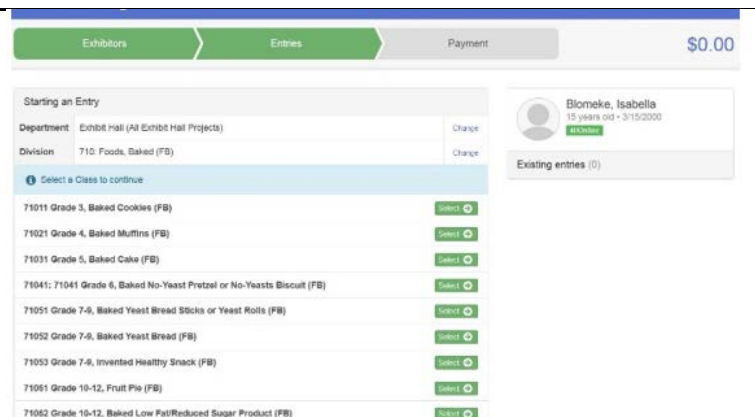
*(Notice: only projects that you selected in 4HOnline will be available. All other projects will be marked 'Not Available')*



The screenshot shows the "Starting an Entry" form with "Cat" selected in the Department field. Under the heading "Select a Division to continue", several options are listed with "Select" buttons: "1061 Kitten", "1071 Longhair Cat", "1081 Garfield Cat", "1091 Shorthair Cat", "2021 Purebred Cat", "2041 Cat Showmanship", and "2051 Cat Costume".

12. Select the Class for your animal.

*(check with your club if you can't decide which classes your animal belongs in)*



The screenshot shows the "Starting an Entry" form with "Exhibit Hall (All Exhibit Hall Projects)" selected in the Department field and "710: Foods, Baked (FB)" selected in the Division field. Under the heading "Select a Class to continue", several options are listed with "Select" buttons: "71011 Grade 3, Baked Cookies (FB)", "71021 Grade 4, Baked Muffins (FB)", "71031 Grade 5, Baked Cake (FB)", "71041: 71041 Grade 6, Baked No-Yeast Pretzel or No-Yeast Biscuit (FB)", "71051 Grade 7-9, Baked Yeast Bread Sticks or Yeast Rolls (FB)", "71052 Grade 7-9, Baked Yeast Bread (FB)", "71053 Grade 7-9, Invented Healthy Snack (FB)", "71061 Grade 10-12, Fruit Pie (FB)", and "71062 Grade 10-12, Baked Low Fat/Reduced Sugar Product (FB)".

13. Review the information. If you need to make a correction, click 'Change'.

Click 'Continue'.

14. Select your 4-H Club and click 'Continue'.

15. Enter a description of your animal – this is only required if your leader is asking for something not included in the animal ID.

**Example**—if your animal has specific markings or a certain color, this is the information you want to include.

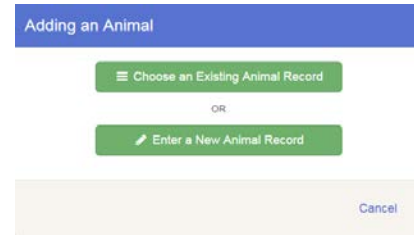
Click 'Continue'

16. Click 'Add an animal.'

17. **Cat, Cavy, Dog, Poultry or Rabbit**, click 'Enter a New Animal Record' fill in all required information for that animal.

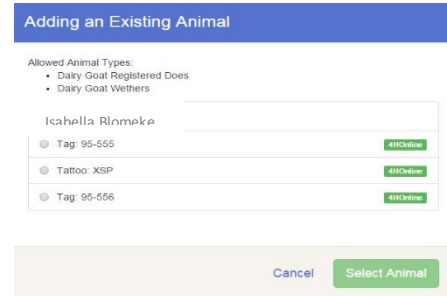
*NOTE: You only create the animal **once**; you may enter the "Existing" animal in more than one class if your club rules permit that.*

18. **All other species**, click 'Choose an Existing Animal Record'



The screenshot shows a blue header 'Adding an Animal'. Below it are two green buttons: 'Choose an Existing Animal Record' and 'Enter a New Animal Record'. Between these buttons is the text 'OR:'. At the bottom right is a 'Cancel' button.

