



**YOUR GUIDE TO**



**Extension - Hamilton County**

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# **T A B L E O F C O N T E N T S**

**WHAT IS  
FAIR ENTRY? PAGE 3**

**HOW DO WE  
REGISTER? PAGE 4**

**FAIR ENTRY  
DEPARTMENTS PAGE 9**



# WHAT IS FAIR ENTRY?

Families will use this data management system called Fair Entry to register specific exhibits for the Hamilton County 4-H Fair. Fair Entry will be used to create check-in sheets, judging sheets, show programs, results, and more. Fair Entry works in cooperation with 4-H Online, so you will use the same username and password.



[hamiltoncountyin.fairentry.com](http://hamiltoncountyin.fairentry.com)



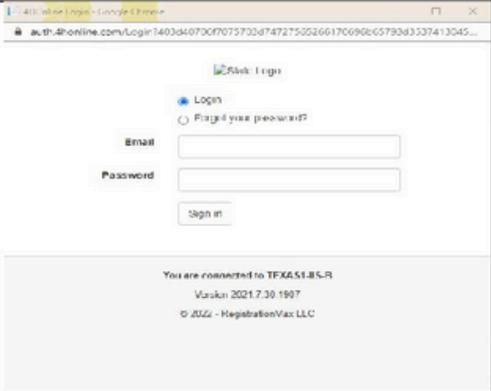
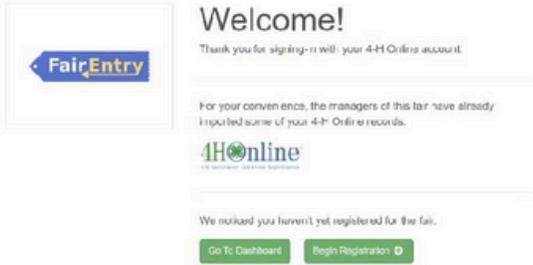
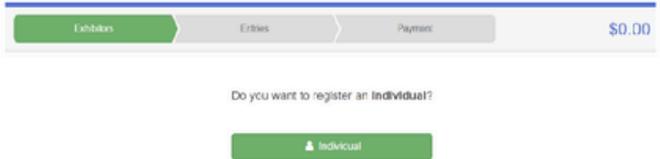
[in.4honline.com](http://in.4honline.com)

- In 4-H Online, a 4-H'er chooses projects that they want to learn more about through project manuals and attending workshops. When a 4-H'er registers in Fair Entry, they are declaring which of those projects they are actually going to exhibit or participate in at the Hamilton County 4-H Fair.
- This will be the way the Extension Office prepares the check-in/judging sheets and records the results, so anything that will be exhibited or judged at the Hamilton County 4-H Fair must be registered in Fair Entry by **July 1**.
- HELPFUL HINT: Do not hit SUBIT until all family members' exhibits have been entered. Hitting SUBMIT will pause your registration until it can be reviewed by a Purdue Extension staff member.



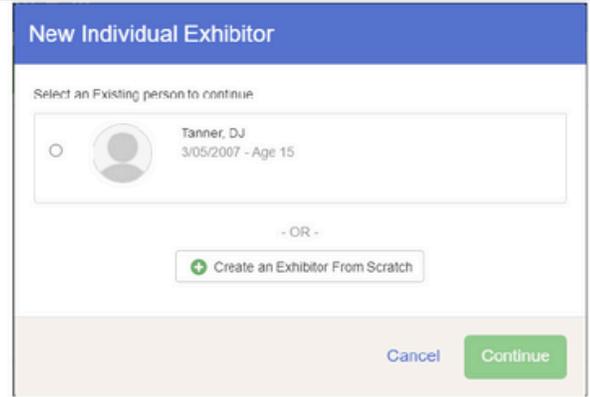
- Remember that the 4-H'ers grade is their grade as of **January 15, 2024**.
- Fair Entry registrations are due **July 1**.
- Contact Purdue Extension Hamilton County with any questions. 317-776-0854

