

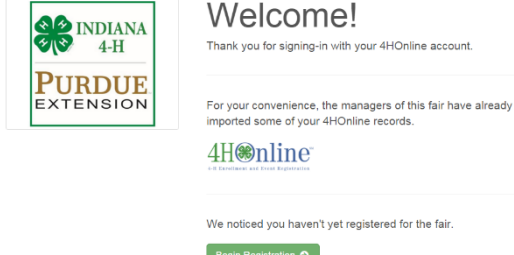
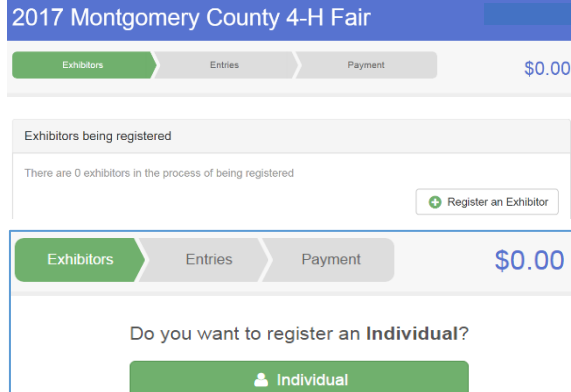


**Register for the Montgomery County 4-H Fair:  
\*\*between June 16<sup>th</sup> and July 12<sup>th</sup> for animal and non-animal exhibits**

<p>1. Go to <a href="http://montgomery-countyin.fairentry.com/">http://montgomery-countyin.fairentry.com/</a></p> <ul style="list-style-type: none"> <li>- Recommended browsers: Google Chrome or Mozilla Firefox. Older versions of Internet Explorer may cause unexpected results.</li> <li>- Register all entries for each exhibitor in the family before proceeding to the Payment section.</li> <li>- Be sure to click “submit” when you have completed your entries. Entries are not final until they have been submitted.</li> </ul>	 <p>Exhibitor and Staff sign-in</p> <p><b>4Honline</b> 4-H Enrollment and Event Registration</p> <p>Sign in with 4HOnline</p> <p>If you don't have a 4Honline account, sign-in with your FairEntry account:</p> <p>Email: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Sign in</p> <p>Forgot your password? Not in 4-H and need to create a FairEntry account?</p>
<p>2. Select the “Sign in with your 4-H Online” option – the <b>GREEN</b> box</p>	
<p>3. A separate box will pop up where you can enter the login email address and password from 4HOnline.</p> <p><i>(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></p>	 <p><b>PURDUE EXTENSION</b></p> <p><input checked="" type="radio"/> I have a profile <input type="radio"/> I forgot my password</p> <p>Email: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Role: Family</p> <p>Login</p>
<p>4. Click the “Login” box.</p>	 <p><b>INDIANA 4-H</b> <b>PURDUE EXTENSION</b></p> <p><b>Welcome!</b></p> <p>Thank you for signing-in with your 4Honline account.</p> <p>For your convenience, the managers of this fair have already imported some of your 4Honline records.</p> <p><b>4Honline</b> 4-H Enrollment and Event Registration</p> <p>We noticed you haven't yet registered for the fair.</p> <p>Begin Registration</p>
<p align="center"><b>SECTION 1 - EXHIBITORS TAB</b></p>	
<p>6. Choose the register an exhibitor button and click the green “Individual” box. There is no payment necessary during this process.</p>	 <p><b>2017 Montgomery County 4-H Fair</b></p> <p>Exhibitors   Entries   Payment <b>\$0.00</b></p> <p>Exhibitors being registered</p> <p>There are 0 exhibitors in the process of being registered</p> <p>Register an Exhibitor</p> <p>Exhibitors   Entries   Payment <b>\$0.00</b></p> <p>Do you want to register an Individual?</p> <p>Individual</p>

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.

### New Individual Exhibitor

Select an Existing person to continue...

