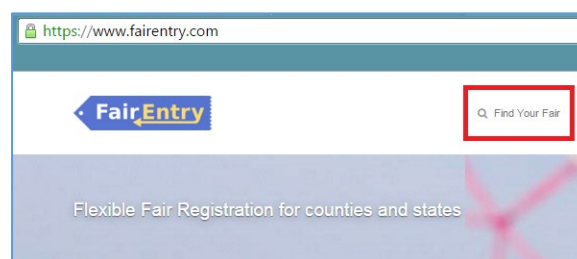


Exhibitor Group (Family) Entry

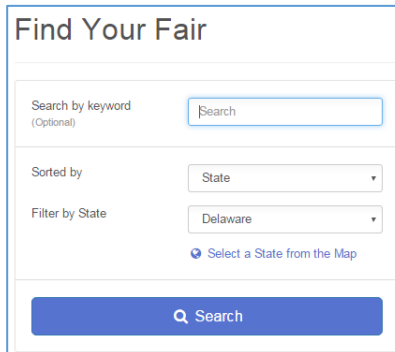
Important Reminders

- All animal AND 4-H exhibit hall items must be entered by July 1st. Be sure to complete your entries (including the final "Submit" step) prior to July 1st.
- Register all entries for each exhibitor in the family before proceeding to the Payment section. *There is no fee for entering 4-H animals or projects. However, you will have to purchase a vehicle parking pass. If you are entering in open class, you will have a small fee. You can also register for camping, if desired. You must click on the payment portion to submit your entries*
- Be sure to click the "Submit" button when you have completed your entries. Entries are not final until they have been submitted.
- Check your email inbox for a confirmation email with a list of your entries and any related fees.

- You may access your Fair or Show from their direct link or go to <https://ontariocountyfair.fairentry.com>



- Filter by your state, click Search, and then click on the correct fair.

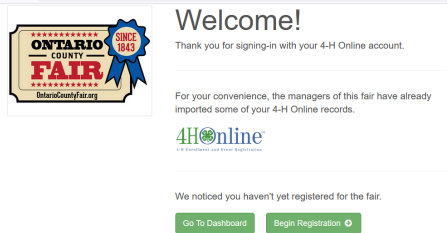
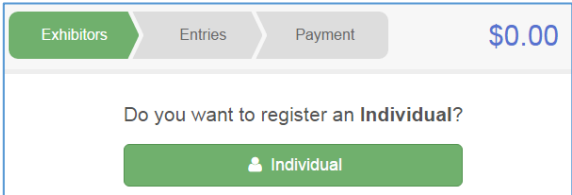


- All 4-H families will have a 4HOnline family account, select to "Sign in with 4HOnline" and enter your login information.
- You MUST sign in with the 4-H online account. **NOTE:** If you forgot your password for your 4HOnline account, you need to go to 4HOnline to set a new password. Then use the new password (not the temporary password) to log in to FairEntry.

4-H Exhibitor and 4-H Staff Sign-In



Sign in with 4HOnline

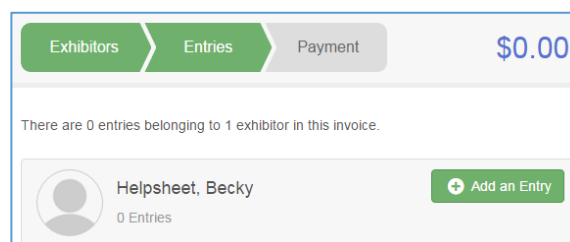
<div>1. Click “Begin Registration”</div>	<div>  </div>
<div>Step One – Entering Exhibitor Information</div>	
<div>1. Once you select to register an Individual, you will have the option of registering one or more of all the members with an active and up to date registration of that 4H Online account.</div>	<div>  </div>



