

### Register for the La Porte County Fair:

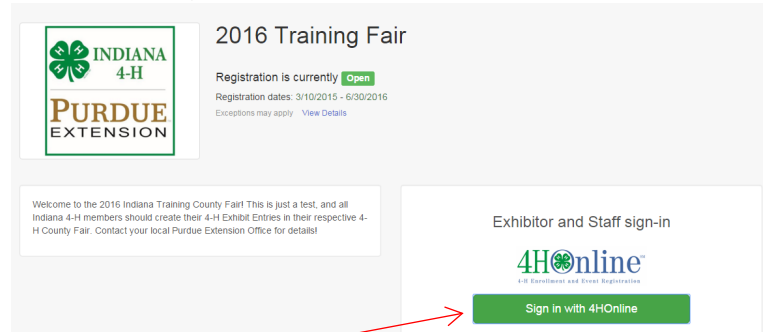
The Cat, Consumer Clothing, Fashion Revue, Sewing, and Wearable Art projects need to be registered by June 19.

The rest of the Small Projects need to be registered by June 26

Animals projects by June 28.

Please contact the Mindy Rose at the La Porte County Extension Office if you have any problems with this process at 219-324-9407 or msrose@purdue.edu.

1. Go to [laportecountyin.fairentry.com](http://laportecountyin.fairentry.com)

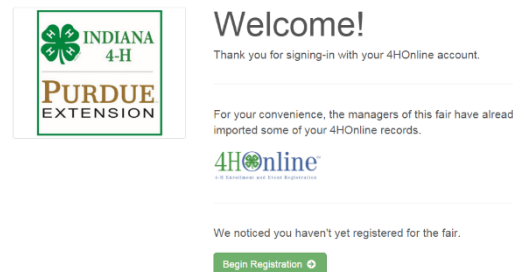


2. Select your “Sign in with your 4-H Online account options – the **GREEN** box
3. A separate box will pop up where you can enter the login email address and password from 4HOnline.

*(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”

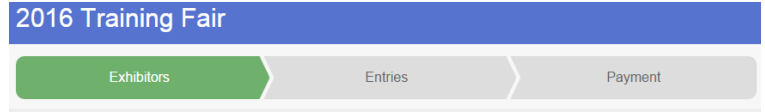


## SECTION 1 - EXHIBITORS TAB

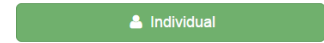


## How to Register Exhibits for Fair (4-H Family)

6. Choose if you would like to register an individual or a team 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. If Additional questions are required by your county, complete the questions and then select the green "Continue" box

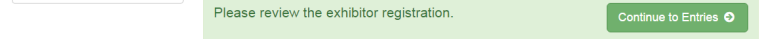
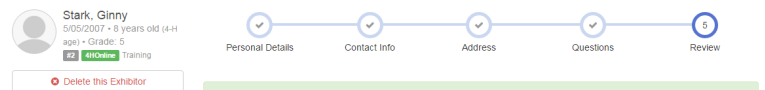
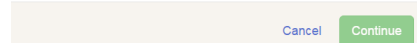
11. When you are taken back to the Exhibitor information page, click the green "Continue to Entries" button

### 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 -



Personal Details		Edit
First Name	Ginny	
Last Name	Stark	
Date of Birth	5/05/2007	
Gender	Female	

Contact Info		Edit
Email	Stark@nomail.com	
Home Phone	555-555-5555	
Cell Phone		
Cell Phone Carrier		

Address		Edit
4-Her's Family address		

## SECTION 2 - ENTRIES TAB



## How to Register Exhibits for Fair (4-H Family)

- 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
- Click the green “Select” box next to the Division you would like to enter
- Click the green “Select” box next to the Class you would like to enter  
(Check the La Porte County 4-H Handbook for exhibition descriptions, requirements and rules)
- 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.
- Select the dot next to the 4-H Club that you belong to and then select the green “Continue” box

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  
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
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:  
Cat

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  
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

