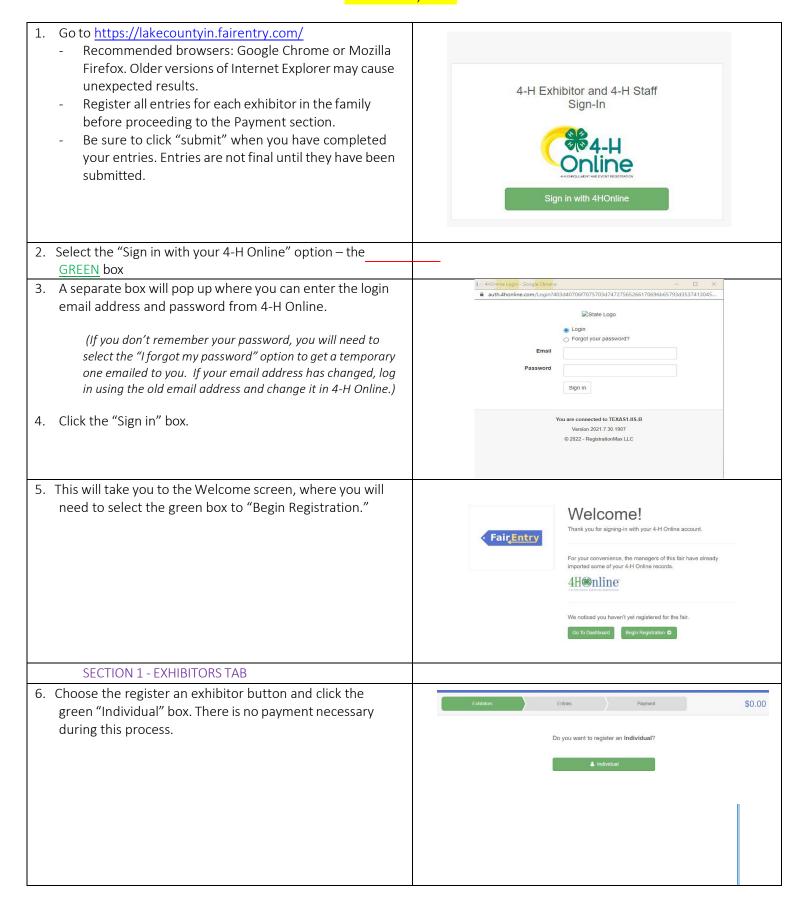




## Register for the Lake County 4-H Fair:

### **DUE JULY 1, 2025**

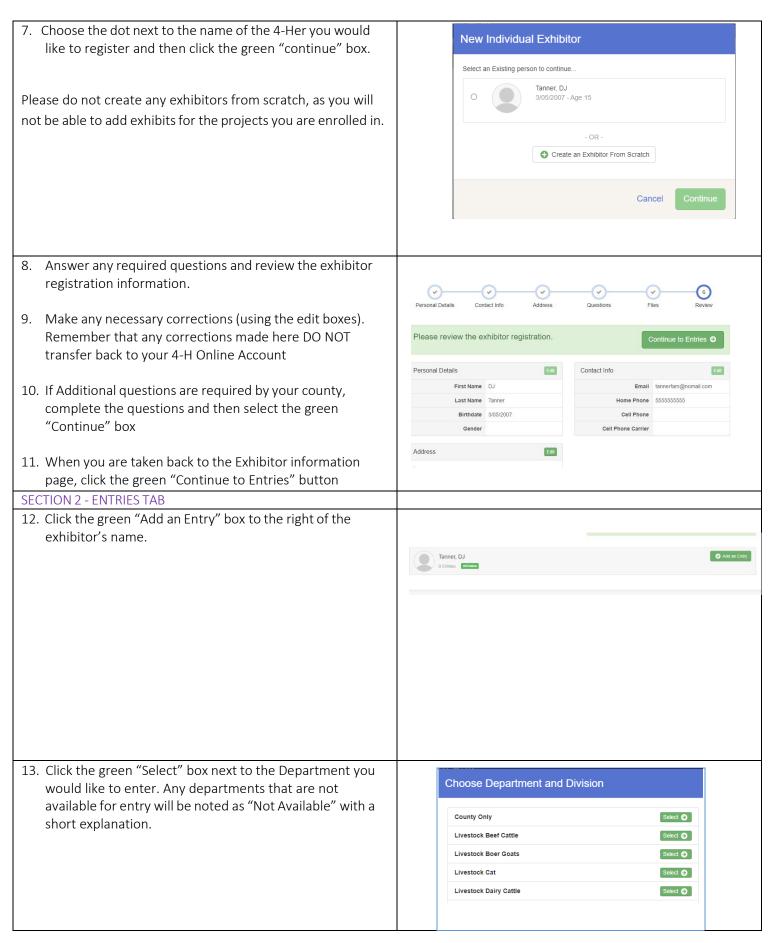




#### Extension - 4-H Youth Development



## How to Register Exhibits for Fair (4-H Family)

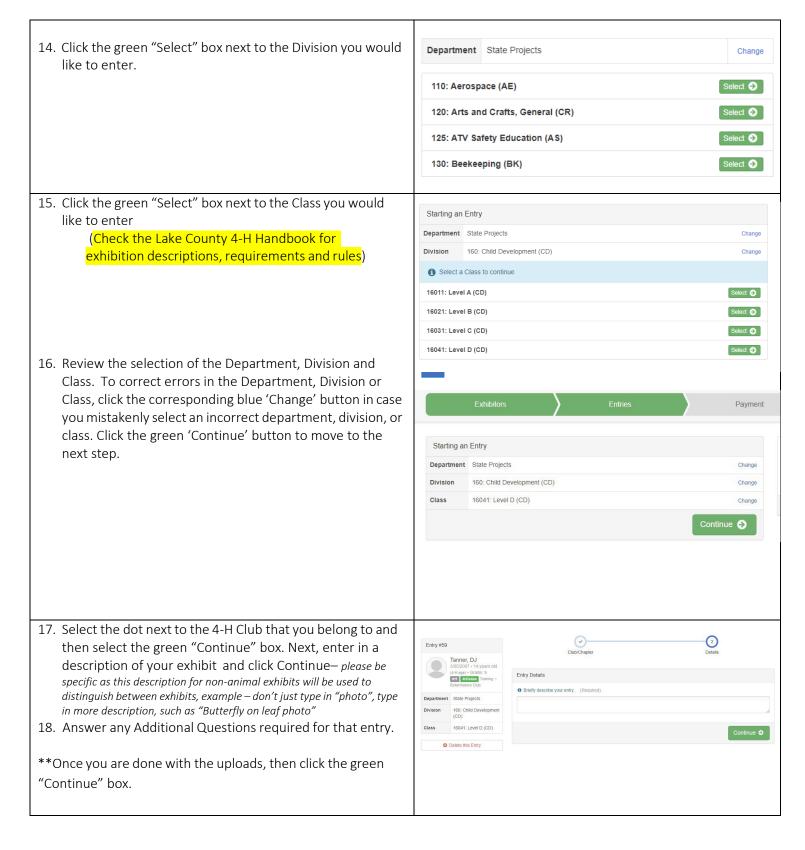




#### Extension - 4-H Youth Development



## How to Register Exhibits for Fair (4-H Family)

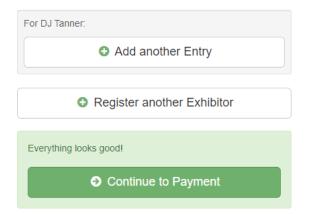






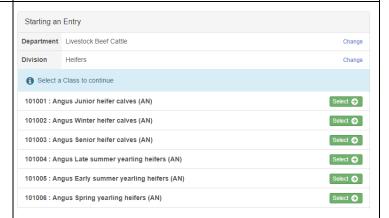
- 19. When each class entry is complete, you have 4 choices for what to do next:
  - a. If this exhibitor has more class entries to make, you can Add another Entry
  - b. If all class entries have been completed for one exhibitor, you can Register another Exhibitor in this family.
