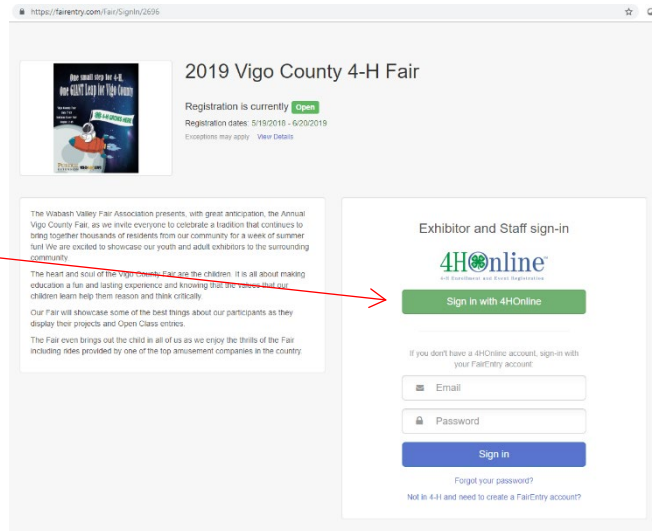


Register for the Vigo County 4-H Fair Horse Show: between May 28 and July 1, 2019

1. Go to www.fairentry.com Select “Find Your Fair,” type Vigo into “Search by keyword,” and click on 2019 Vigo County 4-H Fair.
2. Select your “Sign in with your 4-H Online account options – the **GREEN** box

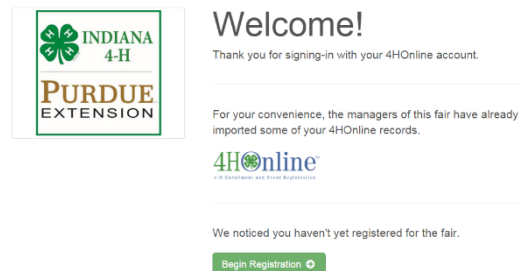


3. A separate box will pop up where you can enter the login email address and password from 4HOnline.

(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.)

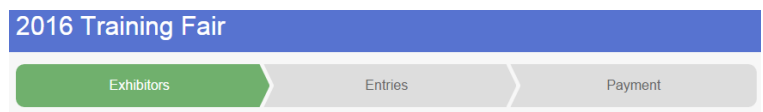


4. Click the “Login” box.
5. This will take you to the Welcome screen, where you will need to select the green box to “Begin Registration”



SECTION 1 - EXHIBITORS TAB

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



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



7. 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.

8. Answer any required questions and review the exhibitor registration information.

9. Make any necessary corrections (using the edit boxes). Remember that any corrections made here DO NOT transfer back to your 4HOnline Account

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

SECTION 2 - ENTRIES TAB

11. Click the green "Add an Entry" box to the right of the exhibitor's name

12. Click the green "Select" box next to Horses (or other Exhibit Hall department you would like to enter)

13. Click the green "Select" box next to the Division you would like to enter
 -Contesting
 -Western- includes halter and trail classes
 -English

14. On the left side select "Enter a single animal" and click on the blue "Add Animal" Box.

- 250006: Mare over 54
- 250010: Gelding over
- 250011: Gelding over
- 250012: Gelding over
- 250013: Gelding over
- 250057: Junior (Grad
- 250058: Intermediate
- 250059: Senior (Grad

15. Import your horse from your 4HOnline record.

16. With your horse selected choose all of the classes you would like to enter from each division. Remember halter and trail classes are under the Western Division. Showmanship is listed under both Western and English.

- 250003: Mare over 56", 5 years old and under (WS)
- 250004: Mare over 56", six to nine years old (WS)
- 250005: Mare over 56", ten to fifteen years (WS)
- 250006: Mare over 56", sixteen years and over (WS)
- 250010: Gelding over 56", 5 years and under (WS)
- 250011: Gelding over 56", six to nine years old (WS)
- 250012: Gelding over 56", ten to fifteen years (WS)
- 250013: Gelding over 56", 16 years and older (WS)
- 250057: Junior (Grades 3 - 5) Showmanship (HWSS)
- 250058: Intermediate (Grades 6 - 8) Showmanship (HWSS)
- 250059: Senior (Grades 9 - 12) Showmanship (HWSS)
- 250060: Mini Walk-Trot
- 250061: Walk-Trot Horsemanship exhibitors in 3rd and 4th gra
- 250062: Leadline Equitation/Horsemanship (challenged riders)
- 250063: Walk-Trot Equitation/Horsemanship (challenged riders)
- 250064: Western horsemanship all sizes, Grades 3-7 (WS)

17. Click the green Continue button when you've made all your selections.

18. You will be asked to review your selections. Confirm and press create entries.

Before we actually create your entries, please review your selections.

