

### FairEntry.com Hierarchy

I hope that this will help families find the **Department, Division (Project) & Class (Division/Grade)** to enter.

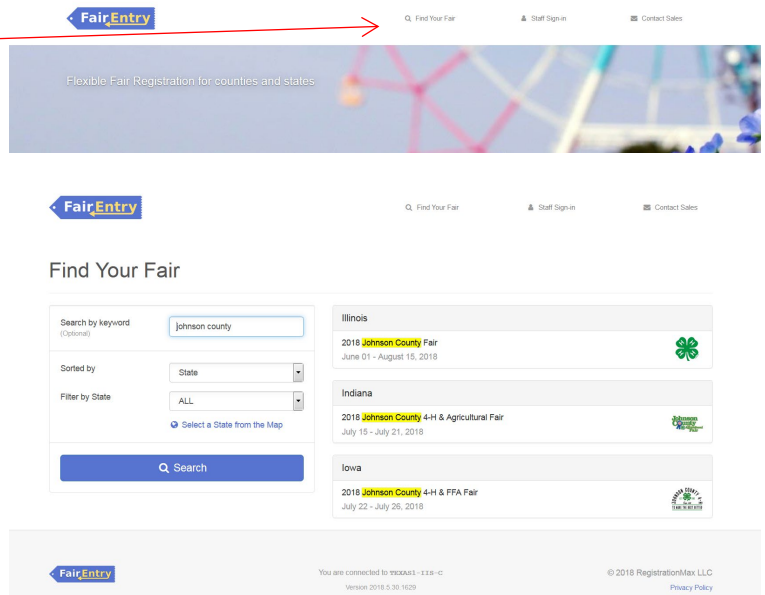
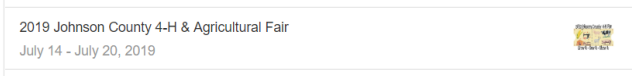
	<b>Division (Project)</b>	<b>Notes:</b>
***State Projects	<ul style="list-style-type: none"> <li>• Aerospace</li> <li>• Art and Crafts <i>(do not use!)</i></li> <li>• Beekeeping</li> <li>• Cake Decorating</li> <li>• Cat Poster</li> <li>• Child Development</li> <li>• Computer</li> <li>• Consumer Clothing</li> <li>• Dog Poster</li> <li>• Electric</li> <li>• Entomology</li> <li>• Fashion Revue <i>(do not use!)</i></li> <li>• Floriculture</li> <li>• Foods, Baked</li> <li>• Foods, Preserved</li> <li>• Forestry</li> <li>• Genealogy</li> <li>• Geology</li> <li>• Health</li> <li>• Home Environment</li> <li>• Llama/Alpaca Crafts or Poster</li> <li>• Photography</li> <li>• Poultry Poster or Display</li> <li>• Rabbit Poster</li> <li>• Sewing Construction</li> <li>• Shooting Sports Education</li> <li>• Small Engines</li> <li>• Soil &amp; Water Science</li> </ul>	<p>These projects are shown at county &amp; can be promoted to State Fair.</p> <p>** Even though, Arts &amp; Crafts is listed here, DO NOT ENTER projects here. Enter under **County Projects</p> <p>You enter the Division (project) at the county level. We take care of the SF confusion. 😊</p> <p>***There are several things you will see in this list on the site you will NOT be able to enter. This is because we don't offer it at the county level, or it is promoted differently</p>