19. The only animals you will see as Existing Animals will be those you identified on the 4HOnline system; or one you just created in FairEntry. Select the button to the left of the animal and click 'Select Animal.'



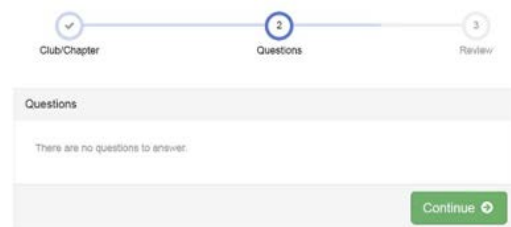
The screenshot shows a blue header 'Adding an Existing Animal'. Below it, under 'Allowed Animal Types:', are two bullet points: 'Daily Goat Registered Does' and 'Daily Goat Wethers'. A search bar contains 'Icahalla Rinneke'. Below the search bar are three rows, each with a radio button, a tag number, and a green '4HOnline' button: 'Tag: 95-555', 'Tattoo: XSP', and 'Tag: 95-556'. At the bottom are 'Cancel' and 'Select Animal' buttons.

20. The information you entered on the 4HOnline system will transfer over. If it is correct, click 'Continue.'

(if not remove from entry and select a different animal).

21. Answer any Additional Questions required for that entry.

Click 'Continue'.

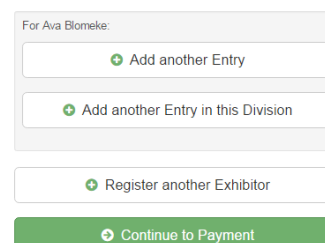


The screenshot shows a progress bar at the top with three steps: 'Club/Chapter' (checked), 'Questions' (active), and 'Review'. Below the progress bar is a 'Questions' section with the text 'There are no questions to answer.' and a green 'Continue' button with a right arrow.

22. **Add all entries for one exhibitor before registering another exhibitor or continuing to payment.**

Once you are finished entering all exhibits, click 'Continue to Payment' *Please note: There is no fee to register exhibits on this system; however, you must click 'Continue to Payment' in order to submit your registration.*

What do you want to do next?

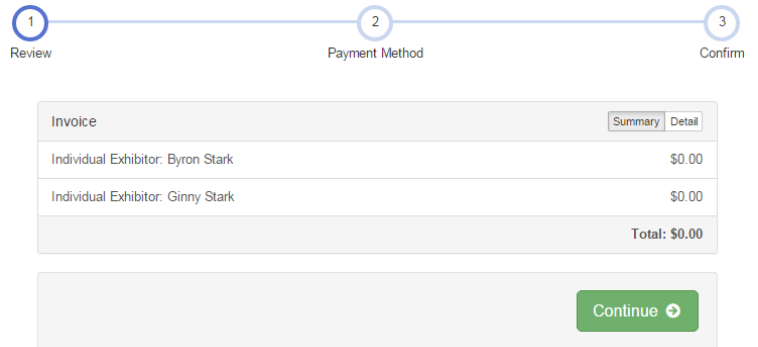


The screenshot shows a grey box with the text 'For Ava Blomeke:'. Below it are four buttons: 'Add another Entry', 'Add another Entry in this Division', 'Register another Exhibitor', and 'Continue to Payment' (highlighted in green).

## 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 since you will be locked out until the Extension office approves your entries.** \*\*\*

23. 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. Click 'Continue'.

