

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 26, 2019

Dear 4-H members and families,

Regarding: **2019 Fair Entry**

Fair Entry open May 1-May 31

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. Youth receive 100% completion T-shirts based on completion of the projects they are enrolled in on May 15. Make necessary changes prior to May 15, to drop or add projects. Contact Pam Chase at pchase@purdue.edu to submit your T-shirt size no later than May 3 by 4:30 pm.

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. Yearly, families visit the website to enroll youth into 4-H and if youth are exhibiting livestock at the fair, to identify animals by May 15th. **Rabbits, poultry, dog, cat, and small animals do not complete 4-H online 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 May 31.** If members have not completed Fair Entry registration, they will be required to complete the online registration, before completing project judging on June 15th.

Dates to remember

- May 15 is the deadline to complete or update 4-H online enrollment.
- Fair Entry will be open from May 1 through May 31 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 project judging on June 15.

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 on Fair Entry. It is our expectation; every 4-H youth will register each of their project exhibits on or before May 31. If you have questions contact the Extension Office or Liz at ebeiers@purdue.edu or 812-926-1189.

Sincerely,

Handwritten signature of Liz Beiersdorfer in black ink.

Liz Beiersdorfer

Extension Educator
4-H Youth Development/CED

Enclosures



Success Check list for members:

- Enroll in 4-H at <https://in.4honline.com>. Pay your \$15 enrollment fee; if not paid online, you need to make payment within 10 days of enrollment, to the County Extension Office.
- Contact club leader and let them know you joined their club. Club leaders and contact information is located in the Dearborn County 4-H Handbook.
- Check with your leader or the Extension Office for project manuals, green folder, achievement sheet and project record sheets.
- Read the 4-H monthly newsletter. The newsletter resource is intended to provide you with "need to know" information.
- Attend club meetings. Leaders share important information and program resources at meetings.
- Don't be afraid to ask questions if you don't understand something.
- Complete 2 activities in your project manual each year. These manuals do not need to come to the fair on project check-in day, but they need to be completed. Activities help you learn about your project and offer additional resources where you can get information or ideas.
- Don't forget the record sheets! Record-keeping is an important learning step in every project. You need to complete record sheets in plenty of time to get the signature from your leader, prior to project check-in day.
 - The green folder will be used for the tenure of your 4-H experience. The folder should contain **current year** completed project record sheets.
 - The achievement sheet is placed in front of the green folder. Record sheets from **only the current year** are placed in the folder in the order they are listed on the achievement sheet. **Current year records are the only records to be in the folder for project check-in day. Remove old records and file for future reference. Also do not attached any awards, achievement pins, etc. to your green folder.**
 - Green books are checked and turned in on project completion day. 100% completion of enrolled projects earns you a completion T-shirt. Note: Livestock exhibitors will have their green folders checked, but returned to them on project check-in day. Green folders must be turned in on livestock check-in day.
- Read the 4-H Handbook to find exhibition requirements for your project (s). This manual explains in detail what is expected for project completion.
- Schedule time throughout the spring to work on and complete projects. Try not to wait until the last minute to complete projects. You will do your best work if you are not rushed.
- If you are taking livestock: beef, boer goat, dairy goat, horse, llama/ alpaca, sheep, or swine, identify your animal on 4honline by May 15. Make sure you have a premise ID number from the Board of Animal Health in Indiana and attend tagging day for your specie. **(Beef steer deadline April 1)** Attend poultry blood testing days or provide to poultry chair a certificate of NPIP pullorum-free flock from who you purchased poultry. Beef, sheep, swine, dairy, goats, rabbits and poultry must complete YQCA training annually to exhibit animals.
- I suggest you take projects to club meetings to be checked by leaders. Constructive criticism will help you improve your work. Don't take it personally, but thank the leader for helping you improve.
- Livestock Exhibitors: Make sure you are in compliance with exhibit regulations for your animals. Farms need premise ID's and animal identification completed in 4H online prior to May 15th each year. Pre-Fair forms due to the Extension Office by May 15th. (pen/class form, health, auction, feed additive)
- Register your exhibits on Fair Entry by May 31, 2019.
- Project check-in this year is Saturday, June 15 from 9-11:30 AM at Agner Hall, located on the Lawrenceburg Fair Grounds. The judge will ask you questions about your project. Speak clearly, and do not be afraid. This is your time to show what you have learned. You may want to practice answering questions with Mom and Dad for practice.
- Attend the fair and look at other projects. This is a good time to look at other projects offered in the 4-H program. Check the fair schedule and participate in as many fair activities as your family can work into the schedule. Fair week is a great time to learn, to share, to support other 4-Her's and to get to know fellow 4-H members.