	<ul style="list-style-type: none"> <li>• Sport Fishing</li> <li>• Veterinary Science</li> <li>• Weather &amp; Climate Science</li> <li>• Wildlife</li> <li>• Woodworking</li> </ul>	
**County Garden Projects	<ul style="list-style-type: none"> <li>• Garden</li> </ul>	You will not put in exactly what item(s) you're bringing, just that you're bringing a Garden Collection, or Single Vegetable, for example.
**County Projects	<ul style="list-style-type: none"> <li>• Ag Tractor - Driving</li> <li>• Animal Science</li> <li>• Any Other Craft</li> <li>• Arts and Crafts: Models</li> <li>• Auto/Truck</li> <li>• Basket Weaving</li> <li>• Bicycle</li> <li>• Candlemaking</li> <li>• Card Making</li> <li>• Ceramics (Handformed)</li> <li>• Ceramics (Molded)</li> <li>• Collection</li> <li>• Consumer Meats</li> <li>• Corn</li> <li>• Creating with a Mix</li> <li>• Cupcake Decorating</li> <li>• Diorama Model</li> <li>• Do Your Own Thing</li> <li>• Drawing</li> <li>• Family Project</li> <li>• Food Preparation</li> <li>• Gift Wrapping</li> <li>• Hay</li> <li>• Horse &amp; Pony Poster</li> <li>• Indiana Heritage</li> <li>• Jewelry Making</li> <li>• Latch Hook</li> <li>• Lawn &amp; Garden Tractor - Driving</li> <li>• Leather</li> <li>• Legos</li> </ul>	<p>The projects listed here, we offer at the COUNTY level, but they do not have promotion to State Fair.</p> <p>**Note: Arts &amp; Crafts are listed here, even though they can go to SF. This is because they are not promoted to SF in the EXACT category that we offer at the county level.</p> <p>You enter the Division (project) at the county level. We take care of the SF confusion. 😊</p>

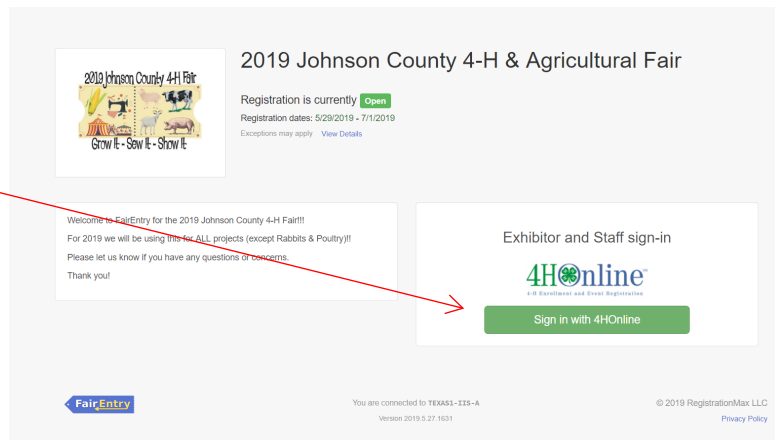
	<ul style="list-style-type: none"> <li>• Microwave Cooking</li> <li>• Needlecraft</li> <li>• Painting</li> <li>• Personality</li> <li>• Recycled Craft</li> <li>• Robotics</li> <li>• Scrapbook</li> <li>• Sewing For Fun</li> <li>• Soybeans</li> <li>• Sports</li> <li>• Strawberry</li> <li>• Tractor Poster</li> <li>• Wearable Art</li> <li>• Wheat</li> </ul>	
<p>**Fashion Revue</p>	<ul style="list-style-type: none"> <li>• Fashion Revue – Sewing</li> <li>• Fashion Revue – Wearable Art</li> <li>• Fashion Revue – Consumer Clothing</li> </ul>	
<p>**Mini 4-H</p>	<ul style="list-style-type: none"> <li>❖ Mini 4-H: Bugs</li> <li>❖ Mini 4-H: Collections</li> <li>❖ Mini 4-H: Cookie Decorating</li> <li>❖ Mini 4-H: Crafts</li> <li>❖ Mini 4-H: Flowers</li> <li>❖ Mini 4-H: Foods</li> <li>❖ Mini 4-H: Forestry</li> <li>❖ Mini 4-H: Horse &amp; Pony</li> <li>❖ Mini 4-H: Livestock</li> <li>❖ Mini 4-H: Models</li> <li>❖ Mini 4-H: Sewing</li> <li>❖ Mini 4-H: Small Animals</li> <li>❖ Mini 4-H: Wildlife</li> </ul>	