- Stark, Byron  
5/08/2001 - Age 14
- Stark, Ginny  
5/05/2007 - Age 8
- Stark, Kim  
5/18/2004 - Age 11
- Stark, Tanya  
11/24/2000 - Age 15

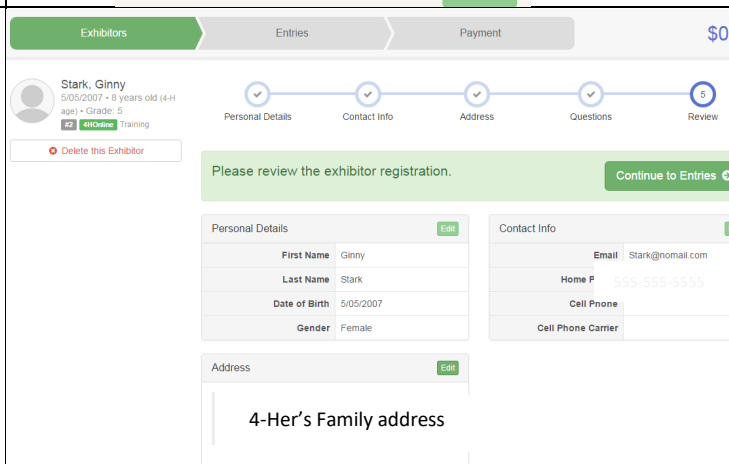
- OR -

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



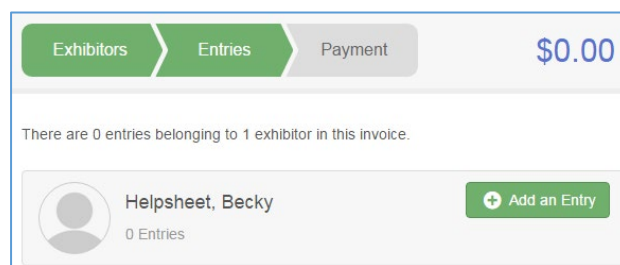
The screenshot shows the 'Review' step of the registration process for Stark, Ginny. A progress bar at the top indicates steps: Personal Details, Contact Info, Address, Questions, and Review (5). Below the progress bar, a green banner says 'Please review the exhibitor registration.' with a 'Continue to Entries' button. The registration details are shown in two columns:

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

Below this is an 'Address' section with a text input field containing '4-Her's Family address' and an 'Edit' button.

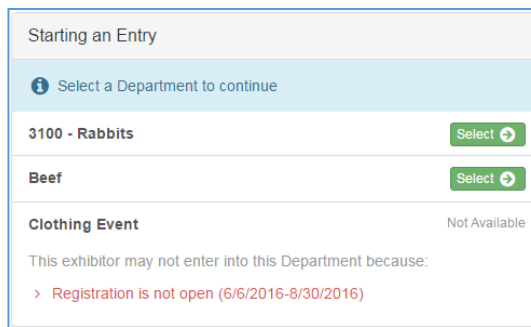
## SECTION 2 - ENTRIES TAB

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



The screenshot shows the 'Entries' tab selected in the navigation bar. The total amount is \$0.00. A message states: 'There are 0 entries belonging to 1 exhibitor in this invoice.' Below this, the exhibitor 'Helpsheet, Becky' is listed with '0 Entries' and a green 'Add an Entry' button.

13. Click the green "Select" box next to the Department you would like to enter. Any departments that are not available for entry will be noted as "Not Available" with a short explanation.

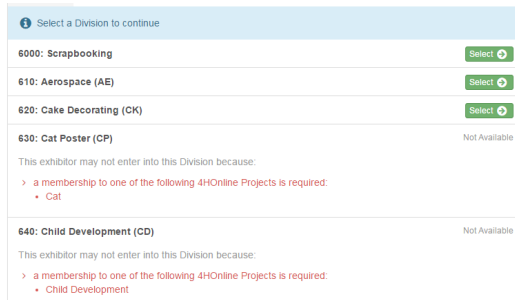


The screenshot shows the 'Starting an Entry' screen with a message: 'Select a Department to continue'. Three options are listed:

- 3100 - Rabbits**
- Beef**
- Clothing Event** Not Available

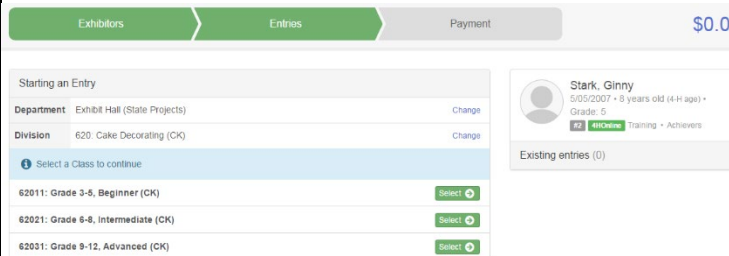
Below the options, a message explains: 'This exhibitor may not enter into this Department because: > Registration is not open (6/6/2016-8/30/2016)'

