



HOW TO REGISTER FOR 4-H PROJECT EXHIBITS AND EVENTS USING FAIRENTRY

Follow the step-by-step instructions below to submit your 4-H project information for in-person or virtual project exhibits at the **Marion County 4-H Showcase** using FairEntry.

Deadline: All projects must be entered in FairEntry by **the end of the day July 5th**.

If you need help finding where your project is located within the FairEntry hierarchy, use the **List of Projects A-Z**.

If you need help navigating FairEntry, please contact us at **marion4h@purdue.edu** or call 317-275-9284. We are here to help!

QUESTIONS?

Contact the Marion County 4-H office:

marion4h@purdue.edu

317-275-9284

BEFORE YOU ENTER

Before you enter your projects, be sure to

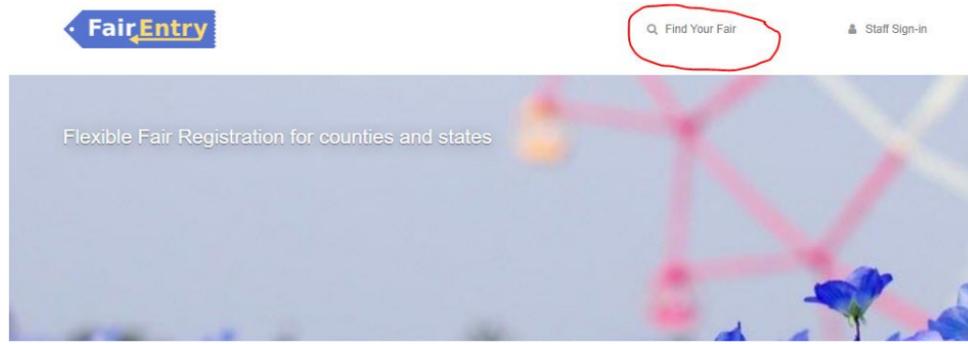
- (1) check that your **enrollment in 4-H Online for the current 4-H year is completed and approved,**
- (2) check that the **projects you are exhibiting are added to your 4-H Online profile,** and
- (3) review our online **Marion County 4-H Project Handbook** and **download the exhibit guidelines for your project.** You can also download the score cards that will be used to judge your project. Many projects require specific forms or other items to accompany your project, so make sure you know what those are ahead of time.

STEP-BY-STEP FAIRENTRY INSTRUCTIONS

LOGGING IN

(1) Go to **www.fairentry.com**. Recommended browsers are Google Chrome or Mozilla Firefox.

(2) Select "Find Your Fair" at the top.



(3) Find the Marion County 4-H Showcase in the list by filtering or searching. (You can also go directly to marioncountyindiana.fairentry.com.)

Find Your Fair

Search by keyword (Optional)

Sorted by

Filter by State

[Select a State from the Map](#)

Indiana	2 Fairs
2022 Crawford County 4-H Showcase June 22 - June 25, 2022	
2023 Marion County 4-H Showcase July 12 - July 16, 2023	

(4) Select "Sign in with 4-H Online"



2023 Marion County 4-H Showcase

Registration is currently Open
Registration dates: 5/18/2023 - 7/5/2023
Exceptions may apply View Details

[View Public Results](#)

2023 Marion County 4-H Showcase Project Entry

Welcome to Marion County's 4-H project registration! **Before you enter your projects**, be sure to (1) check that your enrollment in 4-H Online for the current 4-H year is completed and approved, (2) check that the projects you are exhibiting are added to your profile, and (3) review our online Marion County 4-H Project Handbook and download the exhibit guidelines for your project.

4-H Exhibitor and 4-H Staff Sign-In



(5) Enter the email and password you use to log in to 4-H Online and click "Sign In".

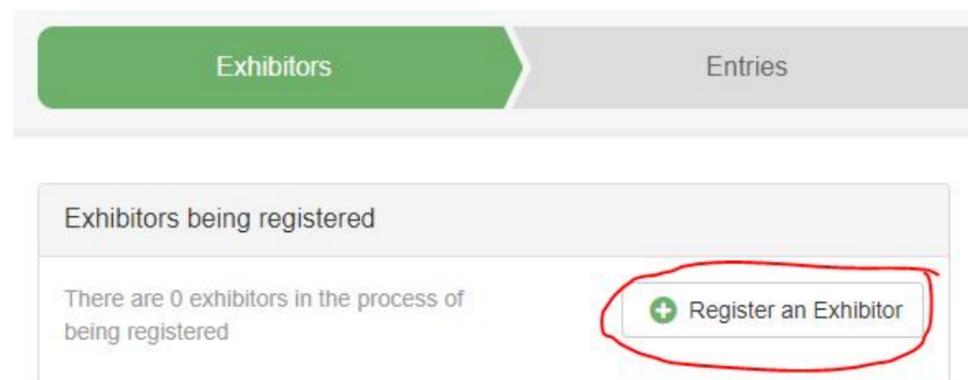


The image shows the 4-H Online login interface. At the top is the 4-H Online logo with the tagline "4-H ENROLLMENT AND EVENT REGISTRATION". Below the logo are two radio buttons: "Login" (selected) and "Forgot your password?". Underneath are two input fields: "Email" and "Password". The "Sign in" button is circled in red.