# FAIR ENTRY REGISTRATION

<p>1. Go to <a href="http://hamiltoncountyin.fairentry.com">http://hamiltoncountyin.fairentry.com</a></p> <ul style="list-style-type: none"> <li>- Recommended browsers: Google Chrome or Mozilla Firefox. Older versions of Internet Explorer may cause unexpected results.</li> <li>- Register all entries for each exhibitor in the family before proceeding to the Payment section.</li> <li>- Be sure to click “submit” when you have completed your entries. Entries are not final until they have been submitted.</li> </ul>	
<p>2. Select the “Sign in with your 4-H Online” option – the <b>GREEN</b> box</p>	
<p>3. A separate box will pop up where you can enter the login email address and password from 4HOnline.</p> <p><i>(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 4-H Online.)</i></p> <p>4. Click the “Sign in” box.</p>	
<p>5. This will take you to the Welcome screen, where you will need to select the green box to “Begin Registration.”</p>	
<p><b>SECTION 1 - EXHIBITORS TAB</b></p>	
<p>6. Choose the register an exhibitor button and click the green “Individual” box. There is no payment necessary during this process.</p>	

7. 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.

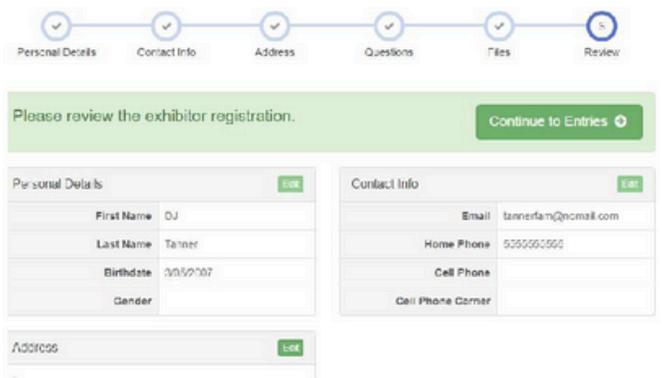


8. Answer any required questions and review the exhibitor registration information.

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

10. If Additional questions are required by your county, complete the questions and then select the green "Continue" box

11. When you are taken back to the Exhibitor information page, click the green "Continue to Entries" button



## SECTION 2 - ENTRIES TAB

12. Click the green "Add an Entry" box to the right of the exhibitor's name.



13. Click the green "Select" box next to the Department you would like to enter. Any departments that are not available for entry will be noted as "Not Available" with a short explanation.



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

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

(Check the Hamilton County 4-H handbook for exhibition descriptions, requirements and rules)

16. Review the selection of the Department, Division and Class. To correct errors in the Department, Division or Class, click the corresponding blue ‘Change’ button in case you mistakenly select an incorrect department, division, or class. Click the green ‘Continue’ button to move to the next step.

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

18. Answer any Additional Questions required for that entry.

19. When each class entry is complete, you have 4 choices for what to do next:

- a. If this exhibitor has more class entries to make, you can Add another Entry
- b. If all class entries have been completed for one exhibitor, you can Register another Exhibitor in this family.
- c. If all entries for all exhibitors in the family have been completed, Continue to Payment to finalize and submit your entries.

**\*\*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?

For DJ Tanner:

Everything looks good!

### SECTION 3 – Animal Entries

20. The first two steps of selecting a department and division are similar. Once those elections are made, the exhibitor will be asked to first select a class.

Starting an Entry

Department: Livestock Beef Cattle [Change](#)

Division: Heifers [Change](#)

**i** Select a Class to continue

101001 : Angus Junior heifer calves (AN)	<input type="button" value="Select"/>
101002 : Angus Winter heifer calves (AN)	<input type="button" value="Select"/>
101003 : Angus Senior heifer calves (AN)	<input type="button" value="Select"/>
101004 : Angus Late summer yearling heifers (AN)	<input type="button" value="Select"/>
101005 : Angus Early summer yearling heifers (AN)	<input type="button" value="Select"/>
101006 : Angus Spring yearling heifers (AN)	<input type="button" value="Select"/>

20. To register an animal entry from 4-H Online, you will select the white “add an animal” box during the entry process.

21. 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.

**\*\*To enter a Cat, Dog, Rabbit, or Poultry, please select “Enter a New Animal Record”, and complete all applicable fields on the screen.**

1 Club/Chapter   2 **Animals**   3 Questions   4 Review

Entry Animals

There is no animal in this slot

**Adding an Existing Animal**

Allowed Animal Types:

- Beef Commercial & Market Heifers
- Beef Registered Heifers

DJ Tanner

Tattoo: 958DJ

22. 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.