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

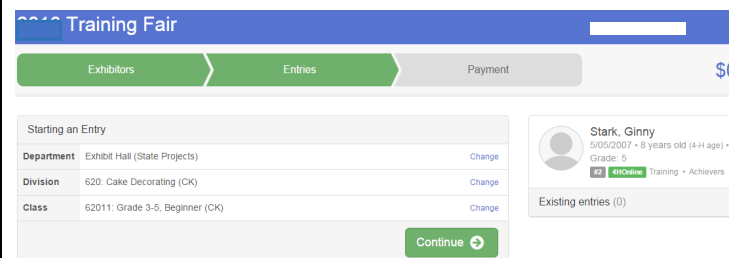


15. Click the green “Select” box next to the Class you would like to enter

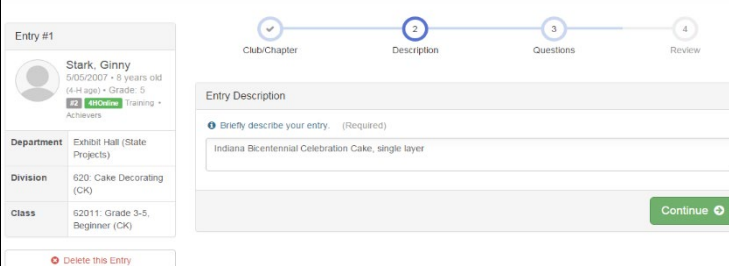
**(Check the Montgomery County 4-H Info book for exhibition descriptions, requirements and rules)**



16. Review the selection of the Department, Division and Class. To correct errors in the Department, Division or Class, click the corresponding blue ‘Change’ button in case you mistakenly select an incorrect department, division, or class. 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. Next, 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”*



18. Answer any Additional Questions required for that entry. In the event, we must switch to a Virtual fair or you wish to exhibit virtually and not in-person judging, this is where you would upload any documents, images, or video links required.

**\*\*Once you are done with the uploads, then click the green “Continue” box.**

19. When each class entry is complete, you have 4 choices for what to do next:

- If this exhibitor has more class entries to make, you can **Add another Entry**
- If you need to change the division, select the **Add another Entry in this Division** button.
- If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this family.
- If all entries for all exhibitors in the family have been completed, **Continue to Payment** to finalize and submit your entries.

*\*\*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?

For Ava Blomeke:

- 
- 
- 
- 

### SECTION 3 – Animal Entries

20. The first two steps of selecting a department and division are similar. Once those elections are made, the exhibitor will be asked to first select a class.

Starting an Entry

Department: Dairy Cattle

Division: 210: Dairy Cattle

**Select a Class to continue**

- 21202: Ayrshire Jr. Calf
- 21203: Ayrshire Intermediate Calf
- 21204: Ayrshire Senior Calf
- 21205: Ayrshire Summer Yearling

21. To register an animal entry from 4-H Online, you will select the white “add an animal” box during the entry process.

Progress: 1. Club/Chapter (checked) | 2. Animals | 3. Questions | 4. Review

Entry Animals

There is no animal in this slot

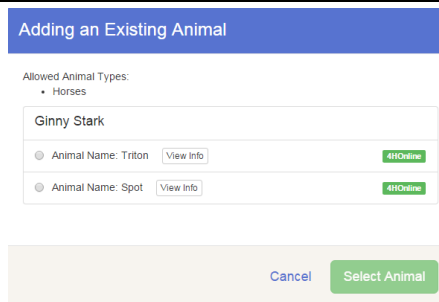
22. A smaller box with 2 options will pop up. Choose the green “Choose an Existing Animal Record” box to enter an animal that was identified in 4-H Online.

To enter a Cat, Dog, Rabbit, or Poultry, please select “Enter a New Animal Record”, and complete all applicable fields on the screen.

