

Orange County 4-H FairEntry Guide

FairEntry is used to pre-register 4-H projects for the fair and works together with **4-H Online**. You'll use the *same login credentials* (email/password) for both systems.

FairEntry generates:

- Project labels
- Check-in and judging sheets
- Show programs
- Media and award reports
- Ribbon and award placings

Before You Start

1. **Log in to v2.4honline.com**
 - Confirm your membership and **pay the 4-H fee**
 - Ensure your project list is up to date: add/delete as needed
2. Use a **desktop computer** for the best experience
3. Have your **4-H Online login** (email + password) ready
(Need help? Click “Forgot Password” or call the Extension Office: 812-723-7107)

Step-by-Step: Register in FairEntry

1. Go to FairEntry.com
2. Click “**Find Your Fair**”
 - Search: **Orange**, filter: **Indiana**, click **Orange County 4-H Fair**
 - Watch the helpful instructional video if desired
3. Click the green “**Sign in with 4-H Online**” button
4. Choose “**Individual**” registration
 - Select the 4-H member’s name, then click **Continue**
 - If prompted, verify your address and click **Continue**
5. Review exhibitor information
 - Edit if needed (DO NOT transfer back to 4-H Online)
 - Click “**Continue to Entries**”

Creating Entries

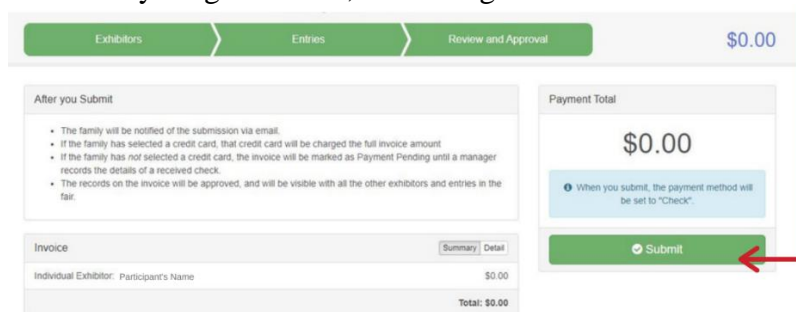
6. Click the green “**Add an Entry**” button next to the member’s name
7. Select:
 - **Department**
 - **Division**
 - **Class** (based on the 4-H member’s **grade as of Jan 1st**)
 - If needed, choose any sub-class
8. Click “**Create Entries**”
 - Review the entry or click “Change” to fix it
 - Click **Continue**
9. Choose your **4-H Club** and click **Continue**
10. Type a **detailed description** of your project
(*e.g., instead of “photo,” use “Butterfly on leaf photo”*)
 - Click **Continue**
11. Answer any additional required questions and click **Continue**

Animal Entries (if applicable)

12. Select “Add an Animal”
 - Click “Choose an Existing Animal Record”
 - Select the animal entered in 4-H Online
 - To switch animals, use “Remove From Entry”
 - Click **Continue**

Final Steps: Invoice & Submission

13. Click “Continue to Invoice”
 - **NO payment is required**, but this step is still necessary
 - Review the invoice in summary or detail format
14. Click the green “Continue” button
15. Confirm ALL entries for each family member
 - You’ll see a summary screen to review
16. Once everything is correct, click the green “Submit” button



The screenshot shows a web interface for reviewing a submission. At the top, there are three tabs: "Exhibitors", "Entries", and "Review and Approval", with the current amount "\$0.00" displayed. Below the tabs, there are two main sections. The left section, titled "After you Submit", contains a list of bullet points: "The family will be notified of the submission via email.", "If the family has selected a credit card, that credit card will be charged the full invoice amount.", "If the family has not selected a credit card, the invoice will be marked as Payment Pending until a manager records the details of a received check.", and "The records on the invoice will be approved, and will be visible with all the other exhibitors and entries in the fair." Below this is an "Invoice" section with a "Summary" button and a "Detail" button. The "Invoice" section shows "Individual Exhibitor: Participant's Name" and "\$0.00", with a "Total: \$0.00" at the bottom. The right section, titled "Payment Total", shows "\$0.00" and a note: "When you submit, the payment method will be set to 'Check'". At the bottom of the right section is a green "Submit" button with a white arrow pointing right. A red arrow points from the "Submit" button back to the "Review and Approval" tab.

17. You will receive a **confirmation email** when your submission is complete

Need Help?

Orange County Extension Office

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