23. This then takes you to answer any Additional Questions required for that entry (similar to Step 18).

**SECTION 4 - 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.

26. Review your invoice, in either 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.

27. Select the green “Continue box.

28. Continue to confirm and submit your entries.  
NOTE: Once you hit submit, you cannot edit your entries.

29. Click the Submit button to submit your entries.  
30. You will receive a “Thanks!” message. You can choose the button to “Visit Dashboard” to see your entry.

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

You will also receive an email from FairEntry letting you know if your entry was approved or rejected by the County Extension Staff. If part of your entry was 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 **Hamilton County Extension Office** if you have any problems with this process at **317-776-0854**.

# FAIR ENTRY DEPARTMENTS

Project	Department
<b>Mini 4-H Projects</b>	
Mini Bugs	County Only Exhibit Hall
Mini Clogging	County Only Exhibit Hall
Mini Collections	County Only Exhibit Hall
Mini Crafts	County Only Exhibit Hall
Mini Foods	County Only Exhibit Hall
Mini Horse & Pony	County Only Exhibit Hall
Mini Llama & Alpaca	County Only Exhibit Hall
Mini Sewing	County Only Exhibit Hall
Mini Space	County Only Exhibit Hall
Mini Trees	County Only Exhibit Hall

<b>General 4-H Projects</b>	
Achievement Resume	County Only Exhibit Hall
Aerospace	State Projects
Arts and Crafts, General	State Projects
Beef Barbecue	County Only Exhibit Hall Event
Beef Poster	County Only Exhibit Hall
Beekeeping	State Projects
Bicycle Poster	County Only Exhibit Hall
Bicycle Rodeo	County Only Exhibit Hall Event
Bucket Calf Poster	County Only Exhibit Hall
Cake Decorating	State Projects
Cat Poster	State Projects
Chicken Barbecue	County Only Exhibit Hall Event
Child Development	State Projects
Clogging	County Only Exhibit Hall Event
Collections	County Only Exhibit Hall Event
Computer	State Projects
Construction & Architectural Replica	State Projects
Consumer Clothing	State Projects
Creative Writing	State Projects
Crops Alfalfa Hay	County Only Exhibit Hall
Crops Corn	County Only Exhibit Hall
Crops Mixed Hay	County Only Exhibit Hall
Crops Oats	County Only Exhibit Hall
Crops Soybeans	County Only Exhibit Hall
Crops Wheat	County Only Exhibit Hall
Dairy Goat Poster	County Only Exhibit Hall
Dairy Poster	County Only Exhibit Hall
Demonstration	State Projects
Dog Poster	State Projects
Electric	State Projects
Entomology	State Projects
Fashion Revue Grade 3-7	County Only Exhibit Hall Event

# FAIR ENTRY DEPARTMENTS

Project	Department
Fashion Revue Grade 8-12	State Projects
Fine Arts	State Projects
Floriculture	State Projects
Foods, Baked	State Projects
Foods, Preserved	State Projects
Forestry	State Projects
Garden - Education	State Garden
Garden - Garden Collection	State Garden
Garden - Herb	State Garden
Garden - Potato Tray	State Garden
Garden - Single Vegetable	State Garden
Garden - Tomato	State Garden
Genealogy	State Projects
Geology	State Projects
Gift Wrap	County Only Exhibit Hall
Health	State Projects
Home Environment	State Projects
Horse & Pony Poster	County Only Exhibit Hall
Informative 4-H Presentation	State Projects
Junior Leaders	County Only Exhibit Hall Event
Lawn & Garden Tractor Poster	County Only Exhibit Hall
Lawn and Garden Tractor Operator Skills	State Projects
Llama-Alpaca Crafts	State Projects
Llama-Alpaca Poster	State Projects
Meat Goat Poster	County Only Exhibit Hall
Microwave Cooking	County Only Exhibit Hall
Model Craft	State Projects
Model Tractor Pull	County Only Exhibit Hall Event
Needle Craft	State Projects
People in My World	County Only Exhibit Hall
Photography	State Projects
Pocket Pets Animal	County Only Exhibit Hall Event
Pocket Pets Poster	County Only Exhibit Hall
Poultry Poster or Display	State Projects
Professional Persuasive Presentation	State Projects
Public Speaking	State Projects
Pygmy Goat Poster	County Only Exhibit Hall
Rabbit Poster	State Projects
Reading	County Only Exhibit Hall
Recycling	County Only Exhibit Hall
Robotics Challenge	County Only Exhibit Hall Event
Scrapbook	County Only Exhibit Hall
Sewing Construction Non-Wearable	State Projects
Sewing Construction Wearable	State Projects
Sheep Poster	County Only Exhibit Hall