Step Two - Creating Entries for Exhibitors

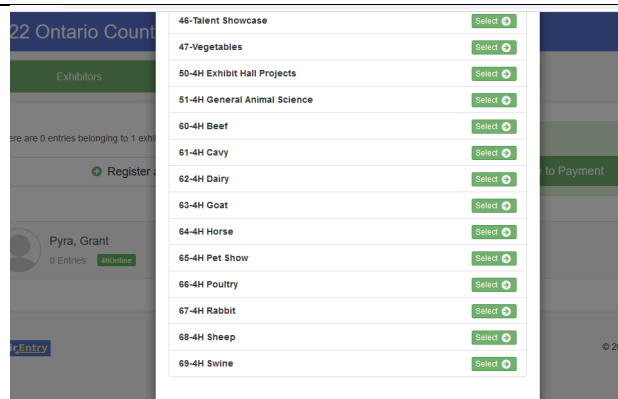
Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc. For example, if an exhibitor is bringing 2 photographs, two entries into the photography class must be created. If an exhibitor is showing one horse in 5 events, five class entries must be created. Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this exhibitor group (and entries) or proceeding to check-out (submitting the entries, whether or not fees are charged).

1. Click Add an Entry beside the correct exhibitor (if more than one has been created).

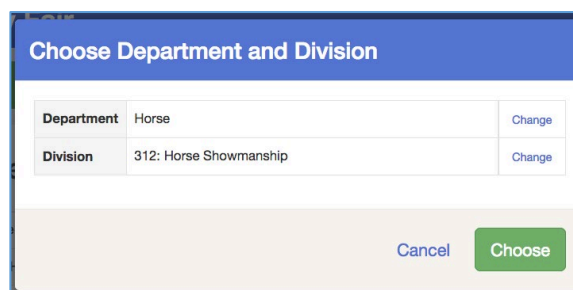


The screenshot shows a user interface with three tabs: 'Exhibitors', 'Entries', and 'Payment'. The 'Entries' tab is active, showing a total of '\$0.00'. Below the tabs, it states 'There are 0 entries belonging to 1 exhibitor in this invoice.' A list of exhibitors is shown, with 'Helpsheet, Becky' selected. Next to her name is a green button labeled 'Add an Entry'.

2. Click Select beside the first department you wish to enter. Any departments that are not available for entry will be noted as "Not Available" with a short explanation.
3. After you select a department, you will see a list of divisions to select from, and then a list of available classes. *Also notice that there are blue "Change" links in case you mistakenly select an incorrect department, division, or class.*
4. After you have selected the class, click the green Choose button.



The screenshot shows a list of departments with 'Select' buttons next to them. The departments listed are: 46-Talent Showcase, 47-Vegetables, 50-4H Exhibit Hall Projects, 51-4H General Animal Science, 60-4H Beef, 61-4H Cavy, 62-4H Dairy, 63-4H Goat, 64-4H Horse, 65-4H Pet Show, 66-4H Poultry, 67-4H Rabbit, 68-4H Sheep, and 69-4H Swine. The '64-4H Horse' department is selected.



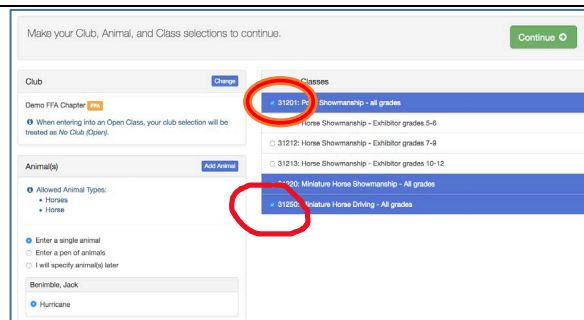
The screenshot shows a dialog box titled 'Choose Department and Division'. It has two fields: 'Department' with the value 'Horse' and a 'Change' link, and 'Division' with the value '312: Horse Showmanship' and a 'Change' link. At the bottom, there are 'Cancel' and 'Choose' buttons.

At this point, you will continue on with either the Multiple Entry process, or the Single Entry Process, depending on the option that your fair or show selected. The Multiple Entry process is described beginning on page 4, and single entries are described beginning on page 5.

