



COUNTY FAIRS

FairEntry – detailed instructions for families

Created: March 24, 2016

Updated: April 7, 2016 - updated pgs. 3 & 4 to reflect recent upgrades

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 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

- For county fair information, premium books, dates and more, visit our county website at: www3.extension.umn.edu/county/lincoln/4-h/article/county-fair-2016

LOGGING IN

When you're ready to register for the fair, start here:

4-H Lincoln County Fair Registration

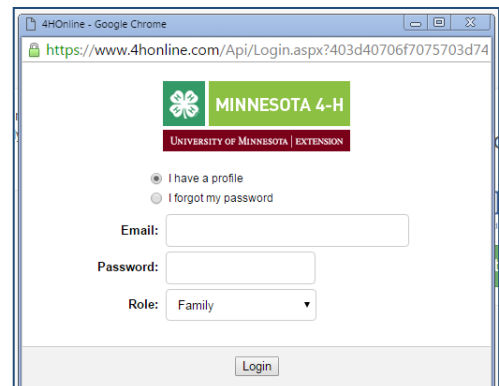
lincoln-county-mn.fairentry.com

- 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 (or this is another opportunity to request a forgotten password).



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”

We noticed you haven't yet registered for the fair.

Begin Registration ↻

Do you want to register an **Individual**?

Individual

- You will see questions or other information – click “Continue”

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

- Click “Continue to Entries”, then “Add an Entry” to proceed.

The next step is to create entries

- Select the desired Department for the first entry.
- Select the desired Division and then the desired Class.
- Click on “Continue”
- Select your 4-H Club & “Continue”
 - On subsequent entries for the same exhibitor, you can save a click by using the “Select this Club” button

Suggested Club: Amboy Area Adventurers **4-H**
(Last Club Selected)

Select this Club

For livestock, note that some Classes will require you to add an animal. If so, select the desired animal from the list of animals that have been ID'd by all members of your family in 4HOnline.

If desired, you can change the selected animal when you arrive at the fair (including changing animals between siblings).

- Click “Continue” at the bottom of the animal list.
- If done, or if there are no Entry Animals, click “Continue”
- Review entry and then click “Continue”

At this point you can do the following:

- Click “Add another Entry” to continue adding entries.
- Click “Add another Entry in this Division” to add another entry in any Class of the Division just entered.
- Click “Register another Exhibitor” to change to another family 4-H member
- Click “Continue to Payment” only after entering projects for ALL of your family members (There are no fees or payments needed, but this step is required to complete your registration).

What do you want to do next?

For Davey Siever:

+ Add another Entry

+ Add another Entry in this Division

+ Register another Exhibitor

+ Continue to Payment

To proceed to finish, follow the steps as prompted to submit the “invoice”.

- Once an invoice has been submitted, Extension staff will review and approve your family’s entries. Until then you are not able to create additional entries.
- You can log back in at any time to review entries previously created.

LOGGING BACK IN ANOTHER TIME

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

<p>Invoice un-submitted</p>	<p>You can continue adding or completing entries on that invoice</p>	
<p>Invoice submitted, but not approved</p>	<p>New entries not allowed- but you can review previous entries.</p>	
<p>Invoice submitted and approved</p>	<p>You can add entries by starting a new invoice.</p>	

NAVIGATION

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.

entry.com/Registration#/dashboard

2016 - Zarlog Training Fair

Registration is currently **Open**

1/3/2016 - 9/9/2016

Your Completed Invoices

These invoices are no longer available for printing.

#53177	\$0.00
Paid	1 Entry
	1 Entry
#53180	\$0.00
Paid	1 Entry
	1 Entry

aaSiever, Leila View

2 Entries **4HOnline**

#10

Department	Cloverbuds
Division	Cloverbud
Class	N001002: Cloverbud Item Made at Meeting

View

#9

Department	Cloverbuds
Division	Cloverbud
Class	N001003: Cloverbud Item Made at Home

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.

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Exhibitors **Entries** **Payment**