FairEntry Tip Sheet:

- You need to be in Chrome or FireFox. Internet Explorer will give you issues.
- If you are unsure of what 4-H projects you are signed up for you will want to login to 4HOnline first and click "login" beside the child's name and look up his/her projects. https://v2.4honline.com/#/user/sign-in
- On the step by step directions STEP #19 seems to be a hang up for some. Unless you have 1 kid with 1 project you do NOT want to hit the "continue to payment" button. Instead you want to either (A) enter the child in another project or (B) enter a different child from the same family into a project you will click one of the buttons above "continue to payment".
- If you forget to put a project in FairEntry you will have to wait for an office staff member to "approve" the original entries before you can go in and add entries. This may take a day or two.
- You may start entering members' information, just do not submit until you have completed all 4-H members in the family. Again, you will have to wait for a staff member to approve the original entries before you can go in and add entries for other kids in the family.
- If you run into a question, you may skip and go on to another entry and your items will be saved. When you have everything completed in FairEntry, please be sure to submit your entries.
- If you are not sure you will be completing your exhibit, complete FairEntry anyway so that we are ready to accept your exhibit if you do complete it.
- For projects in which you can have multiple exhibits (i.e., Foods, Gardening, Photography, Sewing, Shooting Sports, etc.) please be sure to include any that you might possibly be exhibiting. We would rather have too many exhibit tags for you than not enough. You can click all the entries you want at one time instead of going into that project multiple times.
- When entering each project, you must enter your club every time you make an entry.
- **Completing by Record Sheet only**- if you are not exhibiting a project, but completing it by record sheet you will go into that project and select "No Exhibit".
- **Fashion Revue-** If you are doing this you must include a detailed description of your outfit in FairEntry.
- **Jr. Leaders**- You need to do FairEntry so we have a place to put your record sheet grade, but you will sign up for shift for the fair through SignUp Genius.
- **Animals-** you can only put in the number of animals (per child) that project rules allow you to exhibit. Example: you can only show 6 pigs, so you need to pick no more than 6 of your pigs that you want to exhibit at the fair and put them in FairEntry. You can make changes to the animals when you enter them at the fair.
- **Animals-** some animal projects allow animals to show in multiple classes (llamas, horse and pony, utility goat) and you will just select the animal and then put it in all the classes you want that animal to show in in one step.
- Note for some reason this system will state that there is a fee, however when you get to the end of the entry it will show a zero charge – there is NO FEE.
- If you plan to complete a project by turning in a "No Exhibit Record Sheet " we still need you to enter that project in FairEntry so that we can put your record sheet grade in the system after the fair.

Updated 6/11/21 PW