If you don't remember your password, select "I forgot my password", and a temporary password will be emailed to you. If your email has changed, you will need to log in to 4-H Online using your old email address and update it in 4-H Online before signing in to FairEntry.

REGISTERING EXHIBITORS

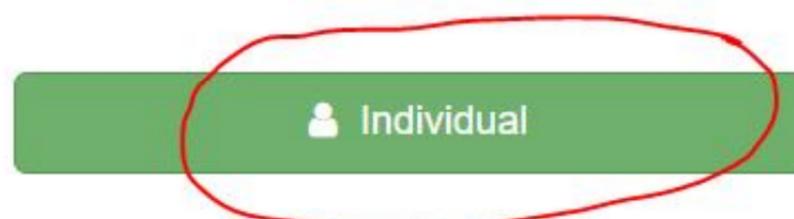
(6) Under the Exhibitors tab, select "Register an Exhibitor".



The image shows the "Exhibitors" tab selected in a navigation bar. Below the navigation bar is a section titled "Exhibitors being registered" which contains the text "There are 0 exhibitors in the process of being registered". A button labeled "+ Register an Exhibitor" is circled in red.

(7) Select "Individual".

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



The image shows a green button with a person icon and the text "Individual", which is circled in red.

(8) Select the 4-H'er you would like to register and click "Continue".

If you do not see the name of the exhibitor you would like to register, that means their enrollment has not been updated in 4-H Online for the current year. Log in to **4-H Online** and complete and submit their re-enrollment. There may be a brief delay while their enrollment is reviewed and approved by the county 4-H office. You will receive an email when it has been approved, and then when you come back to FairEntry, their name will appear in the list.

Do NOT select "Create an Exhibitor from Scratch"! You will not be able to add exhibits for the projects you are enrolled in.

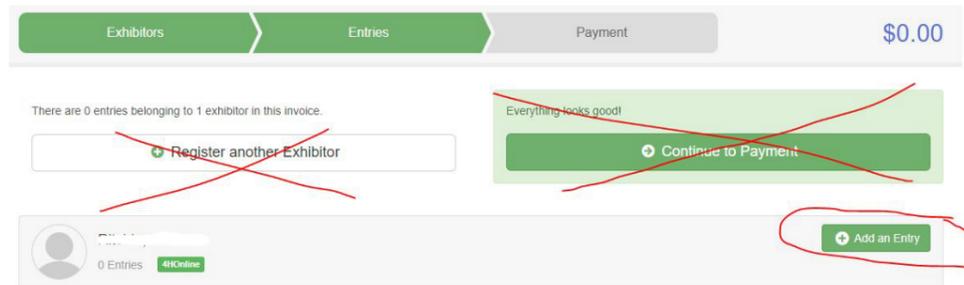
(9) Answer any required questions and review the exhibitor information. Make any necessary corrections by selecting "Edit".

Remember that any corrections made here will NOT be reflected in your 4-H Online account, so if you need to make corrections to information there, go to **4-H Online** to do that.

(10) Once you have reviewed the exhibitor information, select "Continue to Entries".

