

# Directions for General Project entry

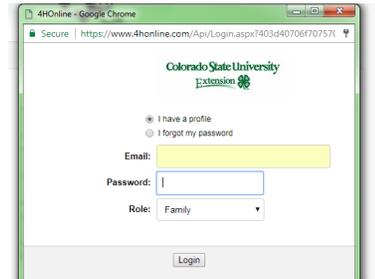
1. <https://fairentry.com>

Exhibitor and Staff sign-in

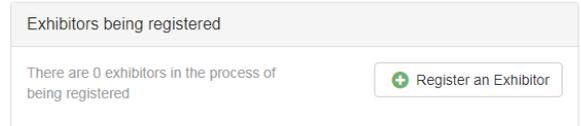


Sign in with 4HOnline

2. Use your 4HOnline user info to sign in. Keep "role" as Family.



3. You are now ready to Register an Exhibitor

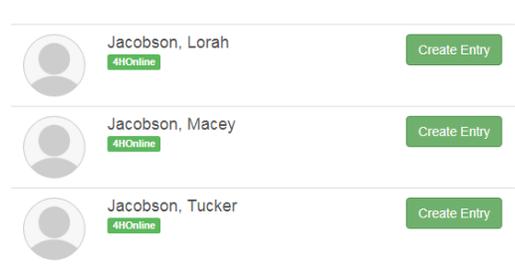


4. Select Individual

Do you want to register an Individual?

Individual

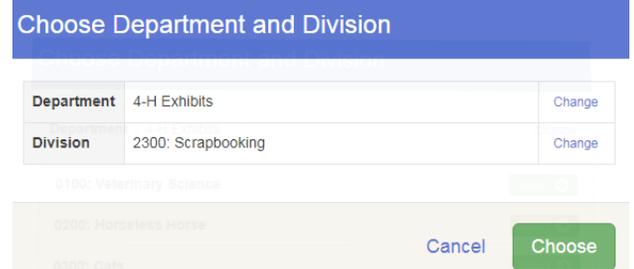
5. Then a screen will come up with a list of your member(s). Select your first child that you want to register. There will not be any questions to answer, so "Continue". Be sure your info is correct, "Edit" if needed, otherwise Continue to Entries.



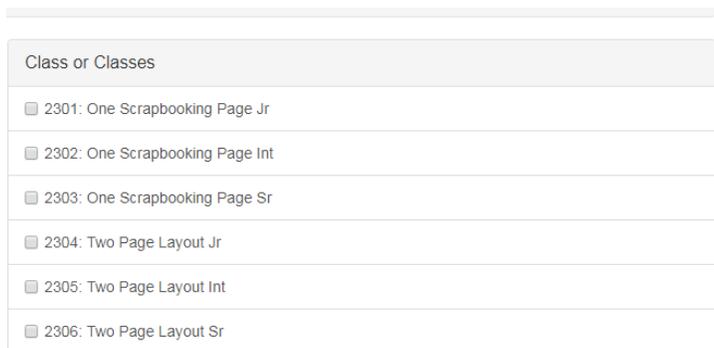
6. Select 4-H Exhibit (ALL INSIDE PROJECTS ARE LISTED HERE) Anything else will be for State Fair Contests or Open Class (non 4-H)



7. Select Division Next (Project)



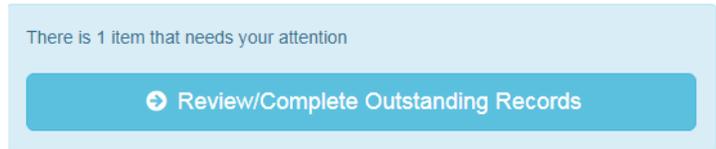
8. Then select your Class (Unit)



Class or Classes

- 2301: One Scrapbooking Page Jr
- 2302: One Scrapbooking Page Int
- 2303: One Scrapbooking Page Sr
- 2304: Two Page Layout Jr
- 2305: Two Page Layout Int
- 2306: Two Page Layout Sr

9. You will be asked to give a description: Title of your project board, color of your clothing item, name of your cake, cover of your record book, color of your rocket, etc.



There is 1 item that needs your attention

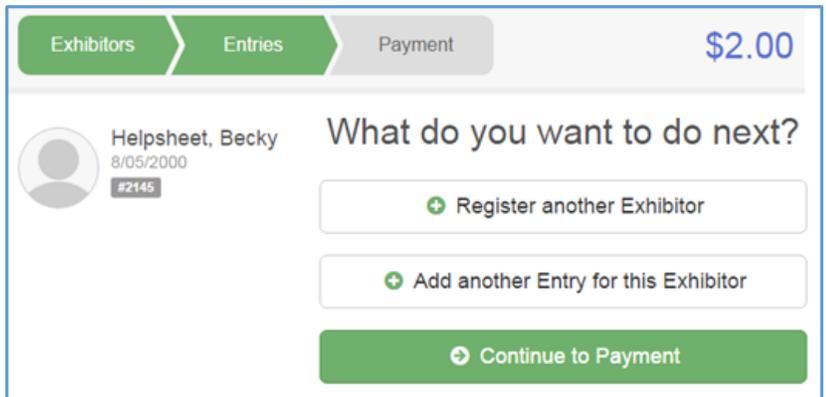
[Review/Complete Outstanding Records](#)

10. After completing your description, you can:

A. Register another Exhibitor

B. Add another entry for this Exhibitor

C. Continue to Payment ONLY IF DONE WITH ALL EXHIBITORS & ENTRIES. TOTAL WILL BE \$0.00



Exhibitors Entries Payment \$2.00

Helpsheet, Becky  
8/05/2000  
#2145

What do you want to do next?

