

Exhibitor Group (Family) Entry				
Visit <u>http://gcff.fairentry.com</u>				
 Select to "Sign in with 4HOnline" and enter your login information. NOTE: If you forgot your password for your 4HOnline account, you need to go to 4HOnline (<u>https://v2.4honline.com/</u>) to set a new password. Then use the new password (not the temporary password) to log in to FairEntry. 	4-H Exhibitor and 4-H Staff Sign-In			
1. Click "Begin Registration"	We noticed you haven't yet registered for the fair. Begin Registration I			
Step One – Entering Exhibitor Information				
 Once you select to register an Individual, you will have the option of registering one or more of all the members with an active and up to date registration of that 4H Online account. 	Exhibitors Entries Payment \$0.00 Do you want to register an Individual? Individual			

Step Two - Creating Entries for Exhibitors

Fair Entry

Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc. For example, if an exhibitor is bringing 2 photographs, two entries into the photography class must be created. If an exhibitor is showing one horse in 5 events, five class entries must be created. Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this exhibitor group (and entries) or proceeding to check-out (submitting the entries).

 Click Add an Entry beside the correct exhibitor (if more than one has been created). 	Exhibitors Entries Payment \$0.00 There are 0 entries belonging to 1 exhibitor in this invoice.	
2. Click Salast basida tha first department you	Helpsheet, Becky 0 Entries	
Click Select beside the first department you wish to enter.		
 After you select a department, you will see a list of divisions to select from, and then a list 	Choose Department and Division	
of available classes. <i>Also notice that there are</i>	Department Horse Change	
blue "Change" links in case you mistakenly select an incorrect department, division, or	Division 312: Horse Showmanship Change	
class.		
 After you have selected the class, click the green Choose button. 	Cancel Choose	
At this point, you will continue on with either the Multiple Entry process, or the Single Entry Process, depending on the division. The Multiple Entry process is described beginning on page 3, and single entries are described beginning on page 4.		

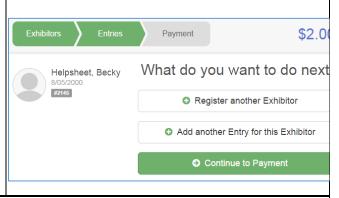
0

Creating Class Entries Using t For the divisions with the Multiple Entry process, you right, below. If you do not see checkboxes next to e process, and that process is described beginning on	ou will see a screen similar to the view at the each class, this area uses the single-entry
 Select the classes and number of entries in each class that you would like to create for this exhibitor. Click Continue. 	Mere your Club and Class selections to contrivue. Contraine Class Cat Twee Cate of Element and Class selections to contrivue. Cate of Classes Cate of Element and Class selections and the selection and the sel
 Review the entries. If you need to make any changes, click Cancel. If everything is correct, click Create Entries. 	Review your selections Before we actually create your entries, please review your selections. If you continue with your current selections, 3 entries will be created with the following information: Department 2018 Demo Fair Division Horse Club Demo FFA Chapter Animal(s) • Hurricane 1.31201: Pony Showmanship - all grades 3.31250: Miniature Horse Driving - All grades 3.31250: Miniature Horse Driving - All grades 3.31250: Miniature Horse Driving - All grades
 If you need to add another exhibitor, click on the Exhibitors button at the top left and repeat the steps to create a new exhibitor. If all entries are complete, click Continue to Payment. If you need to add more entries for an existing exhibitor, click Add an Entry. 	Extended Entrement Payment There are 4 antisties belonging to 2 exhibitors is this invoice. Centrinue to Payment Image: Constitute to Payment Image: Centrement to the Payment Image: Constitute to Payment Image: Centrement to the Payment Image: Constitute to Payment Image: Centrement to the Payment Image: Constitute to Payment Image: Centrement to the Payment Image: Constitute to Payment Image: Centrement to the Payment Image: Constitute to Payment Image: Centrement to the Payment Image: Constitute to Payment Image: Centrement to the Payment Image: Constitute to Payment Image: Centrement to the Payment Image: Constitute to Payment Image: Centrement to the Payment Image: Constitute to Payment Image: Centrement to the Payment to the Payment Image: Constitute to Payment to the Payment to th

Fair Entry

Creating Entries Using th	
If your screen does not resemble the picture on the multiple entry process in this area. See the section a	
	above, beginning on page 5.
1. Select the appropriate class.	Editadore > Entrue Payment \$110.75
2. Click Continue	Starting an Entry Banimbio, Jack
	Department: Vee Date: Department: Depa
	2010 March Cost Withow 2010 2010 2010 201
	See - Reset of Marvet Gente Come 21525 Minuture Hone Dring - All grades
	#136 Department / Horse
3. If this is not a breeding animal class entry,	()()
follow the instructions on-screen to enter any	OLarChapter Animals Dussions
additional information such as Custom	Oubs/Chapter
Questions or Custom Files associated with	Press assoch mit 4-4-1.0.0 of the Chapter that is associated with this entry. Selected Club: Demo FXA Chapter Tria Suggested Club: Demo FXA Chapter Tria Sunt Club Delocide
that entry.	Sheet Per Outs
Fashion Revue will ask for a brief outfit	Bury Beavers
description. Cat and Dog will give you the	Clever Klos power
option to upload health papers (optional).	Curious Cervers Demo County Boy Scouts
4 If this is a human diagram invalidance and my service	Demo County Ori Scouts
 If this is a <u>breeding animal class entry</u>, you will be required to specify which animal will 	Club/Chapter Arimats Questions
will be required to specify which animal will be exhibited in this class. You will see the	мажолария интересто
option to "Add an animal".	Entry Animals
5. Choose "Enter a New Animal Record" to enter	There is no animal in this slot • Add an animal
new animal information.	Continue O
6. Fill in all of the fields with information about	
the animal you intend to exhibit. Click Create	
and Add Animal when finished. If the animal	Adding an Animal
information was entered incorrectly, you have	
the option to either Remove From Entry	
(creating a new animal) or Edit Animal Details.	Enter a New Animal Record
When it's correct, click Continue.	
	Cancel
	Citb/Chipter Animals Questions
	Entry Animals Pernove From Entry Identifier (Tag) 44848
	Edit Animal Details DNA Collected
	Dirke Contendant Dirk (Juli-Sar Kens Retinal Image
	State Fair Roting Drate Fair)
	Tag 44843 Anima ID: 4-H (4.86-122) or USDA -

- 7. When each class entry is complete, you have three choices for what to do next:
 - a) If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this exhibitor group.
 - b) If this exhibitor has more class entries to make, you can Add another Entry for this Exhibitor. Do this until all entries for all exhibitors are complete, then Continue to Payment.



Submitting Entries

When all entries for all exhibitors in the family have been completed, **Continue to Payment** to finalize and submit your entries. You must submit your entries even if there are no fees, so no payment is required.

- 1. Review your entries for completeness and accuracy. *Notice the Summary and Detail buttons at the top of the list on the right.* If there are errors, click on the green Entries section at the top of the page. Click Continue when all information is correct.
- 2. Once all entries have been entered for exhibitors in your family, submit the invoice for approval.
- 3. You will receive an email message when the entries have been submitted for approval.

Exhibitors > Entri	ies Payment	\$2.00
0 Review	2 Payment Method	3 Confirm
Invoice		Summary Detail
Individual Exhibitor: B	Becky Helpsheet	
Exhibitor Fee		\$2.00
Entry #266: Food an	nd Nutrition / Cooking 101 / One loaf ban	ana bread
		Total: \$2.00
		Continue O