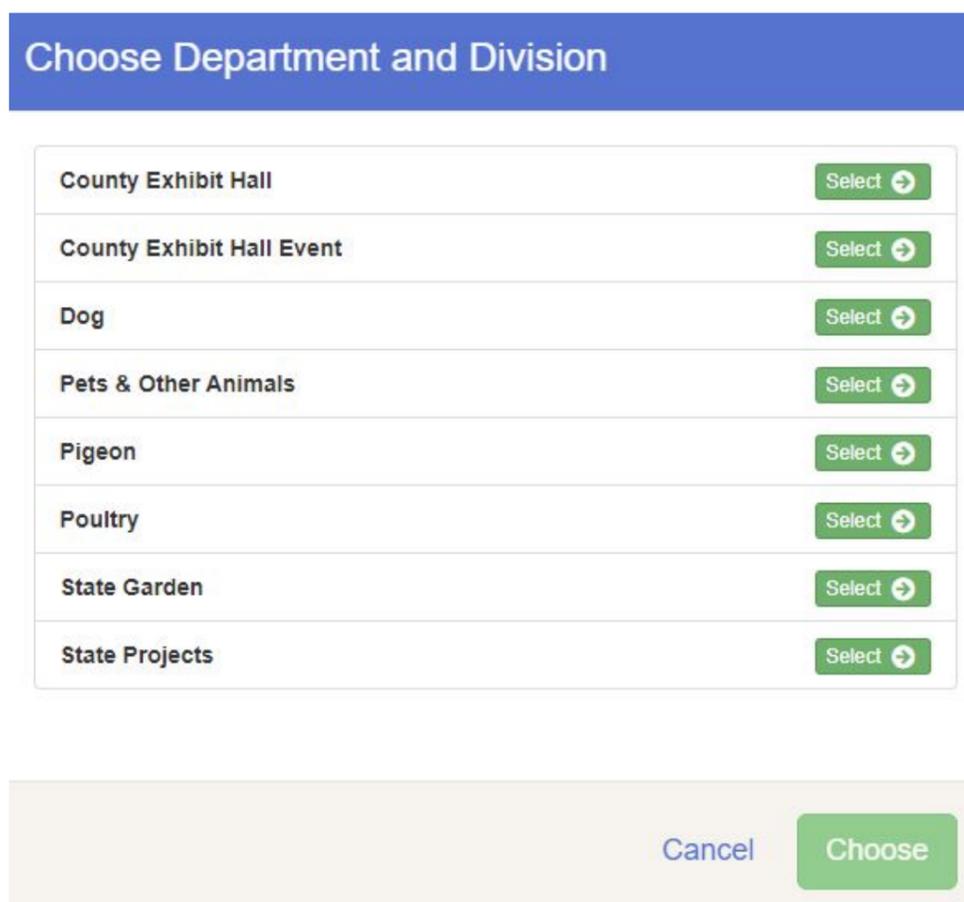
ADDING ENTRIES

(11) Select "Add an Entry" to the right of the exhibitor's name to begin adding your first project.



Important: Ignore the green button that says "Everything looks good!" You will not be ready to continue to payment and submission until you have added all your entries.

(12) Click "Select" next to the Department your project falls under. If you need help finding where your project is located within the FairEntry hierarchy, use the **List of Projects A-Z**.



Most projects fall under the **State Projects** Department. The following projects are county-only projects (not eligible to advance to the State Fair) and can be found under the **County Exhibit Hall** Department:

- Animal Education posters for most species except cat, dog, llama, poultry, and rabbit
- Bicycle
- Collections & Hobbies
- Civic Engagement & Education
- County Creative Cookery (baked and preserved foods can be found under State Projects)
- Leadership
- Sports
- STEM
- Any self-determined projects

If you are entering one of the **animal shows**, select your animal Department.

If you are entering **Fashion Revue**, select County Exhibit Hall Event Department if you have a sewing project and are in grades 3-7. If you are in grades 8-12 or are entering Fashion Revue with a Consumer Clothing project, select the State Projects Department.

(13) Click "Select" next to the Division your project falls under, then click "Choose". If you need help finding where your project is located within the FairEntry hierarchy, use the **List of Projects A-Z**. Click "change" if you need to find a different division or department.

Choose Department and Division

Department	State Projects	Change
	110: Aerospace (AE)	Select
	120: Arts and Crafts, General (CR)	Select
	125: ATV Safety Education (AS)	Select
	130: Beekeeping (BK)	Select
	140: Cake Decorating (CK)	Select
	150: Cat Poster or Display (CP)	Select
	160: Child Development (CD)	Select
	170: Computer (CO)	Select

(14) Click "Select" next to the Class you would like to enter. For some projects, you may continue to select a Sub-class as well. If you need help choosing, review the guidelines for your project found in the online **Marion County 4-H Project Handbook**. Typically, Beginner is grades 3-5, Intermediate is grades 6-8, and Advanced is grades 9-12, but which Class you select depends on your level of experience with the project. For projects divided by grade level, typically Junior is grades 3-7, and Senior is grades 8-12. Check your project guidelines for specifics.

Starting an Entry		
Department	State Projects	Change
Division	120: Arts and Crafts, General (CR)	Change
i Select a Class to continue		
	12011: Beginner (CR)	Select
	12012: Intermediate (CR)	Select
	12013: Advanced (CR)	Select

(15) Review your Department, Division, and Class selections. If you need to make changes, click the corresponding "Change" button. Once you have reviewed your selections, click "Continue".

Starting an Entry		
Department	State Projects	Change
Division	120: Arts and Crafts, General (CR)	Change
Class	12012: Intermediate (CR)	Change
		Continue

(16) Select the 4-H club you belong to, or the club you worked on this project with, then click "Continue".

Club/Chapter

Please select the 4-H Club or FFA Chapter that is associated with this entry.

Selected Club: [blurred] 4-H

Search...

- [blurred] (Marion) 4-H
- [blurred] (Marion) 4-H
- [blurred] (Marion) 4-H

3 total clubs are available
Note: no more than 50 clubs are shown at once, so use the search feature to find your club.

