

Register all 4-H Projects for the Morgan County 4-H Fair
 Fair Entry Opens for ALL 4-H PROJECTS (including animal and Mini)
June 1 to July 1, 2018
(Horse)Fair Entry Opens June 1 to June 13, 2018



1. Go to www.fairentry.com

- **FIND YOUR FAIR** (Make sure you are in Morgan County Indiana tab)



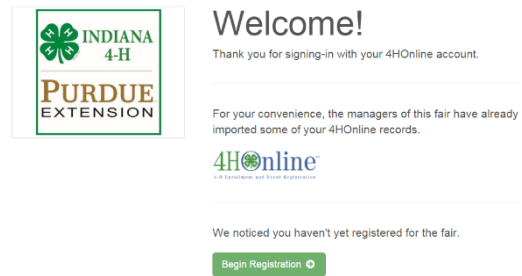
2. Select your “Sign in with your 4-H Online account options – the **GREEN** box

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.)

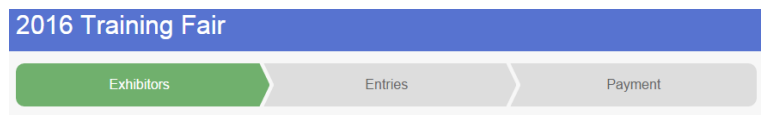


4. Click the “Login” box.
 5. This will take you to the Welcome screen, where you will need to select the green box to “Begin Registration”

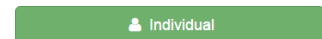


SECTION 1 - EXHIBITORS TAB

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



Do you want to register an **Individual**?



- 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

New Individual Exhibitor

Select an Existing person to continue...

- Stark, Byron (5/05/2001 - Age 14)
- Stark, Ginny (5/05/2007 - Age 8)
- Stark, Kim (5/15/2004 - Age 11)
- 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) [Enrollme](#) Training

Personal Details Contact Info Address Questions Review

[Delete this Exhibitor](#)

Please review the exhibitor registration. [Continue to Entries](#)

Personal Details		Contact Info	
First Name	Ginny	Email	Stark@gnomail.com
Last Name	Stark	Home Phone	555-555-5555
Date of Birth	5/05/2007	Cell Phone	
Gender	Female	Cell Phone Carrier	

Address

4-Her's Family address

Exhibitors Entries Department \$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 (5/15/2016-4/30/2016)

Stark, Ginny (5/05/2007 - 8 years old (4-H age) - Grade: 5) [Enrollme](#) Training - Achievers

Existing entries (0)

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

IF YOU ARE “NOT SURE” IF THE PROJECT WILL GET COMPLETED TO EXHIBIT, PLEASE STILL CLICK THE “SELECT” BOX.

If you did not select the project with intent **ONLINE**, the project will not show up in “FAIR ENTRY”

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.

17. Select the dot next to the 4-H Club that you belong to and then select the green “Continue” box
THIS STEP IS IMPORTANT

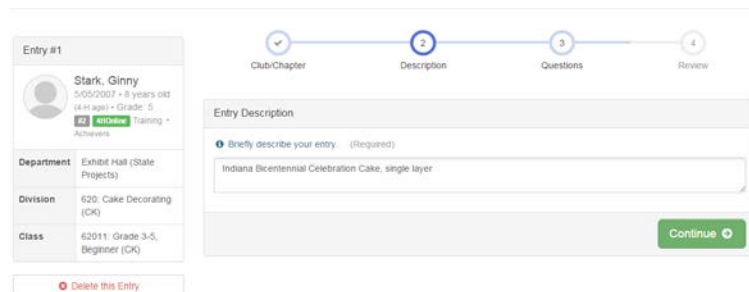
This screenshot shows the 'Select a Division to continue' step. It lists four divisions: 6000: Scrapbooking, 610: Aerospace (AE), 620: Cake Decorating (CK), and 630: Cat Poster (CP). Each of the first three has a green 'Select' button. The 630: Cat Poster (CP) is marked 'Not Available' and has a note: 'This exhibitor may not enter into this Division because: > a membership to one of the following 4HOnline Projects is required: • Cat'. The 640: Child Development (CD) is also marked 'Not Available' with a note: 'This exhibitor may not enter into this Division because: > a membership to one of the following 4HOnline Projects is required: • Child Development'.