Success Check list for parents:

- Enroll child/children in 4-H ([4honline.com](https://in.4honline.com)) and READ the 4-H newsletter to stay informed of activities. Pay the \$15 enrollment fee by check or cash, if you did not pay online, within 10 days of enrollment to the County Extension Office. Your child is not active until the \$15 is paid.
- Contact club leader & let them know your child has joined their club. Don't be afraid to ask questions. Club leader contact information can be found in the 4-H Handbook.
- Attend club meetings with your child. 4-H is family friendly!
- Don't hesitate to contact me at the Extension Office if you have questions or concerns.
- Encourage your child to complete 2 activities in the manual every year. You may initial to verify the activity has been completed.
- 4-H requires the completion of record sheets. Please review the sheets and help children collect the necessary items needed for completion. Guide them when filling out the sheets to the best of their ability. Green Folders and record sheets may be used to document project work and achievements for use in awards and scholarships.
- Read the annual 4-H Handbook for exhibition requirements, for each project. Help your child understand the requirements for project completion.
- Encourage your child to begin early in planning and working on projects. Help them purchase necessary supplies required for project completion.
- Ask your child to take projects to club meetings for a leader review. Help your child understand constructive criticism and how it leads to improvement.
- Review livestock exhibit requirements in the handbook. If you have questions contact the specie chair. Chair names and numbers can be found in the beginning section of the handbook.
- Read the 4-H Handbook regarding animal exhibition. All the rules and expectations are spelled out for each specie. If you have additional questions, please contact the specie chair.
- Make sure your animals are identified on 4-honline by May 15.
- Help youth register exhibits on Fair Entry by May 31.
- Submit youth 4-shirt size to Extension Office by April 26.
- Allow your child to interact by themselves with the judge when the project is evaluated. Parents can offer prompts to help their children answer questions, but the judge wants to know what the child knows about the completion of their project. If you have a special needs child, feel free to interact with the judge as necessary to answer questions.
- Allow your child to participate in 4-H fair activities as much as you can. This is a time to bond with their peers, learn new things, and have fun.

Website Reference

- 1) Dearborn County Fair web page-<http://www.dearborncountyfair.com> (Fair Information)
- 2) Dearborn County Extension Office webpage address- <https://extension.purdue.edu/dearborn> (4-H enrollment, information and forms)
- 3) Dearborn County Extension Facebook page - <https://www.facebook.com/PurdueExtensionDearbornCounty> Check the page for announcements, updates, pictures & more
- 4) Dearborn County Fair Facebook page- <https://www.facebook.com/DearbornCounty4HandCommunityFair> Check the page for announcements, updates, pictures, fair activity and more. Dearborn County 4-H <https://www.facebook.com/DearbornCounty4H/>

**Register for the Dearborn County Fair:
between May 1 and May 31, for animals
and non-animal exhibits**

1. Go to <https://dearborncountyindiana.fairentry.com>



2016 Training Fair

Registration is currently **Open**
 Registration dates: 12/12/15 - 5/31/16
 Back to menu page: [New Cards](#)

Welcome to the 2016 Indiana Training County Fair. This is just a test and all Indiana 4-H members should create their 4-H Online accounts in their respective 4-H County Fair. Contact your local Purdue Extension Office for details.

Exhibitor and Staff sign-in



Sign in with 4Honline

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.)

I have a profile
 I forgot my password
 Email: _____
 Password: _____
 Role: Family

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"



Welcome!

Thank you for signing in with your 4HOnline account.

For your convenience, the managers of this fair have already imported some of your 4HOnline records.



We noticed you haven't yet registered for the fair.

SECTION 1 - EXHIBITORS TAB

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

2016 Training Fair

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

4-Her's Family address

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

Select a Division to continue

- 6000: Scrapbooking
- 610: Aerospace (AE)
- 620: Cake Decorating (CK)
- 630: Cat Poster (CP)

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)

This exhibitor may not enter into this Division because:

 - a membership to one of the following 4HOnline Projects is required:
 - Child Development

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)

Exhibitor: Stark, Ginny Payment: \$0.00

Starting an Entry

Department: Exhibits (State Projects)

Division: 620: Cake Decorating (CK)

Class: 62011: Grade 3-4, Beginner (CK)

Existing entries (0)

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.

2016 Training Fair Stark

Exhibitor: Stark, Ginny Payment: \$0.00

Starting an Entry

Department: Exhibits (State Projects)

Division: 620: Cake Decorating (CK)

Class: 62011: Grade 3-4, Beginner (CK)

Existing entries (0)

17. Select the dot next to the 4-H Club that you belong to and then select the green "Continue" box

Entry #1

Stark, Ginny
 Club/Chapter

Please select the 4-H Club or FFA Chapter that is associated with this entry.
 Selected Club: Achievers

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 the following details:

- Entry #1**
- Stark, Ginny** (with a profile picture icon)
- Department:** Smart Mail (State Projects)
- Division:** 828 Cate Decoding (CQ)
- Class:** 82811 Grade 3-5, Beginner (CQ)
- Entry Description:** Briefly describe your entry (2000 char) with the text: "Indiana Bicentennial Celebration Cake, single layer"
- Buttons:** "Continue" (with a right arrow icon)

