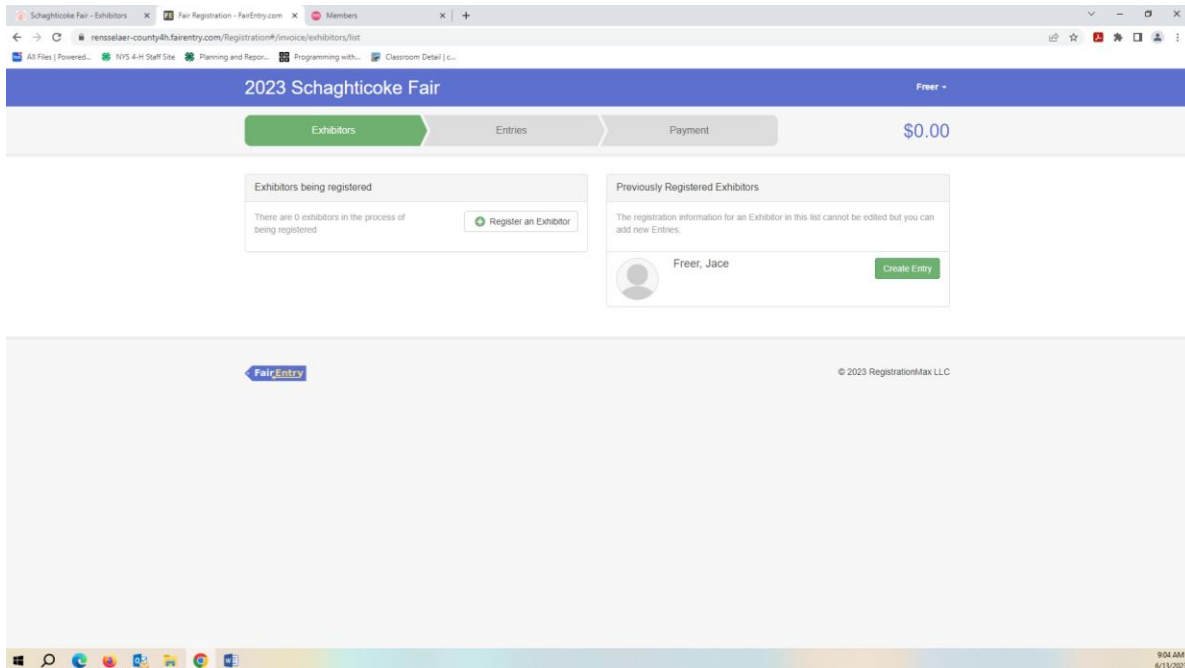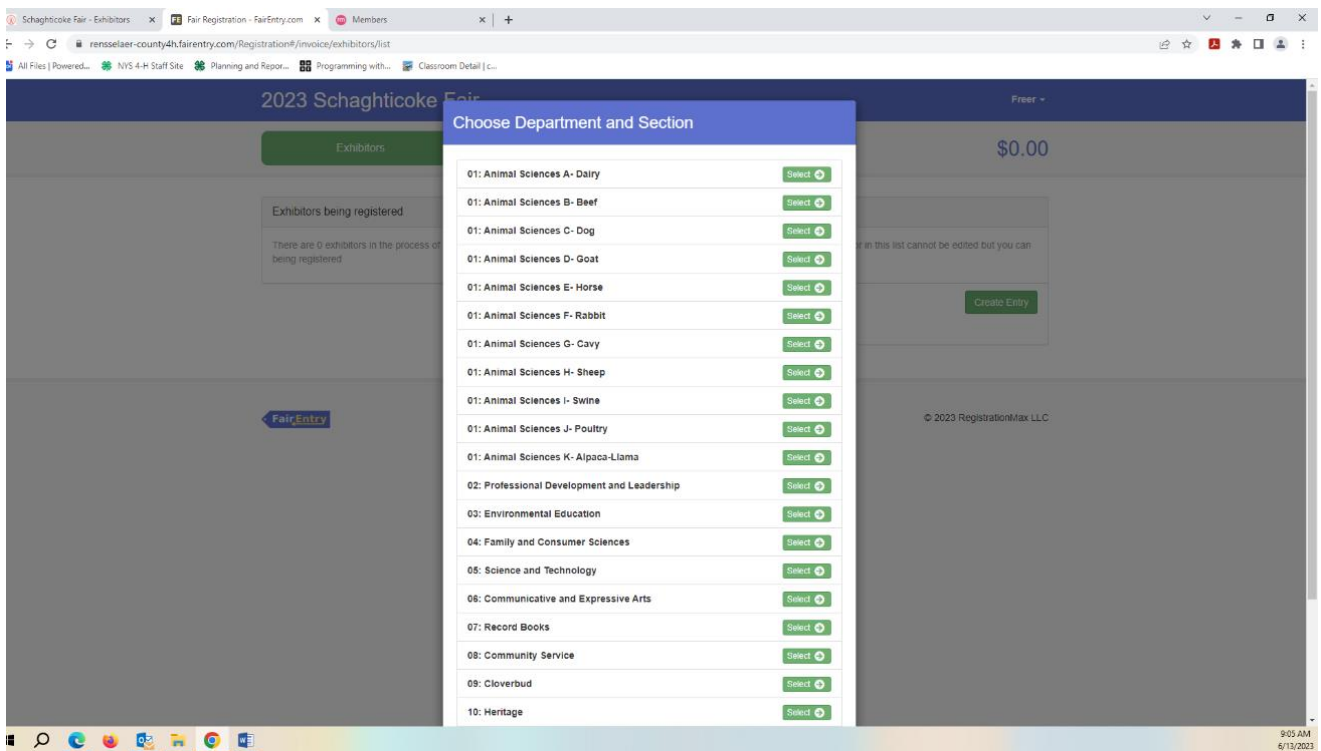