This screenshot shows the 'Starting an Entry' step. It displays the selected information: Department: Exhibit Hall (State Projects), Division: 620: Cake Decorating (CK), and Class: 62031: Grade 9-12, Advanced (CK). There are 'Change' buttons for each. On the right, a user profile for Stark, Ginny (5/05/2007, 8 years old, Grade 5) is shown with an 'Achievers' membership. A 'Continue' button is at the bottom right.

This screenshot is similar to the previous one but shows the 'Class' field selected as '62011: Grade 3-5, Beginner (CK)'. A green 'Continue' button is now visible at the bottom right of the selection area.

This screenshot shows the 'Club/Chapter' selection step. A progress bar at the top indicates the current step is 1 of 4. The main area asks the user to 'Please select the 4-H Club or FFA Chapter that is associated with this entry.' A search box is provided, and a list of clubs is shown: 'Achievers' (selected with a radio button) and 'Shooting Sports 4-H Club'. A note at the bottom says '2 total clubs are available'. A green 'Continue' button is at the bottom right.

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"*

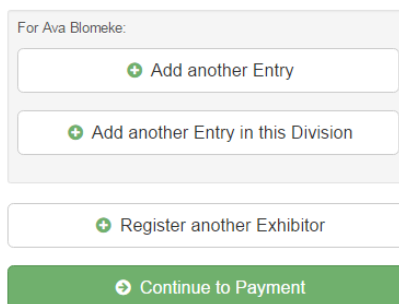


19. Answer any Additional Questions required for that entry and then click the green "Continue" box.
If you intend to enter (2) Photography make sure you add "another entry in this division" and enter photography to reflect two to be shown. Same for crafts, etc.

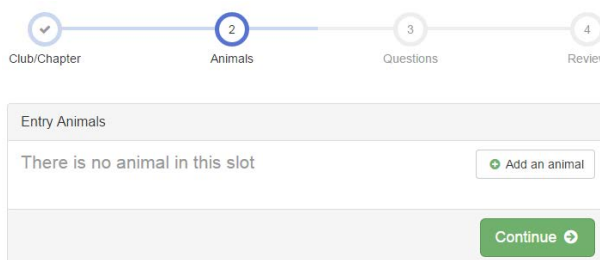
20. Decide if you would like to:
- > Add another Entry
 - > Add another Entry in this Division
 - > Register another Exhibitor
 - > Continue to Payment

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?

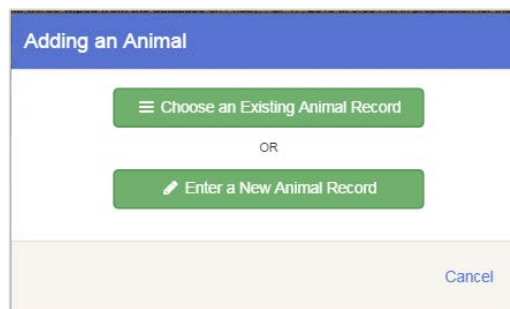


21. To register an animal entry from 4HOnline, you will select the white "add an animal" box during the entry process.



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



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.

Adding an Existing Animal

Allowed Animal Types:

- Horses

Ginny Stark

Animal Name: Triton View Info 4HOnline

Animal Name: Spot View Info 4HOnline

Cancel
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. Then you will be taken to the Additional Questions page listed in step #20.

Stark, Ginny
5/25/2007 • 8 years old
(4-H exp) • Grade: 5
Activities: Training

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

Delete 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

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.*

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

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.

Invoice	Summary	Detail
Individual Exhibitor: Byron Stark	\$0.00	
Individual Exhibitor: Ginny Stark	\$0.00	
		Total: \$0.00

28. Click Continue to confirm and submit your entries.

Instructions to Pay by Check

There is no cost to enter 4-H exhibits.

29. 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

30. 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 Morgan County Extension Office if you have any problems with this process at 765-342-1010.