

2018 FairEntry – detailed instructions for families

GETTING STARTED

- In order to register for 4-H at the Tri-County Fair, each youth must be enrolled as an active 4-H member and you must know your 4HOnline family login (email address and password).
- **For more information about enrolling and/or obtaining lost login information, go to www.mt.4honline.com**
- You may begin your 4-H Fair entry process on **June 4, 2018**. Be sure to complete your entry (including the final “Submit” step) prior to the end date of **July 17, 2018**.
- Check your email inbox for a confirmation email with a list of your entries. All entries must be approved in the Extension Office before you are fully entered. If errors are found your entry will be sent back to you. You will receive a second email when your entries have been approved.
- For Tri-County Fair information, premium books, dates and more, visit the Fair website, www.powellcountymt.gov

LOGGING IN

When you're ready to register for the fair, start at <https://tricity4h.fairentry.com>

FairEntry works best with Chrome, Safari, or Firefox. (Internet Explorer is currently unreliable with FairEntry.)

- You can also go to www.fairentry.com and click “Find Your Fair”.

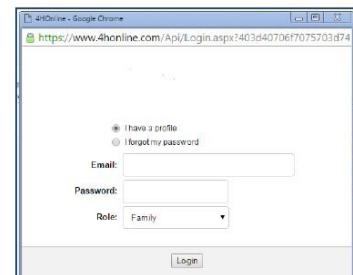
Once you are at your county's fair page, proceed as follows:

1. Click on “Sign in with 4HOnline”

This will bring up a popup window (watch for pop-up blocker notices and/or a hidden window).

2. This is where you'll enter your 4HOnline login email and password (or this is another opportunity to request a forgotten password).

Exhibitor and Staff sign-in

The image is a screenshot of a web browser window showing the 4HOnline login page. The browser's address bar shows the URL "https://www.4honline.com/Api/Login.aspx?403d40706f7075703d74". The page has a white background with a light blue header. There are two radio buttons: "I have a profile" (selected) and "I forgot my password". Below these are input fields for "Email:" and "Password:". There is a dropdown menu for "Role:" with "Family" selected. At the bottom right is a "Login" button.

CREATING EXHIBITORS

If this is your FIRST TIME logging in, you will see a welcome screen. (See below for subsequent logins)

- Click “Begin Registration”
- Click on “Individual”
- Click on the 4-H member you are registering and click on “Continue”
- As you proceed, you will see question(s) to answer or interview times to select. If they aren’t for you project areas, please select N/A or No.
- Click “Continue”

We noticed you haven't yet registered for the fair.

Begin Registration ↻

Do you want to register an Individual?

Individual

Congratulation! You have now created an Exhibitor profile, which can be reviewed if desired.

CREATING (REGISTERING) ENTRIES

Note: Do not “Continue to Payment” and “Submit” the invoice until all entries are registered for all family members. If you do submit an invoice before entering all members of the family, you will need to wait until Extension staff have approved the first invoice before you can create a new invoice and add new entries and/or exhibitors. (Entries are referred to as Invoices as many fairs charge fees to enter)

The next step is to create entries

- Click “Continue to Entries”, then “Add an Entry”.
- Select the desired Department.
- Select the desired Division.
- Click on “Choose”

Choose Division		
Department	Goat - Dairy	Change
Division	Dairy Breed	Change
		Cancel Choose

At this point, the registration option you see will depend on the Class being entered:

Option 1 - Selecting from a list of Classes. (Departments A & B)

Option 2 - Selecting to enter multiple entries (exhibits) in one or more Classes at one time.

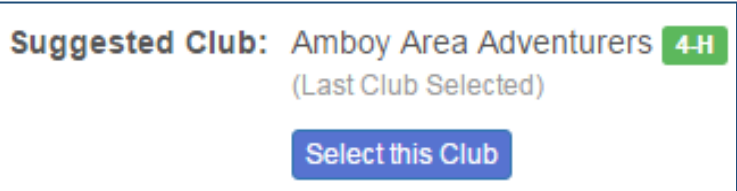
This is available in Departments C, D, E, F, G H, J, K, showmanship, animal contests, and non-animal exhibit divisions.

Option 3 - Selecting a single animal Class and then (in some cases) choosing a specific animal.