## Register all 4-H projects/events for the Johnson County Fair by JULY 1, 2019

1. Go to [www.fairentry.com](http://www.fairentry.com)
2. Click "Find your Fair"
3. Find your Fair  
Pick Indiana from the state drop down. Click Search.  
On the right side scroll down to  
2019 Johnson County 4-H & Agricultural Fair



4. Select your "Sign in with your 4-H Online account options – the **GREEN** box

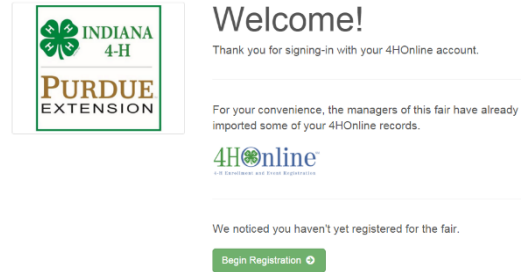


5. A separate box will pop up where you can enter the login email address and password from 4HOnline.

*(If you don't remember your password, you will need to select the "I forgot my password" option to get a temporary one emailed to you. If your email address has changed, log in using the old email address and change it in 4HOnline.)*

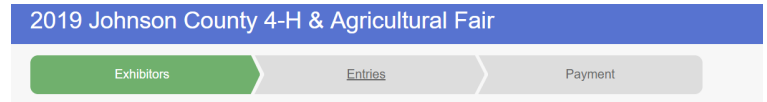
6. Click the "Login" box.

- This will take you to the Welcome screen, where you will need to select the green box to “Begin Registration”



## SECTION 1 - EXHIBITORS TAB

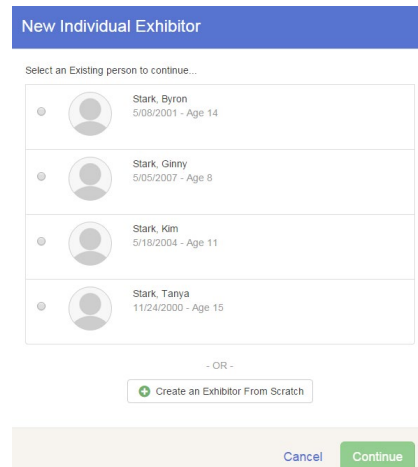
- Choose if you would like to register an individual or a team and click that green box



Do you want to register an **Individual**?



- Choose the dot next to the name of the 4-H'er you would like to register and then click the green “continue” box.



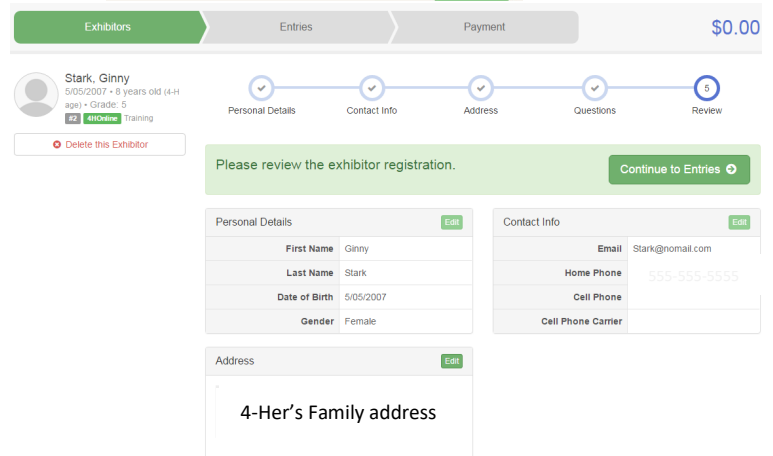
Please do not create any exhibitors from scratch, as you will not be able to add exhibits for the projects you are enrolled in.

- Answer any required questions and review the exhibitor registration information.