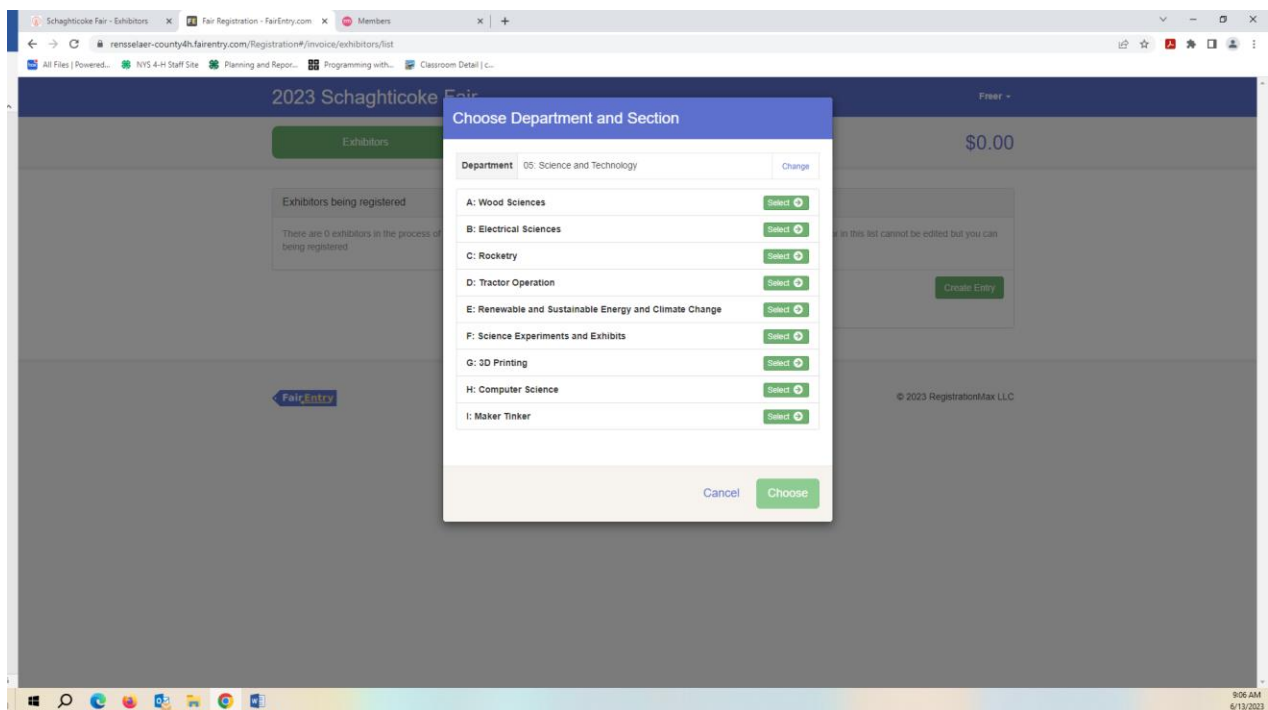http://Rensselaer-County4H.fairentry.com