Continue →

(17) Enter a description of your exhibit and click "Continue". Be specific, as this description will be used to distinguish between exhibits. For example, instead of just "photo", use "photo of a butterfly on a leaf".

Entry Details

Briefly describe your entry. (Required)

[Text input field]

Continue →

(18) Answer any additional questions required for your entry, then click "Continue".

If you are ONLY exhibiting your project virtually, upload any documents, images, or videos when prompted. If you are bringing your projects for in-person judging, you are not required to upload anything.

Entry Files

IF EXHIBITING VIRTUALLY Optional
- Upload a Photo, Document, or Presentation

No file uploaded

Select File

pdf doc docx ppt pptx xls xlsx gif jpg png tiff

IF EXHIBITING VIRTUALLY Optional
- Upload your Record

(19) You have entered your first entry! Now, select what you would like to do next:

- If the exhibitor you were just working on has more than one project to enter, select "Add another Entry". You can then add another entry in the same division, or click "Change" to add another entry in a different department/division.
- If you are finished adding entries for that exhibitor but have another 4-H'er who is entering projects, select "Register another Exhibitor".
- If you are finished adding entries for ALL your 4-H'ers, select "Continue to Payment".

What do you want to do next?

+

+

Everything looks good!

➔ Continue to Payment

No payment is required for the Marion County 4-H Showcase. You must select "Continue to Payment" to submit your entries, but your invoice total will be \$0.00.

(20) If you are adding more entries, repeat the steps above to register additional exhibitors and add additional entries. You can use the tabs at the top to navigate. **Make sure you have entered all entries for all exhibitors in your family before moving on to the Payment step.**

PAYMENT AND SUBMISSION

No payment is required for the Marion County 4-H Showcase. FairEntry is set up as a payment system, but your invoice total will always be \$0.00.

(21) Review your "invoice", either in summary format or detail format. If everything looks good, click "Continue". If you need to make changes, click on the Exhibitors or Entries tabs at the top and fix what you need to. **Make sure all of the entries for each exhibitor in your family are listed before continuing.**

Invoice

Summary Detail

Individual Exhibitor: [REDACTED]

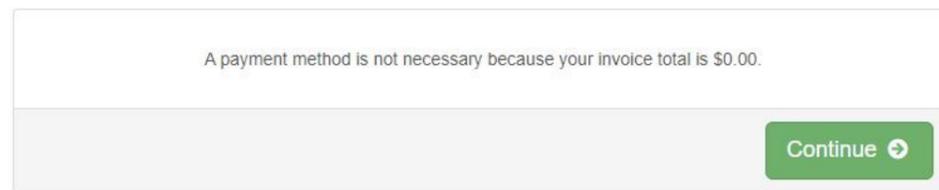
Entry #6: State Projects / Arts and Crafts, General (CR) / 12012: Intermediate (CR)

Entry #7: County Exhibit Hall / Foods - County Creative Cookery (CCC) / 810012: Level B (CCC)

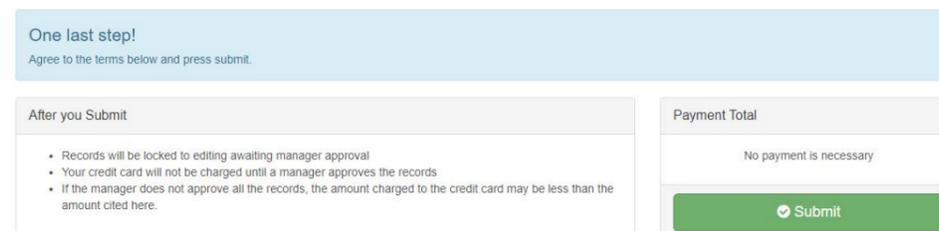
Total: \$0.00

Continue ➔

(22) Click "Continue" under payment instructions. There are no fees for Marion County 4-H Showcase exhibits.



(23) Click "Submit" to submit your entries. Once you click "Submit", you will not be able to edit your entries - they will need to be reviewed by 4-H staff before any changes can be made. You will see a "Thanks" message. You can select "Visit Dashboard" to see the entries you have submitted. You will also receive an email from FairEntry confirming your submission.



(24) Your entries will be reviewed and approved by county 4-H office staff. You will then receive an email from FairEntry letting you know your entries were approved. If there are any issues with your entry, it may be rejected, and you will get an email with the reason for rejection listed. You can then log in to FairEntry again, make any corrections, and re-submit your entry.

NEED HELP?

If you need help with FairEntry, or even just want to check to make sure everything looks right, please reach out to us at marion4h@purdue.edu or call 317-275-9284. If you made a mistake and have not submitted yet, you can fix it. If you made a mistake and have already submitted, don't worry – 4-H staff can fix it. Just reach out!