  - c. If all entries 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?

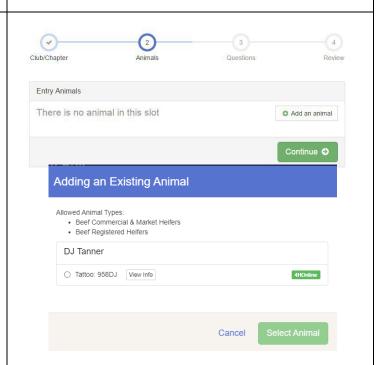


#### SECTION 3 - Animal Entries

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.



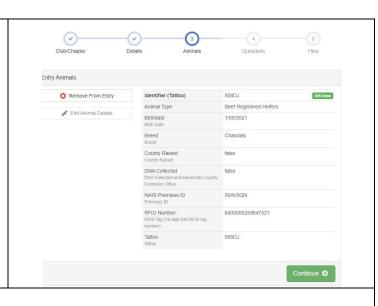
- 20. To register an animal entry from 4-H Online, you will select the white "add an animal" box during the entry process.
- 21. A list of those animals that you have previously ID'd in 4-H Online that are eligible for that class are listed. Select the circle next to the animal you would like to enter. 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.





### How to Register Exhibits for Fair (4-H Family)

- 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 Extension Office you have any problems with this process.