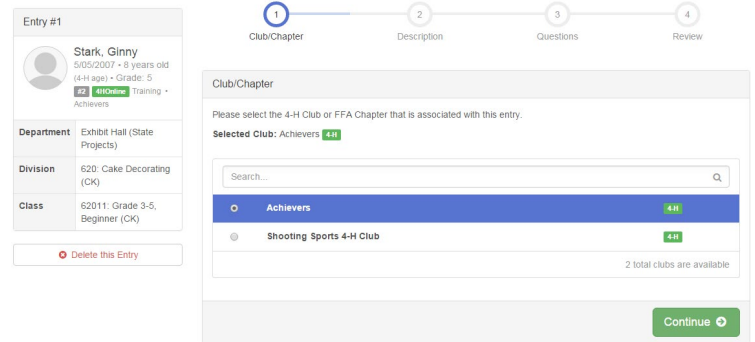
Class: 62011: Grade 3-5, Beginner (CK) Change

Continue

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

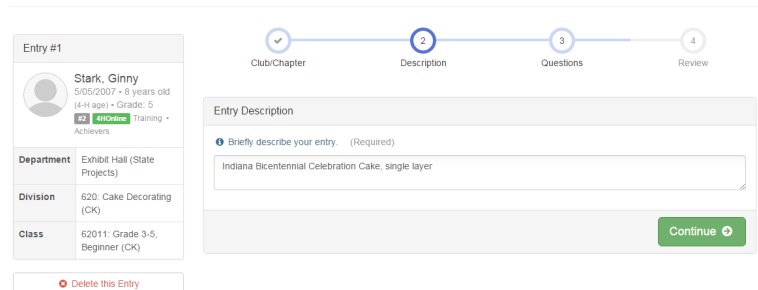
Existing entries (0)

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 the registration interface for Step 1: Club/Chapter. A progress bar at the top indicates the current step. On the left, a sidebar shows the entry details for Stark, Ginny (8 years old, Grade 5, 4-H member). The main area prompts the user to select a 4-H Club or FFA Chapter. A search bar is present, and a list of clubs is shown, with 'Achievers' selected. A 'Continue' button is at the bottom right.

19. Answer any Additional Questions required for that entry and then click the green "Continue" box.

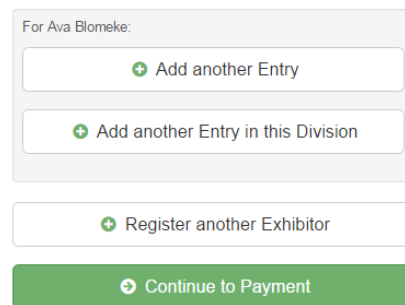


The screenshot shows the registration interface for Step 2: Entry Description. The progress bar is updated. The sidebar remains the same. The main area has a text box for the entry description with the example text 'Indiana Bicentennial Celebration Cake, single layer'. A 'Continue' button is at the bottom right.

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

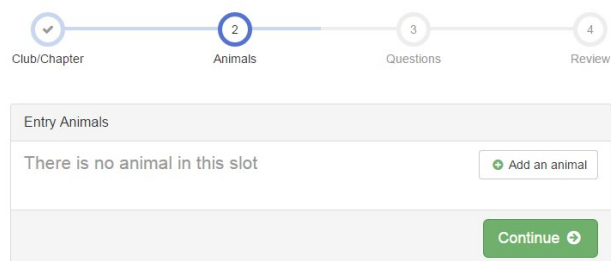
and select that appropriate box  
 \*\*\*The payment section is a formality of the system. No payment is needed, but you must go through the steps to submit your entries.

### What do you want to do next?



The screenshot shows a panel titled 'For Ava Blomeke:' with four options: 'Add another Entry', 'Add another Entry in this Division', 'Register another Exhibitor', and 'Continue to Payment'. The 'Continue to Payment' option is highlighted with a green background.

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 registration interface for Step 2: Animals. The progress bar is updated. The sidebar remains the same. The main area has a text box with the message 'There is no animal in this slot' and a button labeled 'Add an animal'. A 'Continue' button is at the bottom right.



