

# Directions for General Project entry

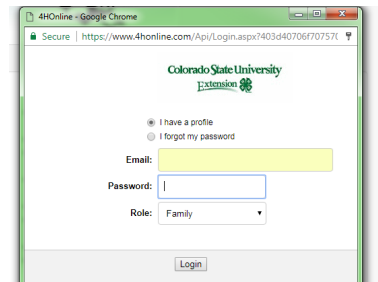
1. <https://fairentry.com>

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

Exhibitors being registered

There are 0 exhibitors in the process of being registered

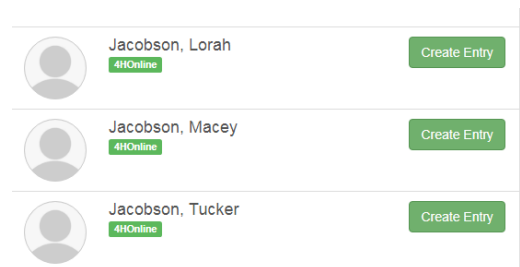
Register an Exhibitor

4. Select Individual

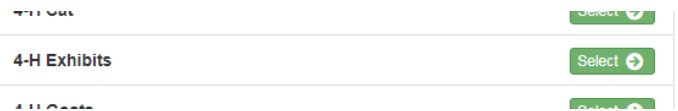
Do you want to register an Individual?

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)

Choose Department and Division

Department	4-H Exhibits	Change
Division	2300: Scrapbooking	Change

0100: Veterinary Science

0200: Horseless Horse

0300: Cats

Cancel

Choose

8. Then select your Class (Unit)

Class or Classes
<input type="checkbox"/> 2301: One Scrapbooking Page Jr
<input type="checkbox"/> 2302: One Scrapbooking Page Int
<input type="checkbox"/> 2303: One Scrapbooking Page Sr
<input type="checkbox"/> 2304: Two Page Layout Jr
<input type="checkbox"/> 2305: Two Page Layout Int
<input type="checkbox"/> 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

4Honline™  
4-H Enrollment and Event Registration

Sign in with 4HOnline

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

Colorado State University  
Extension

☐ I have a profile  
☐ I forgot my password

Email:

Password:

Role:

Family

Login

3. You are now ready to Register an Exhibitor




+ 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.

	Jacobson, Lorah 4HOnline	Create Entry
	Jacobson, Macey 4HOnline	Create Entry
	Jacobson, Tucker 4HOnline	Create Entry

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

County Fair

Choose Department and Division

4-H Beef	Select
4-H Cat	Select
4-H Exhibits	Select
4-H Goats	Select
4-H Horse	Select
4-H Poultry	Select
4-H Public Presentations	Select
4-H Rabbits	Select
4-H Sheep	Select
4-H Swine	Select

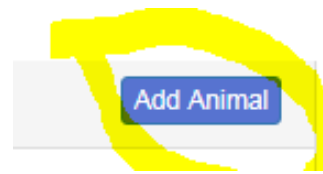
7. Select Division Next

Choose Department and Division

Department 4-H Poultry Change

Chicken Breeding/ Show birds	Select
Chicken Showmanship	Select
Eggs	Select
Market Chickens	Select
Productions Layers	Select
Turkey	Select
Turkey Showmanship	Select

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



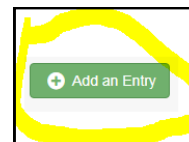
9. A list of animals that you registered on 4HOnline will pop up. Select which ones you want to bring to Fair. Select all that apply and Import Selected.

A screenshot of the "Import Animal(s) from 4HOnline" screen. It features the 4HOnline logo and a link to "Add animal from scratch". Below, it lists animals found for a family, categorized by "Allowed animal types": Market Swine and Swine - Market. Two families are listed: Jacobson, Lorah with animals #62 and #65, and Jacobson, Tucker with animals #63 and #64. Each animal has a checkbox and the status "Already Imported". At the bottom, there are "Cancel" and "Import Selected" buttons.

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.

A screenshot of the animal selection screen. It has three radio button options: "Enter a single animal" (selected), "Enter a pen of animals", and "I will specify animal(s) later". Below, it shows "Jacobson, Lorah" with two options: "#55" and "52", each with a radio button. To the right of these options are two green buttons labeled "4HOnline".A screenshot of the "Class or Classes" selection screen. It has a header "Class or Classes" and a single option "Market Swine" with a checkbox.

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



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

A screenshot of the "What do you want to do next?" screen. It shows a user profile for "Helpsheet, Becky" with a date "8/05/2000" and a number "82145". There are three buttons: "Register another Exhibitor", "Add another Entry for this Exhibitor", and "Continue to Payment".

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.

A screenshot of a green confirmation screen with the text "Everything looks good!". Below the text is a large green button labeled "Continue to Payment".

**Due by the last Friday in June**