- [+ Register another Exhibitor](#)
- [+ Add another Entry for this Exhibitor](#)
- [Continue to Payment](#)

14. Once you submit the Invoice, you can not go back and add any more entries until they have been approved by the 4-H Office. Be sure you have added all Members necessary and projects they are completing.

15. **This is due by the last Friday in June**

# Directions for Livestock Entry

1. <https://fairentry.com/Fair/SignIn/1566>

Exhibitor and Staff sign-in



Sign in with 4HOnline

2. Use your 4HOnline user info to sign in. Keep "role" as Family.

A sign-in form for 4HOnline. At the top, it says "Colorado State University" and "4HOnline". There are two radio buttons: "I have a profile" (selected) and "I forgot my password". Below are fields for "Email:" (with a yellow highlight), "Password:" (with a blue highlight), and a "Role:" dropdown menu set to "Family". A "Login" button is at the bottom.

3. You are now ready to Register an Exhibitor

A button with a green plus icon and the text "Register an Exhibitor".

4. Select Individual

Do you want to register an Individual?

A green button with a person icon and the text "Individual".

5. Then a screen will come up with a list of your member(s). Select your first child that you want to register. There will not be any questions to answer, so "Continue". Be sure your info is correct, "Edit" if needed, otherwise Continue to Entries.

A screen showing a list of members. Each member has a profile picture, name, "4HOnline" status, and a "Create Entry" button. The members listed are Jacobson, Lorah; Jacobson, Macey; and Jacobson, Tucker.

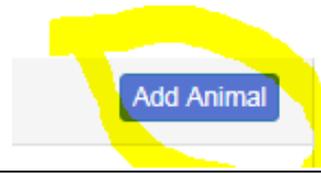
6. Select Your 4-H Species (4-H Beef, 4-H Poultry, etc.)

A screen titled "Choose Department and Division" with a list of 4-H species and their corresponding "Select" buttons. The species listed are 4-H Beef, 4-H Cat, 4-H Exhibits, 4-H Goats, 4-H Horse, 4-H Poultry, 4-H Public Presentations, 4-H Rabbits, 4-H Sheep, and 4-H Swine.

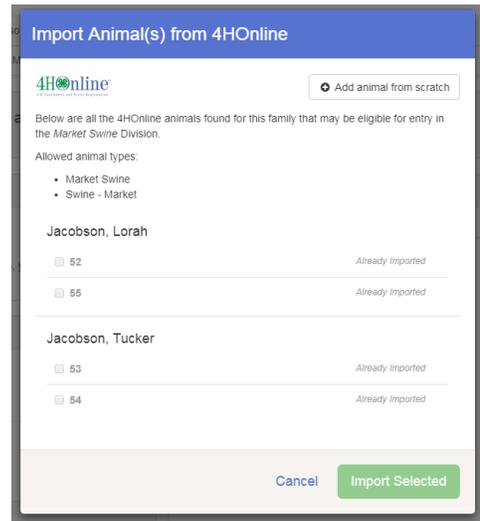
7. Select Division Next

A screen titled "Choose Department and Division" showing the "4-H Poultry" department selected. Below, there is a list of divisions with "Select" buttons: Chicken Breeding/ Show birds, Chicken Showmanship, Eggs, Market Chickens, Productions Layers, Turkey, and Turkey Showmanship.

8. You will need to Add Your animal (left side of screen)



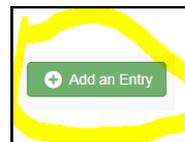
9. A list of animals that you registered on 4HOnline will pop up. Select which ones you want to bring to Fair. Select all that apply and Import Selected.



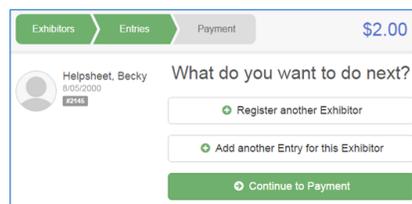
10. Once they are imported, you can select which one to start with. Select which Class and then Continue. You will have a chance to review and create the entry.



11. Add an Entry if more animals (repeat steps above) or for Showmanship (everyone)

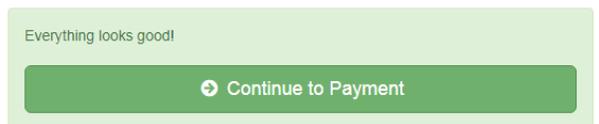


12. To add more children, "Register another Exhibitor"



13. DO NOT CONTINUE TO PAYMENT UNLESS:

You have entered all exhibitors and their entries. Once you submit the invoice you cannot log back in and enter more until the 4-H Office has approved you. Save yourself time and enter everybody at once.



**Due by the last Friday in June**