How to Register for Fair (4-H Family)

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| 1. Go to [www.fairentry.com](http://www.fairentry.com) |  |
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| 1. Select your 4-H State and County. 2. Click “Go” next to the Fair for which you would like to register. |  |
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| 1. Select to sign in with “My 4HOnline Profile.” 2. Enter the login email address and password from 4HOnline. 3. Click “Login.” |  |
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| 1. If the family member you wish to register is not listed, click “Bring in my information from 4HOnline” to begin the registration. 2. If the family member you wish to register is already listed, proceed to step 11. |  |
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| 1. Begin typing the member’s name in the search box. 2. Select the member and click “Import Exhibitor” |  |
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| 1. Click “Register” next to the member’s name to begin the registration process. |  |
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| 1. Verify that the exhibitor information is correct. 2. Make any necessary corrections NOTE: this will NOT change the information in 4HOnline. Be sure to log in to 4HOnline to make changes to the enrollment record. 3. Click “Continue.” |  |
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| 1. Click “Create entry from an animal in 4HOnline” to add an entry for a specific animal identified in 4HOnline. |  |
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| 1. Select the member’s animal. |  |
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| 1. Review the animal information to be sure the correct animal is selected. Click “Import Entry.” |  |
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| 1. Select the appropriate entry class. 2. Enter any other required information. 3. Click “Save entry” |  |
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| 1. To register a non-livestock entry, or an entry for which you will not choose an animal at this time, click “Create new entry.” 2. Select the Division and Class and click “Create Entry.” |  |
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| 1. Enter any other required information. 2. Click “Save Entry” |  |
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| 1. After all entries have been added for the selected member, click “Continue.” |  |
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| 1. Enter any additional registration information. 2. Click “Continue.” |  |
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| 1. Select “Register another exhibitor/team” to add entries for another family member. 2. If all entries are complete, click “Continue.” |  |
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| 30. Review the invoice and click “Continue” |  |
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| 1. Select the desired payment method and complete the billing address. 2. Click “Continue” |  |
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| 1. Click “Confirm Order” to submit entries.   NOTE: Entries are locked for editing once they have been submitted. Contact your County/Event Manager to make any changes to existing entries. |  |
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| 1. Click on the Family Name at any point during the registration process to return to the family list of exhibitors and entries. |  |