# FAIR ENTRY DEPARTMENTS

Project	Department
Shooting Sports Education	State Projects
Small Engines	State Projects
Soil and Water Science	State Projects
Sport Fishing	State Projects
Strawberry	County Only Exhibit Hall
Swine Poster	County Only Exhibit Hall
Tractor Operator Skills	State Projects
Tractor Safety Education	State Projects
Travelogue	County Only Exhibit Hall
Veterinary Science	State Projects
Weather and Climate Science	State Projects
Wildflowers	County Only Exhibit Hall
Wildlife	State Projects
Woodworking	State Projects
Zero-Turn Radius Mower Operator Skills	State Projects
Zero-Turn Radius Mower Safety Education	State Projects

Beef Cattle	
Beef Poster	County Only Exhibit Hall
Beef Showmanship	Beef Cattle
Cow Calf	Beef Cattle
Heifers	Beef Cattle
Steers	Beef Cattle

Bucket Calf	
Bucket Calf	Bucket Calf
Bucket Calf Poster	County Only Exhibit Hall

Cat	
Adult Long Hair	Cat
Adult Short Hair	Cat
Cage Decoration	Cat
Cat Knowledge	Cat
Cat Poster	State Projects
Kitten	Cat

Dairy Cattle	
Dairy	Dairy Cattle
Dairy Poster	County Only Exhibit Hall
Dairy Showmanship	Dairy Cattle
Dairy Steers	Dairy Cattle

# FAIR ENTRY DEPARTMENTS

Project	Department
<b>Dog</b>	
Agility	Dog
Dog Poster	State Projects
Dog Showmanship	Dog
Drill Team	Dog
Obedience	Dog
Top Dog	Dog

<b>Goat</b>	
Dairy Goat Poster	County Only Exhibit Hall
Dairy Goat Showmanship	Goats
Dairy Goats	Goats
Meat Goat Poster	County Only Exhibit Hall
Meat Goats (Fullblood Does)	Goats
Meat Goats (Market Doe)	Goats
Meat Goats (Meat Goat Wether)	Goats
Meat Goats (Percentage Does)	Goats
Meat Goats Showmanship	Goats
Pygmy Goat	Goats
Pygmy Goat	Goats
Pygmy Goat	Goats
Pygmy Goat Poster	County Only Exhibit Hall
Pygmy Goat Showmanship	Goats

<b>Horse &amp; Pony</b>	
Horse & Pony Poster	County Only Exhibit Hall
Contesting	Horse
Western Halter	Horse
Western Performance	Horse
English Halter	Horse
English Performance	Horse
Dressage	Horse
Hunter	Horse
Jumper	Horse
Versatility	Horse

<b>Llama</b>	
Llama Costume	Llama
Llama Obstacle	Llama
Llama Pack	Llama
Llama Public Relations	Llama
Llama Showmanship	Llama
Llama Youth Judging	Llama
Llama-Alpaca Crafts or Poster	State Projects

# FAIR ENTRY DEPARTMENTS

Project	Department
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Poultry	
Bantams	Poultry
Commercial Chickens	Poultry
Exhibition Chickens	Poultry
Fancy Breeds	Pigeon
Poultry Poster or Display	State Projects
Poultry Showmanship	Poultry
Sporting/Performance	Pigeon
Turkeys	Poultry
Utility Breeds	Pigeon
Waterfowl	Poultry
Eggs	Poultry

Rabbits	
Meat Rabbits	Rabbits
Rabbit	Rabbits
Rabbit Ambassador	Rabbits
Rabbit Illustrated Talk	State Projects
Rabbit Poster	State Projects

Sheep	
Breeding Ewes	Sheep
Halter	Sheep
Market Lambs	Sheep
Sheep Fitting	Sheep
Sheep Poster	County Only Exhibit Hall
Sheep Showmanship	Sheep
Sheep Trimming	Sheep
Sheep Wool	Sheep

Swine	
Swine Barrows	Swine
Swine Gilts	Swine
Swine Poster	County Only Exhibit Hall
Swine Showmanship	Swine