If you continue with your current selections, 3 entries will be created with the following information:

Department	2019 Vigo County 4-H Fair
Division	Horse
Club	Vigo County 4-H Horse & Pony Club 4-H
Animal(s)	• Chanty

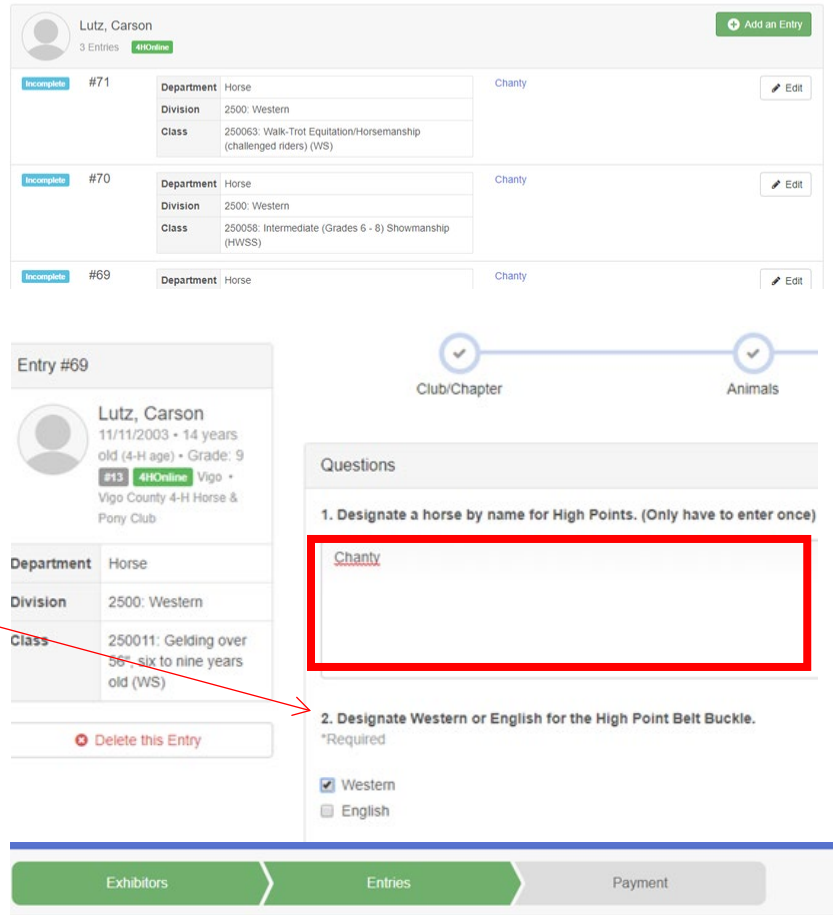
Entry Classes

- 250011: Gelding over 56", six to nine years old (WS)
- 250058: Intermediate (Grades 6 - 8) Showmanship (HWSS)
- 250063: Walk-Trot Equitation/Horsemanship (challenged riders) (WS)

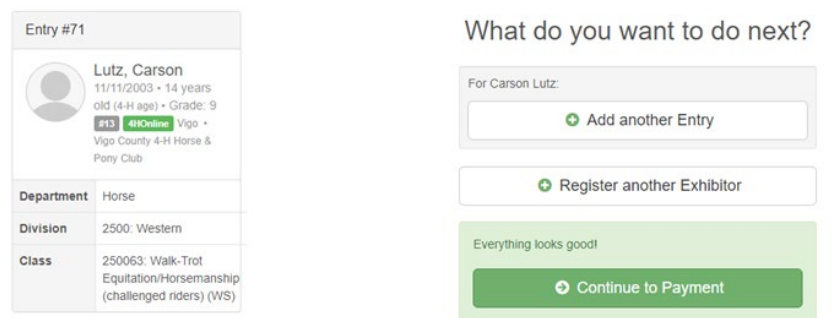
19. Click on the blue box “Review/Complete Outstanding Records when you have added all your entries in that division.



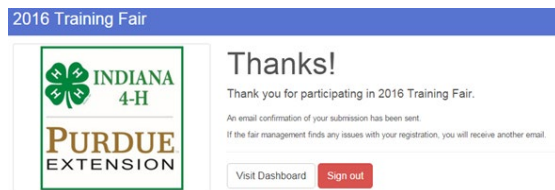
20. You will be asked to designate your horse for High Points competition and when entering in the Halter or Trail classes you will need to designate if those points will go towards the Western or the English High Points Belt Buckle. Click Continue when complete.



21. You will add another entry if you’d like to enter in another Division (Contesting, Western, English) or have Exhibit Hall projects or Rabbits to enter. (Exhibit Hall and Rabbit entry deadline is June 20!). If you have another 4-H member to enter do this before going to the next step.



- 22. When ALL entries have been added click “Continue to Payment.”
- 23. Review the invoice of \$0 and click Continue.
- 24. Click continue again since no payment method is necessary.
- 25. Finally, click Submit!
- 26. You will receive a “Thanks!” message. You can choose “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 Vigo County Extension Office if you have any problems with this process at 812-462-3371 or shaag@purdue.edu for horses & rabbits and carroll@purdue.edu for Exhibit Hall.