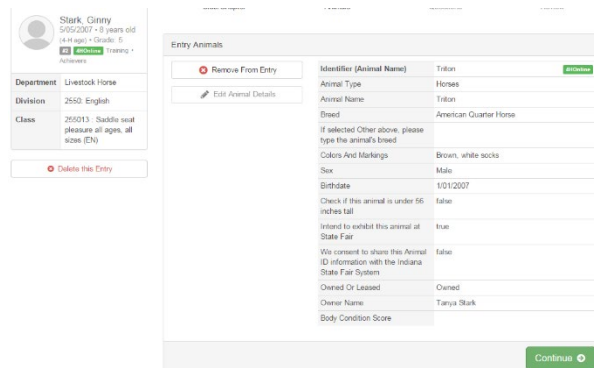
Adding an Animal

- 
- OR
- 
-

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.

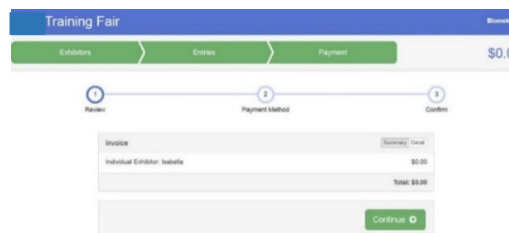


25. This then takes you to answer any Additional Questions required for that entry (similar to Step 18). In the event, we must switch to a Virtual fair or you wish to exhibit virtually and not in-person judging, this is where you would upload any documents, images, or video links required.

### SECTION 4 - 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.*

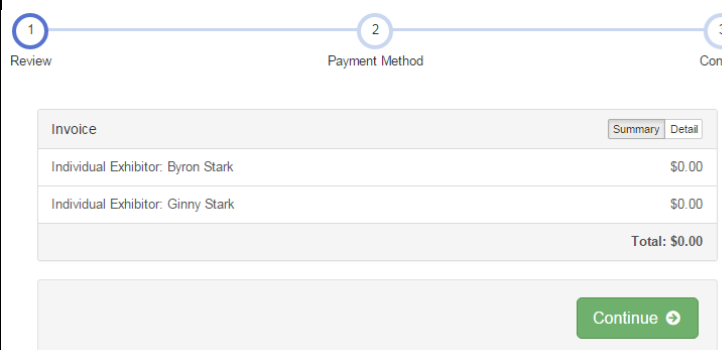
26. Review your invoice, in either summary format or detail format. If it looks correct, click the green "Continue" box. If not, go back to the entries tab and fix what you need to.



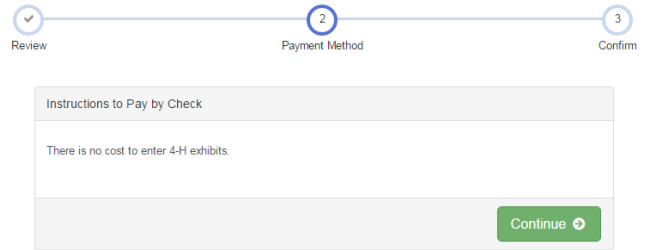
27. Select the green "Continue" box.  
*\*\*\*There are no fees for 4-H exhibits.*

28. 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.

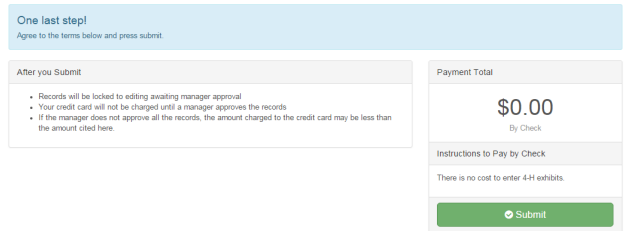
**NOTE: Once you hit submit, you cannot edit your entries.**



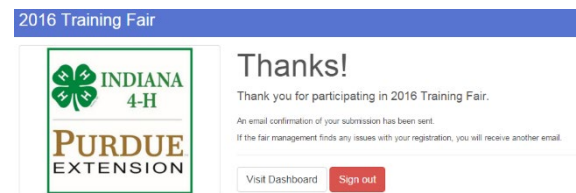
29. Continue to confirm and submit your entries.



30. Click the Submit button to submit your entries.



31. You will receive a “Thanks!” message. You can choose the button to “Visit Dashboard” to see your entry.



You will receive an email from FairEntry after your entry has been submitted.

You will also receive an email from FairEntry 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 Montgomery County Extension Office if you have any problems with this process at **(765)364-6363** or [asweet@purdue.edu](mailto:asweet@purdue.edu).