If you signed in with 4-H Online your exhibitors should be listed to the right. If not, "Register an Exhibitor" first. And then choose, "Create an Entry," for the exhibitor you want to enter.
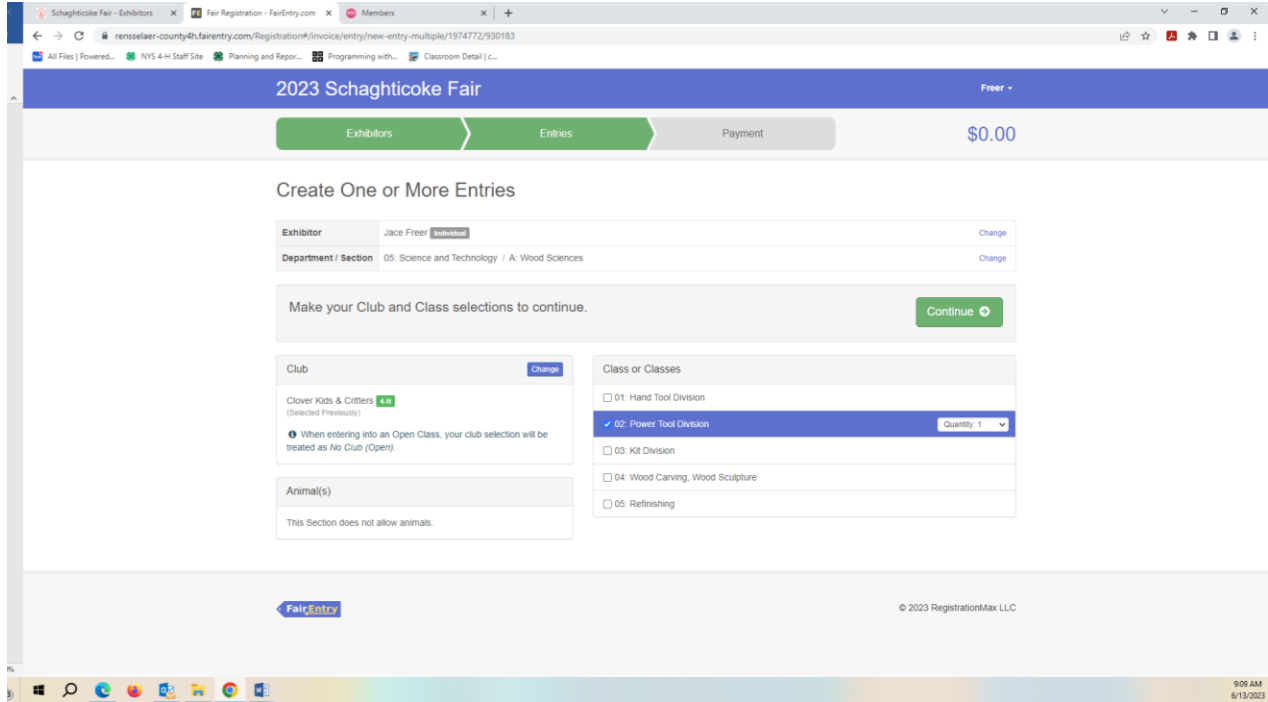
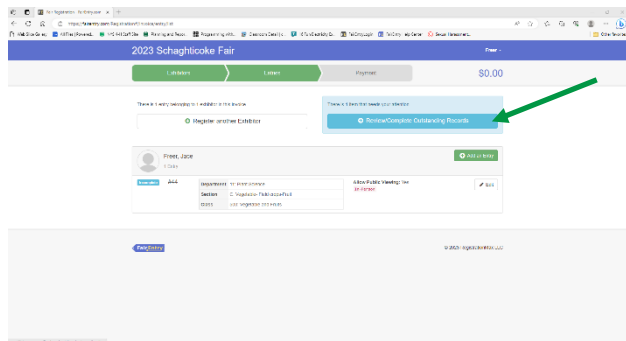## Choose the Department