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 titled "What do you want to do next?" with the following options:

- For Ava Blomake:
- ➔ 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 the "Entry Animals" section with the following details:

- Progress:** Club/Chapter (1), **Animals** (2), Consensus (3), Review (4)
- Entry Animals:** There is no animal in this slot
- Buttons:** "Add an animal" (with a right arrow icon), "Continue" (with a right arrow icon)

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 the following options:

- ☰ Choose an Existing Animal Record
- OR
- ✍ Enter a New Animal Record
- Cancel

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

Animal Name: Spot

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
NOV 23 11:34 AM - 11:34 AM
Registered - 11/23/2011
4-H Online

Department: Livestock Horses
Division: 1650 English
Class: 250013 Bred/ve weat ph/score all ages, all ways (B4)

Entry Animals

Identifier (Animal Name)	Triton
Animal Type	Horses
Animal Name	Triton
Breed	American Quarter Horse
If selected Other (None), please type the animal's breed	
Dairy-And-Milkings	Brown, white (B4)
Sex	Male
Birthdate	10/12/2007
Check if this animal is under 56 inches tall	false
Intend to exhibit this animal at State Fair	true
We consent to share the Animal ID information with the Indiana State Fair System	false
Owned Or Leased	Owned
Owner Name	Tanya Black
Body Condition Score	

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.

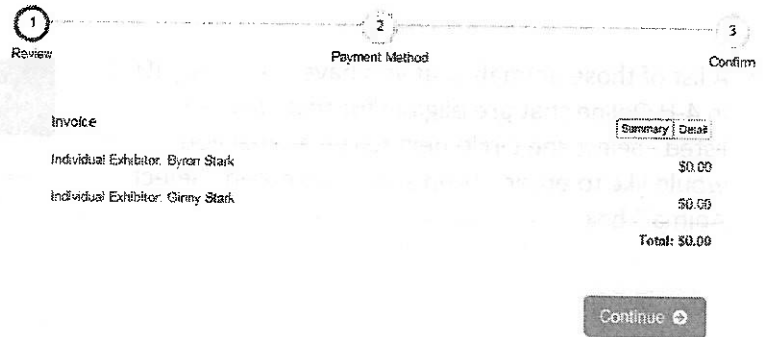
25. Review your invoice, either in summary format or detail format. If it looks correct, click the green "Continue" box. If not, go back to the entries tab and fix what you need to.

26. Select the green "Continue" box.

***There are no fees for 4-H exhibits.*

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.

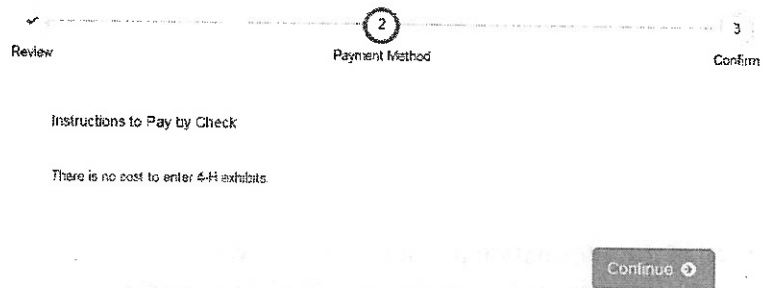
NOTE: Once you hit submit, you cannot edit your entries.



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

[Continue](#)

28. Click Continue to confirm and submit your entries.

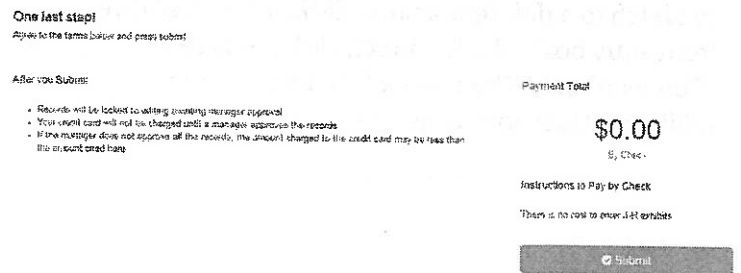


Instructions to Pay by Check

There is no cost to enter 4-H exhibits

[Continue](#)

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 of the records, the amount charged to the credit card may be less than the amount owed here

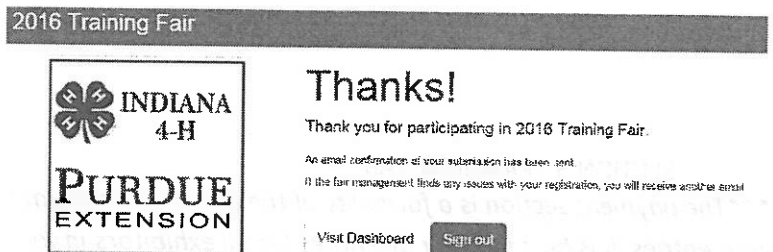
Payment Total: **\$0.00**
 \$, Check

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