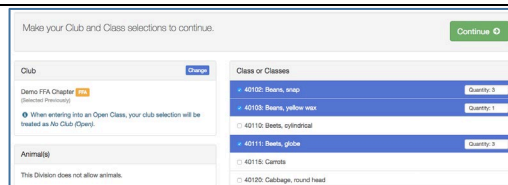
Creating Class Entries Using the Multiple Entry Process

Our fair uses Multiple Entries option for **Horse and Exhibit Hall Projects** please follow the directions below. All other project areas, proceed to the single entry process directions on the next page.

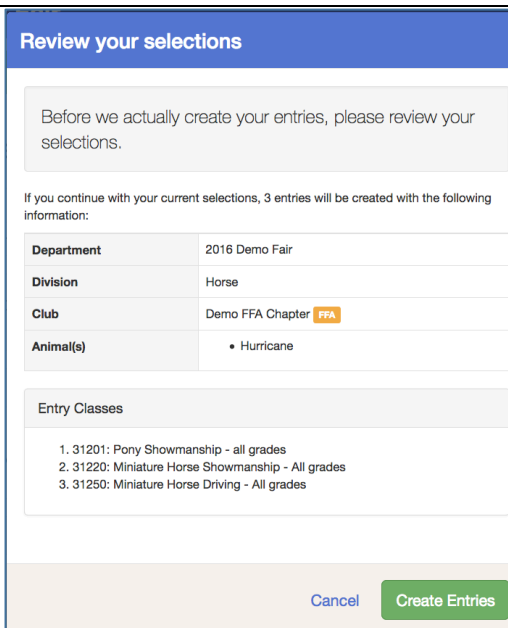
1. Click Change to select the Club to which these entries will be associated.
2. If this is an Animal Entry, click Add Animal and enter the Animal's details.
3. Select which animals will be part of this entry (NOTE: these animals will be available for this exhibitor to use in other entries, if needed).
4. Check the box next to each class this animal will enter.



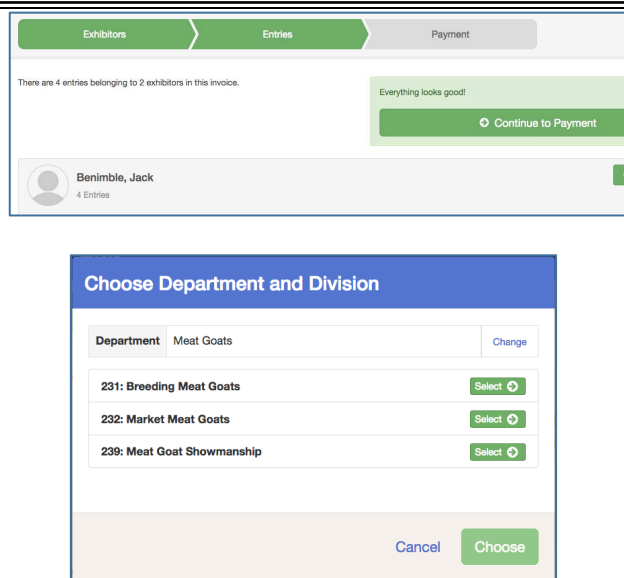
5. If this is not an animal entry or if animals will be added at check-in, simply select the classes and number of entries in each class that you would like to create for this exhibitor. Click Continue.



6. Review the entries. If you need to make any changes, click Cancel. If everything is correct, click Create Entries.



7. If you need to add another exhibitor, click on the Exhibitors button at the top left and repeat the steps to create a new exhibitor.
8. If all entries are complete, click Continue to Payment.
9. If you need to add more entries for an existing exhibitor, click Add an Entry.

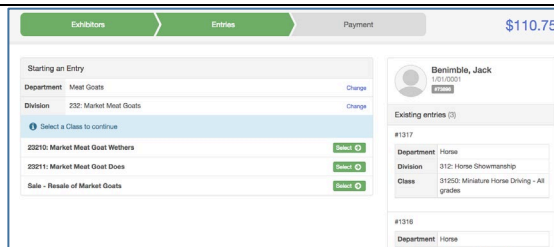


The screenshot shows the 'Entries' tab in the top navigation bar. Below it, a message states 'There are 4 entries belonging to 2 exhibitors in this invoice.' A green button labeled 'Continue to Payment' is visible. Below this, a user profile for 'Benimble, Jack' with '4 Entries' is shown. A modal titled 'Choose Department and Division' is open, displaying a list of departments: 'Meat Goats', '231: Breeding Meat Goats', '232: Market Meat Goats', and '239: Meat Goat Showmanship'. Each department has a 'Select' button. At the bottom of the modal are 'Cancel' and 'Choose' buttons.

