

Instructions for Fair Entry

Deadline is May 26

FairEntry is currently open and ready for you to enter your classes! Fair Entry will be CLOSED on Tuesday, May 26th at 11:59 PM. Remember that the Office will be closed on Monday, May 25th for Memorial Day. Get your information in early to avoid computer delays and human errors.

1. Go to **www.harrisoncounty.in.fairentry.com**
2. Select "Sign in with your 4HOnline account options— the GREEN box.
3. A separate box will pop up– enter the login email address and password from 4HOnline.
4. Click the "Login" box
5. Select the GREEN box to "Begin Registration"

Section 1– Exhibitor Tags

6. Choose if you would like to register as an individual and click the green box.
7. Choose the dot next to the name of the 4-H'er you would like to register and click "continue".
8. Answer any required questions and review the exhibitor registration info
9. Make any necessary corrections. Corrections made here. **DO NOT** transfer to your 4HOnline Account
10. Click "Continue to Entries"

Section 2- Entries Tab

11. Click "Add an Entry" box to the right of the exhibitors name.
12. Click "Select" box next to the Department, Division, and Class you would like to enter.
13. Review the selection for Department, Division, and Class. To correct errors, click the corresponding 'Change' button. Click "Continue".
14. Select the 4-H Club you belong to and click "Continue".

15. If required, enter the description of your exhibit and click "Continue".
16. Answer any additional questions required for that entry and click "Continue".
17. Decide if you would like to add another entry, add another entry in this division, register another exhibitor, or continue to payment.
18. To register an animal entry from 4HOnline, you will select "add an animal" box.
19. Click "Choose an Existing Animal Record" box to enter an animal that was identified in 4HOnline.
20. Select the animal you would like to enter and click "Select Animal".
21. If you want to switch to a different animal, click "remove from entry box." If it is correct, click "Continue".

Section 3– Payment Tab

22. Review your invoice, either in summary format or detail format. If it's correct, click "Continue".
23. Select the green "Continue" box.
24. 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

25. Click Continue to confirm and submit your entries. **You will then get a confirmation email with a list of your entries after you submit your projects on FairEntry.**