- Make any necessary corrections (using the edit boxes). Remember that any corrections made here DO NOT transfer back to your 4HOnline Account

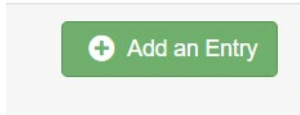
- If Additional questions are required by your county, complete the questions and then select the green “Continue” box

- When you are taken back to the Exhibitor information page, click the green “Continue to Entries” button



## SECTION 2 - ENTRIES TAB

14. Click the green “Add an Entry” box to the right of the exhibitor’s name



15. Click the green “Select” box next to the Department you would like to enter

16. Click the green “Select” box next to the Division you would like to enter

17. Click the green “Select” box next to the Class you would like to enter

18. Review the selection of the Department, Division and Class. To correct errors in the Department, Division or Class, click the corresponding ‘Change’ button. Click the green ‘Continue’ button to move to the next step.

19. Select the dot next to the 4-H Club that you belong to and then select the green “Continue” box

Exhibitors | Entries | Payment | \$0.00

Starting an Entry

Select a Department to continue

Ag Hort (State Projects)	Select
Exhibit Hall (State Projects)	Select
Exhibit Hall Event (State Projects)	Select
Livestock Beef Cattle	Select
Livestock Boer Goats	Not Available

This exhibitor may not enter into this Department because:  
 > Registration is not open (5/15/2016-6/30/2016)

Stark, Ginny  
 5/05/2007 • 8 years old (4-H age) •  
 Grade: 5  
 4HOnline Training • Achievers

Existing entries (0)

Select a Division to continue

6000: Scrapbooking	Select
610: Aerospace (AE)	Select
620: Cake Decorating (CK)	Select
630: Cat Poster (CP)	Not Available
This exhibitor may not enter into this Division because: > a membership to one of the following 4HOnline Projects is required: • Cat	
640: Child Development (CD)	Not Available
This exhibitor may not enter into this Division because: > a membership to one of the following 4HOnline Projects is required: • Child Development	

Exhibitors | Entries | Payment | \$0.00

Starting an Entry

Department: Exhibit Hall (State Projects) Change

Division: 620: Cake Decorating (CK) Change

Select a Class to continue

62011: Grade 3-5, Beginner (CK)	Select
62021: Grade 6-8, Intermediate (CK)	Select
62031: Grade 9-12, Advanced (CK)	Select

Stark, Ginny  
 5/05/2007 • 8 years old (4-H age) •  
 Grade: 5  
 4HOnline Training • Achievers

Existing entries (0)

2016 Training Fair Stark

Exhibitors | Entries | Payment | \$0.00

Starting an Entry

Department: Exhibit Hall (State Projects) Change

Division: 620: Cake Decorating (CK) Change

Class: 62011: Grade 3-5, Beginner (CK) Change

Continue

Stark, Ginny  
 5/05/2007 • 8 years old (4-H age) •  
 Grade: 5  
 4HOnline Training • Achievers

Existing entries (0)

20. If required, enter in a description of your exhibit and click Continue— *please be specific as this description for non-animal exhibits will be used to distinguish between exhibits, example – don't just type in "photo", type in more description, such as "Butterfly on leaf photo"*

21. Answer any Additional Questions required for that entry and then click the green "Continue" box.

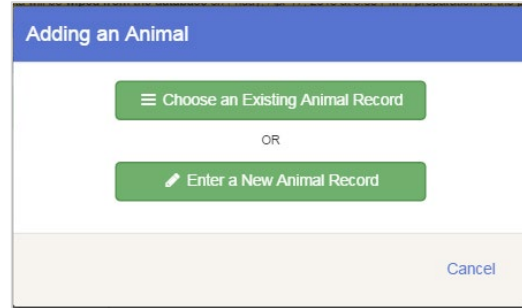
22. Decide if you would like to:
- > Add another Entry
  - > Add another Entry in this Division
  - > Register another Exhibitor
  - > Continue to Payment

and select that appropriate box  
 \*\*\*The payment section is a formality of the system. No payment is needed, but you must go through the steps to submit your entries.