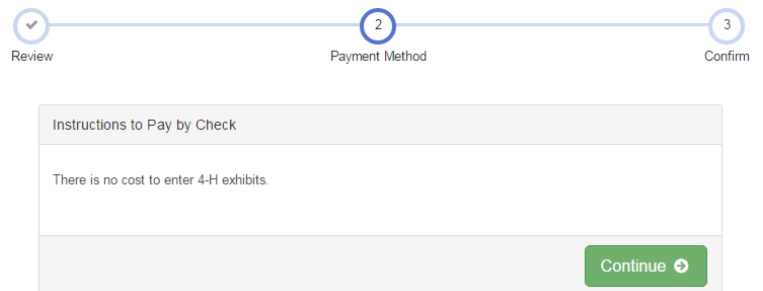


Individual Exhibitor	Amount
Individual Exhibitor: Byron Stark	\$0.00
Individual Exhibitor: Ginny Stark	\$0.00
<b>Total: \$0.00</b>	

24. Click 'Continue'.

\*\*\* Note the invoice amount is zero dollars. There is no charge to register your exhibits.

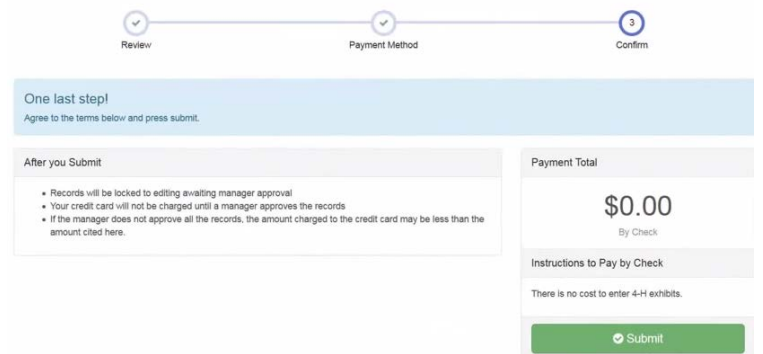
Please note that some livestock clubs have a pen or stall fee that needs to be paid to your club.



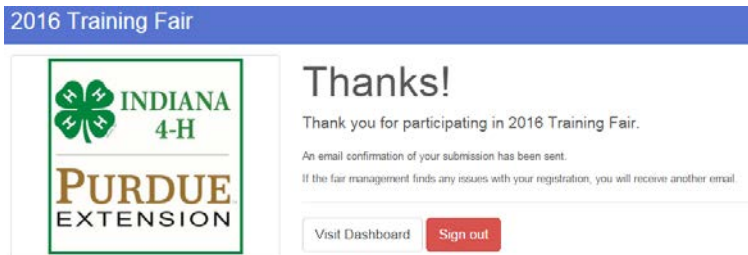
Confirm your entries one last time. Make sure all entries for each exhibitor in your family are listed before you submit the entries.

Click 'Submit'.

**NOTE: Once you hit submit, you cannot edit your entries. If you later need changes made, contact the Extension office.**



25. You will receive a 'Thanks!' message. You can choose the button to 'Visit Dashboard' to see your entries.

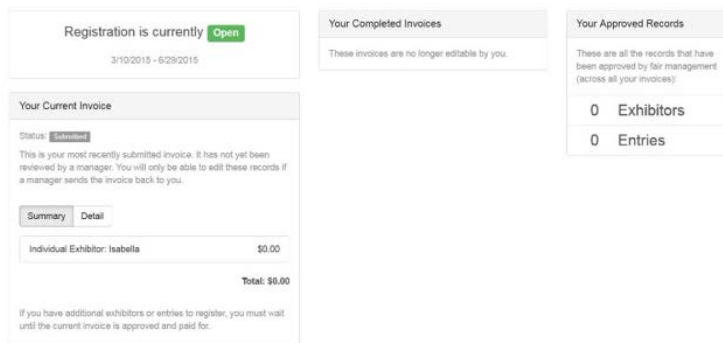


You can view the entry summary or details from the Dashboard screen.

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 Elkhart County Extension Office if you have any problems with this process.  
(574) 533-0554 or [elkhartces@purdue.edu](mailto:elkhartces@purdue.edu)

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