## How to Register Exhibits for Fair (4-H Family)

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.

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.

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.

Identifier (Animal Name)	Triton
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	

### 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.

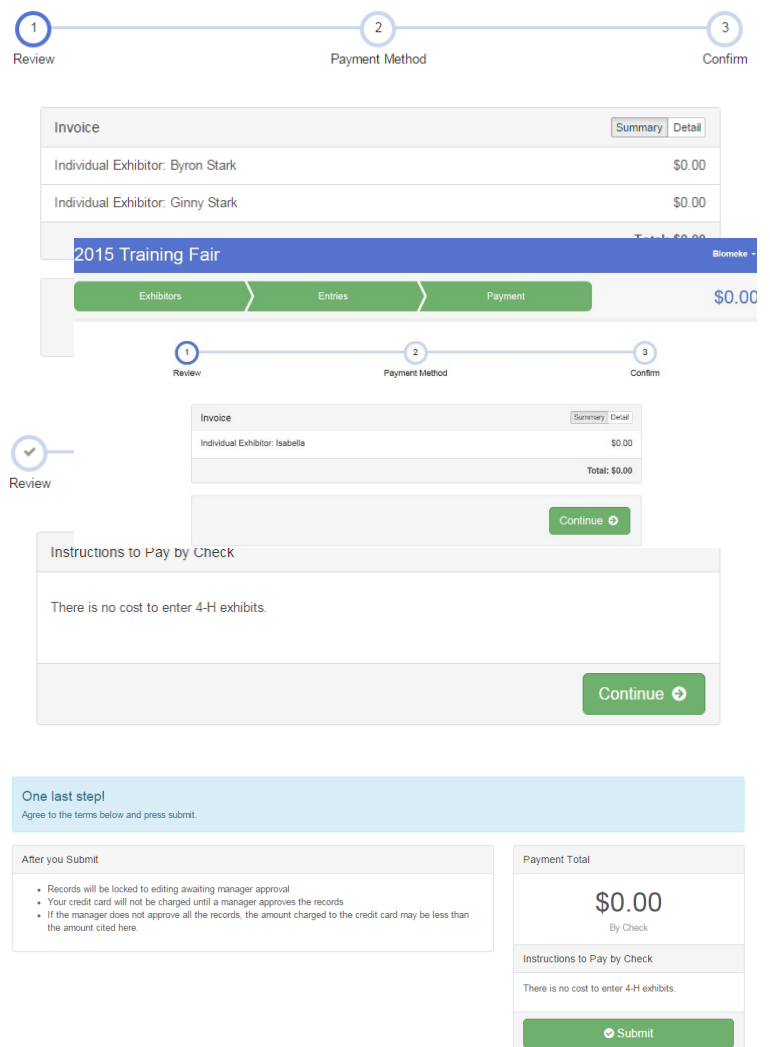
*\*\*There are no fees for 4-H exhibits.*

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.**

28. Click Continue to confirm and submit your entries.

29. Click the Submit button to submit your entries.



**1** Review      **2** Payment Method      **3** Confirm

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

**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

Instructions to Pay by Check

There is no cost to enter 4-H exhibits.

Continue

**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

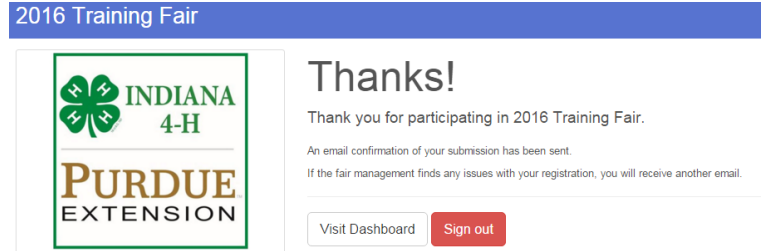
**\$0.00**  
By Check

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.



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 Mindy Rose at the La Porte County Extension Office if you have any problems with this process at 219-324-9407 or [msrose@purdue.edu](mailto:msrose@purdue.edu).