(See below for details on each option)

In all options, you will at some point see the member's 4-H Club displayed.

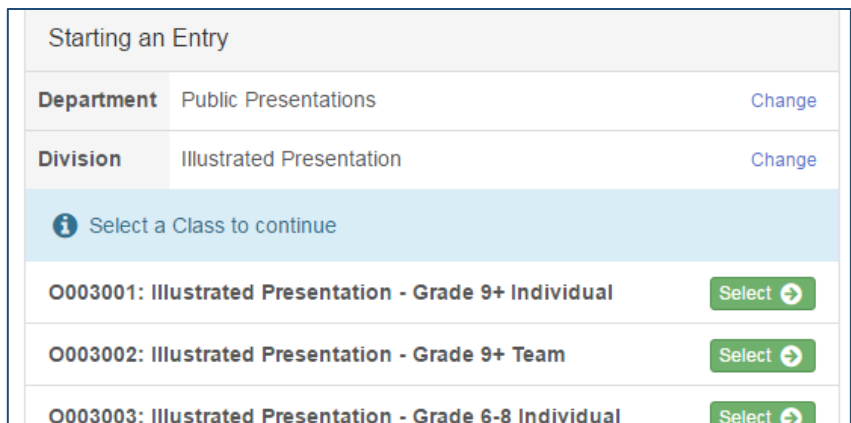
In some cases, you must "Select" (or change) the club and options for doing that may vary, but generally the suggested club can most easily be selected with a blue "Select this Club" button. In other cases the club will already be selected.



OPTION 1

Selecting from a list of Classes

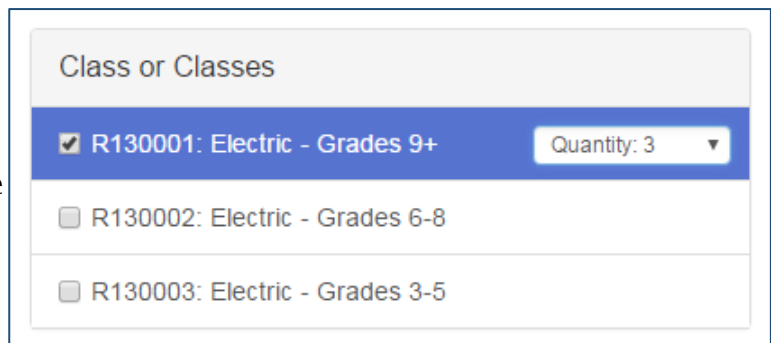
- Click on "Select" to register one entry in that Class



OPTION 2

Selecting to enter multiple entries in one or more Classes at one time (IF allowed in the Class)

- Check the box to the left of the desired Class
- Change the Quantity as desired (Limited by quantity in Fair Book)
- Click "Continue" An error message will state if you have tried to enter too many items
- Review Entries and then click on "Create Entries"



OPTION 3

Selecting a single animal Class and then (in some cases) choosing a specific animal.

- Click on “Select” to register one entry in the desired Class.
- Click “Continue”
- Select your Club (see above note about selecting a Club)

- If an animal is required, click on “Add an animal” to choose from previously ID’d and available animals
- Click “Continue”

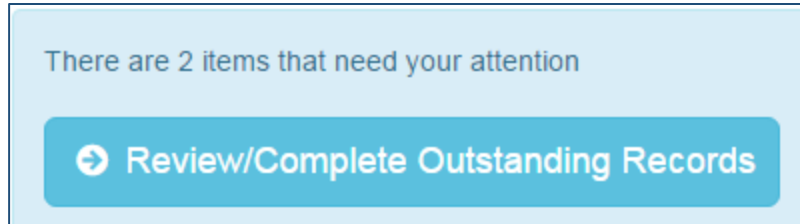
Department	Rabbits	Change
Division	Small Breed Rabbits	Change
Select a Class to continue		
I001001:	Rabbit - Small Breed Senior Buck over 6 months of age	Select
I001002:	Rabbit - Small Breed Senior Doe over 6 months of age	Select
I001003:	Rabbit - Small Breed Junior Buck under 6 months of age	Select

Entry Animals	
There is no animal in this slot	Add an animal
Continue	

OTHER QUESTIONS AND INCOMPLETE ENTRIES

In the process of registering entries, some entries will have additional questions you must answer. Follow the on-screen instructions to complete the questions and proceed with registration.