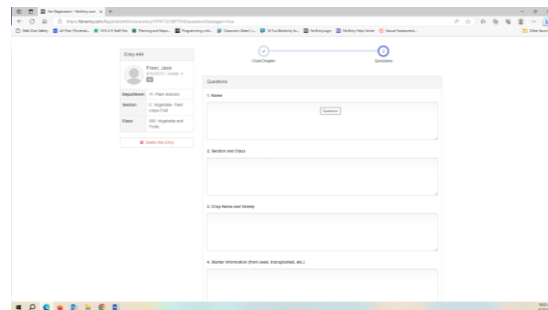## Select the Section

Choose the class
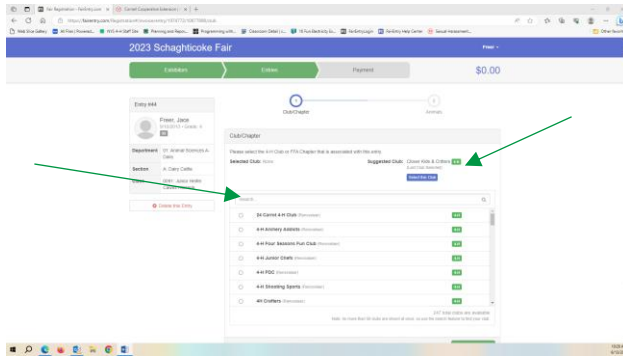

Then click continue.

If your entry is in plant sciences, heritage, maker/tinker or recycled your screen will look like this:



There is a blue box that says "Review/ Compete Outstanding Records." This is to complete the *Informational Fact Card* that go along with the entry. Complete the questions and continue.

For animal entries you will get a screen like this: You need to choose your club. Either the suggested club or begin typing your club's name into the search bar.


Then you have to add your animal. After you add your animal once, you can re-select the same animal for multiple classes or choose to add another animal if that is the case.
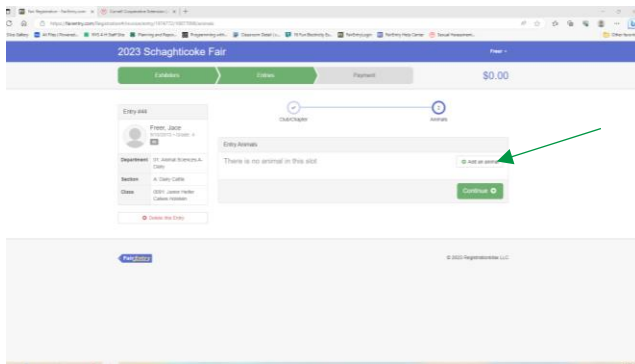

Then click continue to add entries following the same steps as above.

When you have entered every class and think you are done choose, "Continue to Payment"