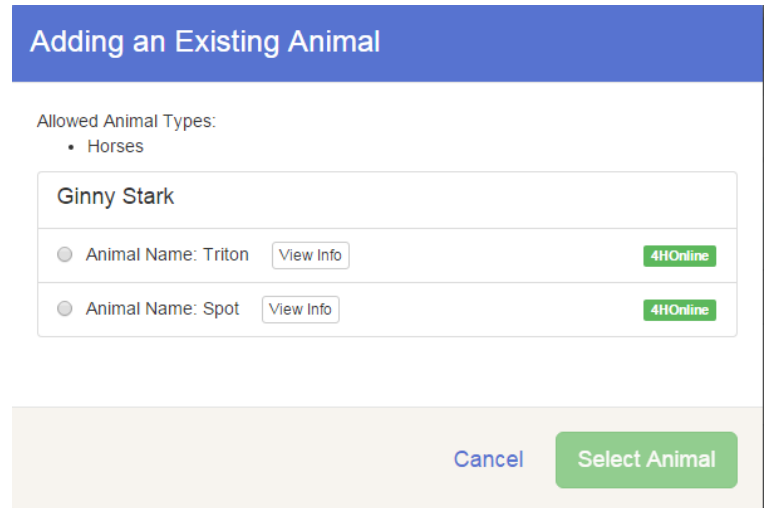
### What do you want to do next?

23. To register an animal entry from 4HOnline, you will select the white "add an animal" box during the entry process.

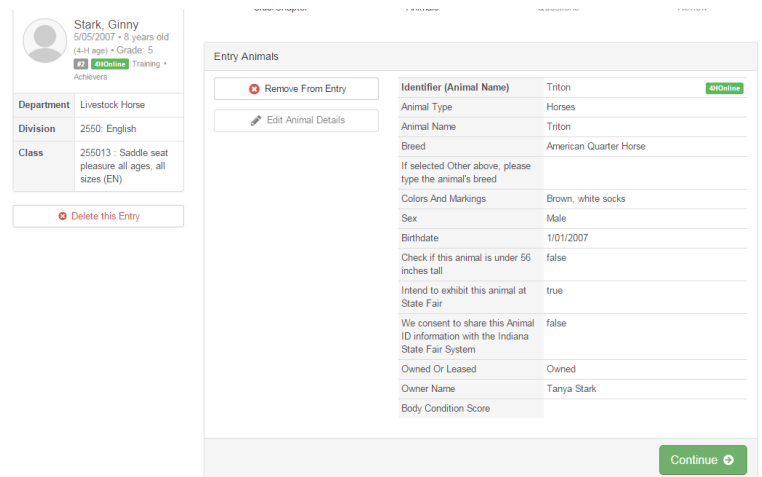
24. A smaller box with two options may pop up. If so, Choose the green **“Choose an Existing Animal Record”** box to enter an animal identified in 4HOnline.



25. A list of those animals that you have previously ID'd in 4-H Online that are eligible for that class are listed. Select the circle next to the animal you would like to enter. Then select the green **“Select Animal”** box.



26. All of the information about that animal will be pulled over from 4-H Online, so that you can check to make sure that is the correct animal. If you want to switch to a different animal, click on the **“remove from entry box”**. If it is correct, click the green **“Continue”** box. Then you will be taken to the Additional Questions page listed in step #20.



### SECTION 3 - PAYMENT TAB

\*\*\*The payment section is a formality of the system. No payment is needed, but you must go through the steps to submit your entries. It is best to enter all entries for all exhibitors in your family before completing the Payment and submission steps.



27. Review your invoice, either in summary format or detail format. If it looks correct, click the green "Continue" box. If not, go back to the entries tab and fix what you need to.