In some cases you may run into errors or situations where you cannot proceed. If you see a “blue” button or information, follow the instructions to complete the tasks indicated.



There may be situations where you cannot proceed with your fair entries for some reason or another. For example, you may need to enter an animal that is not showing up as being available for entry, or you may be unsure about the correct Lot to enter.

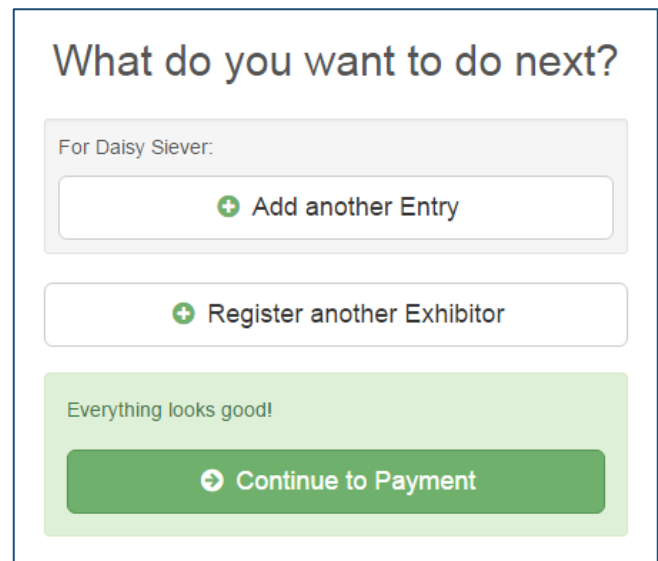
In these cases, contact your County Extension Staff.

CONTINUING ON

After successfully completing an entry, you can do the following:

- Click “Add another Entry” to continue adding entries.
- Click “Register another Exhibitor” to change to another 4-H member in the family.
- Click “Continue to Payment”. (There are no fees or payments needed, but this step is required to complete your registration).

HOWEVER, do not proceed to Payment and Submit the Invoice (containing all the entries) until all entries and family members have been registered.

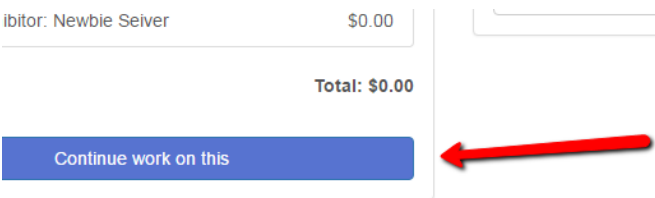
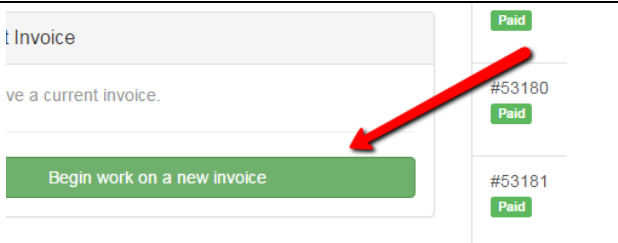


Click “Continue to Payment” to finish, following the steps as prompted to submit the “invoice”.

- Once an invoice has been submitted, Extension staff will review and approve your family’s entries. Until then you are not able to create additional entries.
- You can log back in at any time to review entries previously created.

LOGGING BACK IN ANOTHER TIME

When logging back in, you will find your family profile in one of three “invoice statuses”:

<p>Invoice un-submitted</p>	<ul style="list-style-type: none"> You can continue adding or completing entries on that invoice. Entries cannot be changed, but they can be deleted from an un-submitted invoice 	
<p>Invoice submitted, but not approved</p>	<ul style="list-style-type: none"> New entries not allowed Previous entries can be reviewed but cannot be deleted or changed. 	
<p>Invoice submitted and approved</p>	<ul style="list-style-type: none"> You can add new entries by starting a new invoice. Previously submitted entries cannot be deleted or changed. 	

NAVIGATION HINTS

Click on the fair “Title” to return to your family Dashboard at any time.

- This is where you’ll be able to find completed/approved invoices and printable lists of entries.



When working on an invoice, you can often click on any of the navigation buttons even if they are not green. This can be helpful for going “back and forth” while working on entries.