On this screen you can choose "detail" to review your entries. If you missed an entry, click entries in the header and then you can add another one. When you think you are done, or done for now, click "Continue." (You can always add more entries later)
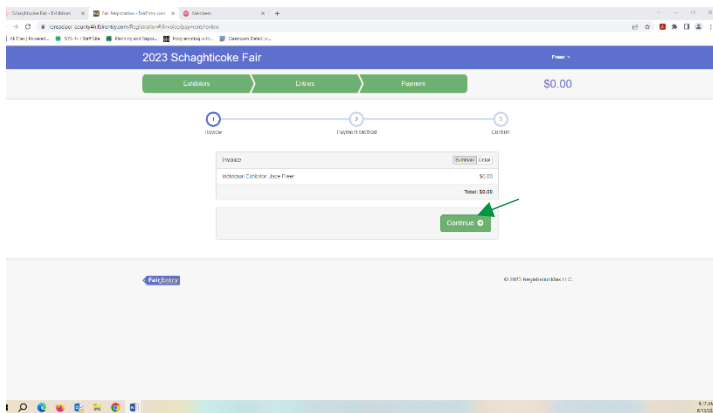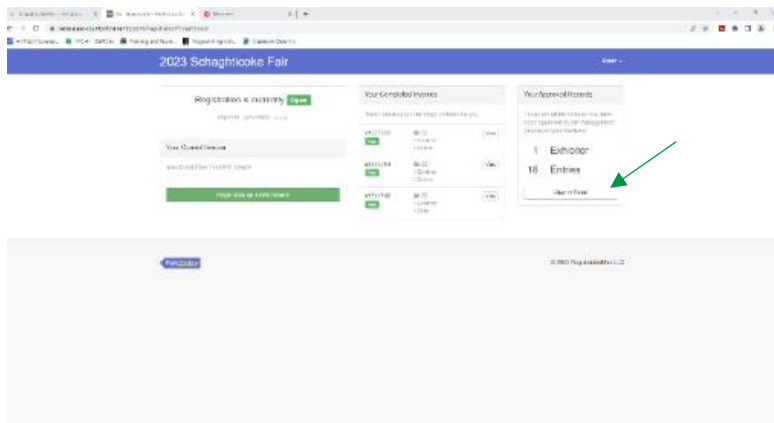
And then click "Continue" again even though payment is not necessary
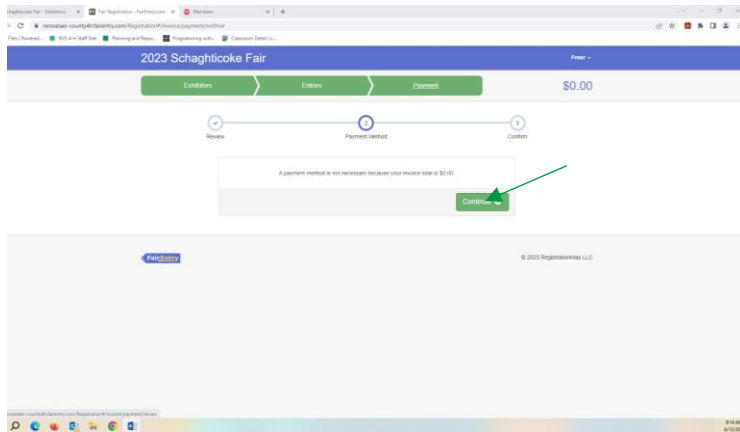
One last step- You will get a message that states: "This will lock these records," but that is ok, you can always start another invoice if you think of another project to add or call the CCE Office if you need to change something. Make sure you click submit!
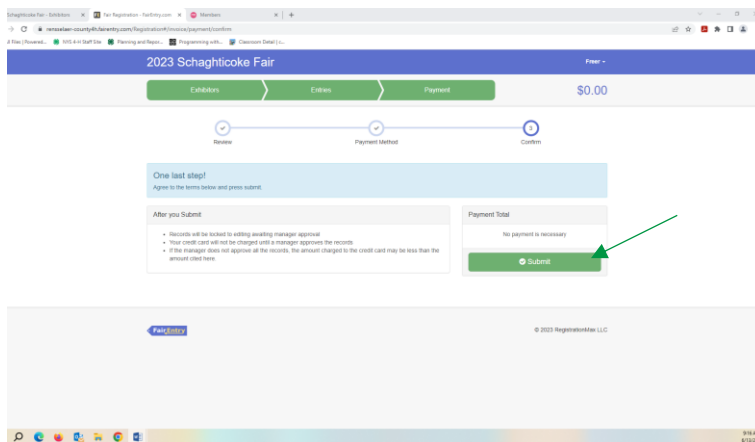
You can always go back to the dashboard to view in detail all your entries.

And print for your records.