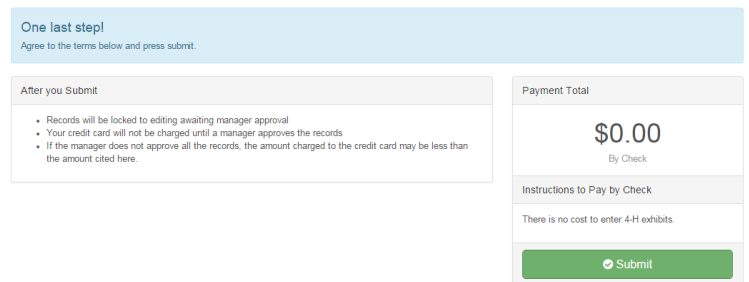
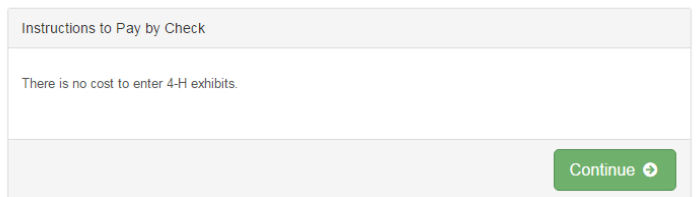
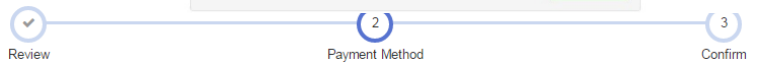
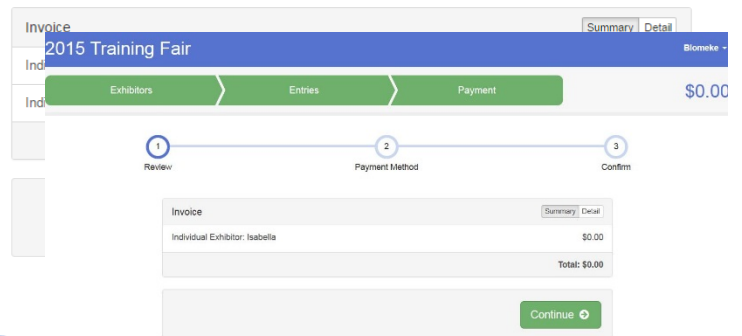
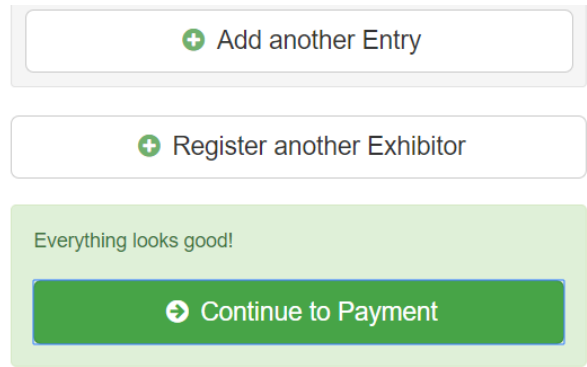
28. Select the green "Continue box."  
*\*\*There are no fees for 4-H exhibits.*

29. Confirm your entries one last time. You can see a summary of exhibitors in your family, or their entries in detail. Make sure all entries for each exhibitor in your family are listed before you submit the entries.

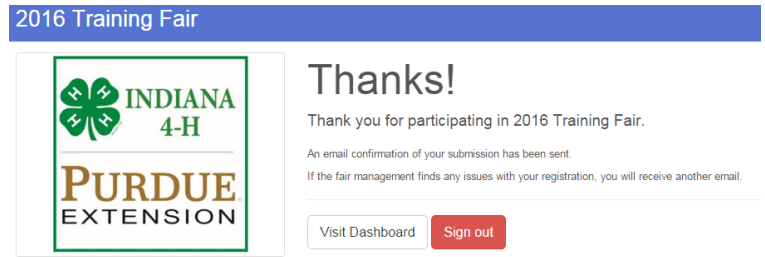
**NOTE: Once you hit submit, you cannot edit your entries.**

30. Click Continue to confirm and submit your entries.

31. Click the Submit button to submit your entries.



32. You will receive a “Thanks!” message. You can choose the button to “Visit Dashboard” to see your entry.



You will receive an email from Fair Entry after your entry has been submitted.

You will also receive an email from Fair Entry letting you know if your entry is approved or rejected by the County Extension Staff. If part of your entry is rejected, a reason will be listed and you will be able to log in and fix the problem before submitting that entry again. Please contact the Johnson County Extension Office if you have any problems with this process. email: [walkerl@purdue.edu](mailto:walkerl@purdue.edu) or phone: 317-736-3724.