COUNTY FAIRS

FairEntry – quick start guide for families

Created: March 28, 2016
Reviewed:

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 info go to www.4-H.umn.edu/4honline
• For county fair information, premium books, dates and more, visit your county website at: www.extension.umn.edu/county
• To register for the fair go to the URL supplied by your county or go to www.fairentry.com, “Find your Fair”, and when at your fair page, click on the green button to “Sign in with 4HOnline”.

REGISTERING FOR FAIR

If this is your FIRST TIME logging in, you will see a welcome screen – follow the prompts to

1. Register (create) an exhibitor
2. Add entries to that exhibitor.
3. Repeat for additional exhibitors and/or entries.

When completed with exhibitors and entries, click “Continue to Payment” and submit the “Invoice”. (There are no fees or payments needed, but this step is required to complete your registration.)

LOGGING BACK IN ANOTHER TIME

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

• Invoice un-submitted - You can continue adding or completing entries on that invoice.
• Invoice submitted, but not approved - New entries not allowed- but you can review previous entries until your invoice is approved.
• Invoice submitted and approved - You can add entries by starting a new invoice.

NAVIGATION HINTS

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

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.