



# FairEntry – detailed instructions for families

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## GETTING STARTED

- In order to register for 4-H at your county fair, each youth must be enrolled as an active 4-H member and you must know (or obtain) your 4HOnline family login (email address and password).

For more information about enrolling and/or obtaining lost login information, go to [www.4-H.umn.edu/4honline](http://www.4-H.umn.edu/4honline)

- For county fair information, premium books, dates and more, visit your county website, findable from <http://www3.extension.umn.edu/local/marshall>

## LOGGING IN

When you're ready to register for the fair, start at the FairEntry URL for Marshall County:

<https://fairentry.com/Fair/SignIn/2362>

- You can also go to [www.fairentry.com](http://www.fairentry.com) and click to "Find your Fair".



Once you're at your county's fair page, proceed as follows:

- Click on "Sign in with 4HOnline"

This will bring up a popup window (watch for pop-up blocker notices and/or a hidden window).

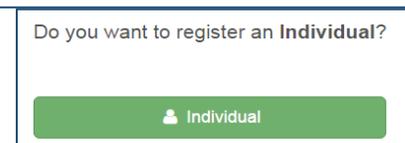
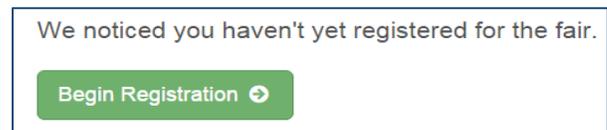


- This is where you'll enter your 4HOnline login email and password (this is another opportunity to request a forgotten password).

## CREATING EXHIBITORS

If this is your FIRST TIME logging in, you will see a welcome screen. (See below for subsequent logins)

- Click "Begin Registration"
- Click on "Individual"
- Click on the 4-H member you are registering and click on "Continue"
- As you proceed, you may or may not see a question(s) to answer, depending on your county.



- Click “Continue”

**Congratulation! You have now created an Exhibitor profile, which can be reviewed if desired.**

## CREATING (REGISTERING) ENTRIES

The next step is to create entries

- Click “Continue to Entries”, then “Add an Entry”.
- Select the desired Department.
- Select the desired Division.
- Click on “Choose”

Choose Division		
Department	Goat - Dairy	<a href="#">Change</a>
Division	Dairy Breed	<a href="#">Change</a>
		<a href="#">Cancel</a> <a href="#">Choose</a>

At this point, the registration option you see will depend on the Class being entered:

**Option 1** - Selecting from a list of Classes.

**Option 2** - Selecting to enter multiple entries (exhibits) in one more Classes at one time.

**Option 3** - Selecting a single animal Class and then (in some cases) choosing a specific animal.

**Option 4** - Selecting a specific animal, and then entering that animal into one or more Classes.

(See below for details on each option)

In all options, you will at some point see the member’s 4-H Club displayed.

In some cases, you must “Select” (or change) the club.

Options for doing that may vary, but generally the suggested club can most easily be selected with a blue “Select this Club” button. In other cases the club will already be selected.

**Suggested Club:** Amboy Area Adventurers **4-H**  
 (Last Club Selected)  
[Select this Club](#)

### OPTION 1 - Selecting from a list of Classes

- Click on “Select” to register one entry in that Class

Starting an Entry

Department	Public Presentations	<a href="#">Change</a>
Division	Illustrated Presentation	<a href="#">Change</a>
<i>i</i> Select a Class to continue		
0003001: Illustrated Presentation - Grade 9+ Individual		<a href="#">Select</a>

### OPTION 2 - Selecting to enter multiple entries in one more Classes at one time (IF allowed in the Class)

- Check the box to the left of the desired Class
- Change the Quantity as desired
- Click “Continue”
- Review Entries and then click on “Create Entries”

Class or Classes

<input checked="" type="checkbox"/>	R130001: Electric - Grades 9+	Quantity: 3
<input type="checkbox"/>	R130002: Electric - Grades 6-8	
<input type="checkbox"/>	R130003: Electric - Grades 3-5	

**OPTION 3** - Selecting a single animal Class and then (in some cases) choosing a specific animal.

- Click on “Select” to register one entry in the desired Class.
- Click “Continue”
- Select your Club (see above note about selecting a Club)
- If an animal is required, click on “Add an animal” to choose from previously ID’d and available animals
- Click “Continue”

**OPTION 4** - Selecting a specific animal, and then entering that animal into one or more Classes.

- The first step in this option is to select the animal to be entered. (Only one animal at a time can be entered with this option.)
- If this is the first time entering this particular animal, it must be “added” to the screen, by clicking on “Add Animal”.
- Once the animal is listed, click on the radio button to select it.
- Then, choose the Class(es) that this animal will be entered into
- Click on [Continue] to review entries
- Click on [Create Entries] to complete the process.

### OTHER QUESTIONS AND INCOMPLETE ENTRIES

In the process of registering entries, some entries will have additional questions you must answer. Follow the on-screen instructions to complete the questions and proceed with registration.

In some cases, you may run into errors or situations where you cannot proceed. If you see a “blue” button or information, follow the instructions to complete the tasks indicated.

There may be situations where you cannot proceed with your fair entries for some reason or another. For example, you may need to enter an animal that is not showing up as being available for entry, or you may be unsure about the correct Class to enter. In these cases, contact your County Extension Staff - contact information can be found at <http://www3.extension.umn.edu/local/marshall>

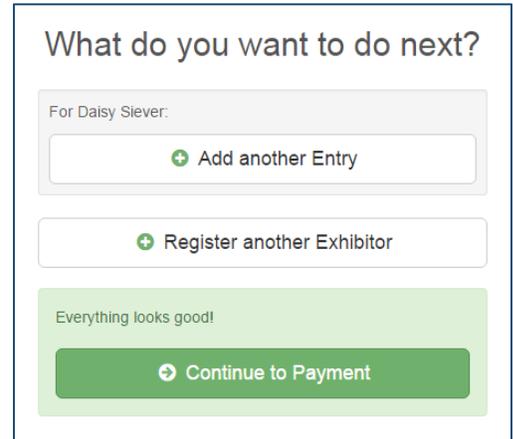
## CONTINUING ON

After successfully completing an entry, you can:

- Click “Add another Entry” to continue adding entries.
- Click “Register another Exhibitor” to change to another 4-H member in the family.
- Click “Continue to Payment”. (There are no fees or payments needed, but this step is required to complete your registration).

Click “Continue to Payment” to finish, following the steps as prompted to submit the “invoice”.

- You can log back in at any time to review entries previously created or to add additional exhibitors and/or entries



## LOGGING BACK IN ANOTHER TIME

When logging back in, you will find your family profile in one of three “invoice statuses”:

<p>Invoice un-submitted</p>	<ul style="list-style-type: none"> <li>• You can continue adding or completing entries on that invoice.</li> <li>• Entries cannot be changed, but they can be deleted from an un-submitted invoice</li> </ul>	
<p>Invoice submitted and approved</p>	<ul style="list-style-type: none"> <li>• You can add new entries by starting a new invoice.</li> <li>• Previously submitted entries cannot be deleted or changed.</li> </ul>	

## NAVIGATION HINTS

Click on the fair “Title” to return to your family Dashboard at any time.

- This is where you’ll be able to find completed/ approved invoices and printable lists of entries.



When working on an invoice, you can often click on any of the navigation buttons even if they are not green. This can be helpful for going “back and forth” while working on entries.