Creating Entries Using the Single Entry Process

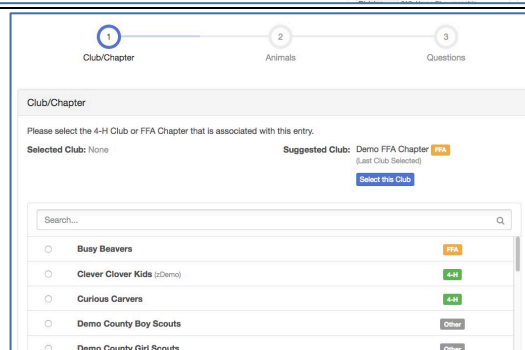
This is the process to use for all project areas, except for horse and exhibit hall projects.

1. Select the appropriate class.
2. Click Continue



The screenshot shows the 'Starting an Entry' form. The 'Department' is set to 'Meat Goats' and the 'Division' is '232: Market Meat Goats'. A 'Continue' button is visible. On the right, the exhibitor 'Benimble, Jack' is listed with '4 Entries'. Below this, a list of 'Existing entries' is shown, including '#1317' and '#1318'.

3. Select a Club or Chapter for this entry. If this is an open class entry a Club or Chapter may not be required.
4. If this is not an animal class entry, follow the instructions on-screen to enter any additional information such as Entry Description, Custom Questions or Custom Files associated with that entry.



The screenshot shows the 'Club/Chapter' selection screen. It includes a search bar and a list of clubs and chapters. The 'Selected Club' is 'None' and the 'Suggested Club' is 'Demo FFA Chapter'. A 'Select this Club' button is visible. The list of clubs includes 'Busy Beavers', 'Clever Clover Kids (Demo)', 'Curious Carvers', 'Demo County Boy Scouts', and 'Demo County Girl Scouts'.

5. If this is an **animal class entry**, you will be required to specify which animal will be exhibited in this class. You will see the option to “Add an animal”.
6. You will choose “Enter a New Animal Record” to enter new animal information.
7. Fill in all of the fields with information about the animal you intend to exhibit. Click Create and Add Animal when finished. If the animal information was entered incorrectly, you have the option to either Remove From Entry (creating a new animal) or Edit Animal Details. When it’s correct, click Continue.
8. Any questions or file uploads related to entry in this class will be next. Click Continue after answering those questions or uploading documents.

9. When each class entry is complete, you have three choices for what to do next:
 - a) If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this exhibitor group.
 - b) If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**. Do this until all entries for **all exhibitors** are complete, then Continue to Payment. *Please make sure you enter any open classes as well if you plan to take part in any open class opportunities. *
 - c) Don't forget to purchase 1 parking pass/car you will have on the fairgrounds.

Submitting Entries

When all entries for all exhibitors in the exhibitor group have been completed, **Continue to Payment** to finalize and submit your entries. You must submit your entries even if there are no fees, so no payment is required.

1. Review your entries for completeness and accuracy. *Notice the Summary and Detail buttons at the top of the list on the right.* If there are errors, click on the green Entries section at the top of the page. Click Continue when all information is correct.
2. Once all entries have been entered for exhibitors in your family, submit the invoice.
3. You will receive an email message when the entries have been submitted.

Exhibitors

Entries

Payment

\$2.00

1

2

3

Review

Payment Method

Confirm

Invoice

Summary

Detail

Individual Exhibitor: Becky Helpsheet

Exhibitor Fee

\$2.00

Entry #266: Food and Nutrition / Cooking 101 / One loaf banana bread

Total: \$2.00

Continue