

**Register your 4-H exhibits for the 2017 Allen County Fair  
June 1 – June 30 for ALL projects**

1. Go to <https://allencountyindiana.fairentry.com>
2. Select the “Sign in with your 4-H Online account” option – the **GREEN** box



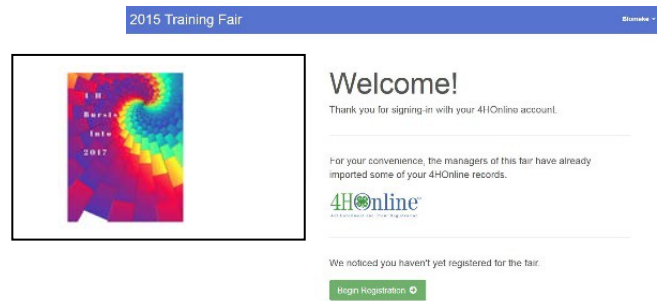
3. A separate box will pop up where you can enter the login email address and password from 4HOnline.

*(If you don't remember your password, you will need to select the "I forgot my password" option to get a temporary one emailed to you. If your email address has changed, log in using the old email address and change it in 4HOnline.)*



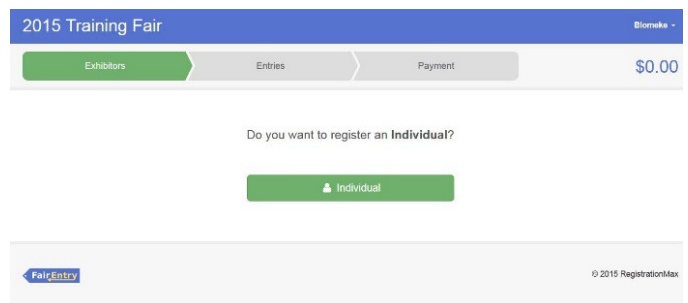
4. Click the “Login” box.

5. This will take you to the Welcome screen, where you will need to select the green box to “Begin Registration”



**SECTION 1 - EXHIBITORS TAB**

6. Choose if you would like to register an individual or a team and click that green box





## How to Register for Fair (4-H Family)

- Choose the dot next to the name of the 4-H'er you would like to register and then click the green "continue" box

**New Individual Exhibitor**

Select an Existing person to continue...

<input type="radio"/>		Blomeke, Ava 7/07/2009 - Age 5
<input type="radio"/>		Blomeke, Grace 7/13/2004 - Age 10
<input type="radio"/>		Blomeke, Graham 8/12/2002 - Age 12
<input type="radio"/>		Blomeke, Isabella 3/15/2000 - Age 15
<input type="radio"/>		Blomeke, Sadie 10/26/1999 - Age 15

- Review the exhibitor registration information
- Make any necessary corrections (using the edit boxes). Remember that any corrections made here DO NOT transfer back to your 4HOnline Account

**2015 Training Fair** Blomeke

Exhibitors | Entries | Payment \$0.00

Blomeke, Isabella  
15 years old - 3/15/2000  
[Delete this Exhibitor](#)

Personal Details | Contact Info | Address | **Review**

Please review the exhibitor registration. [Continue to Entries](#)

<b>Personal Details</b>	<b>Contact Info</b>
First Name: Isabella	Email: blomekfamily@gmail.com
Last Name: Blomeke	Home Phone: (111) 222-3333
Date of Birth: 3/15/2000	Cell Phone: (111) 444-5555
Gender: Female	Cell Phone Carrier:
<b>Address</b>	
1234 N. 500 E Somewhere, IN 46078-9901	

Select the green "Continue" box.

- When you are taken back to the Exhibitor information page, click the green "Continue to Entries" box

### SECTION 2 - ENTRIES TAB

- Click the green "Add an Entry" box to the right of the exhibitor's name

**2015 Training Fair** Blomeke

Exhibitors | **Entries** | Payment \$0.00

There are 0 entries belonging to 1 exhibitor in this invoice.

Blomeke, Isabella  
0 Entries [Add an Entry](#)

- Click the green "Select" box next to the Department you would like to enter

**Starting an Entry**

Select a Department to continue

Ag Hort	<a href="#">Select</a>
Beef Cattle	<a href="#">Select</a>
Bever Goats	<a href="#">Select</a>
Cat	<a href="#">Select</a>
Dairy Cattle	<a href="#">Select</a>
Dairy Goats	<a href="#">Select</a>
Dog	<a href="#">Select</a>
Exhibit Hall (All Exhibit Hall Projects)	<a href="#">Select</a>
Exhibit Hall Event	<a href="#">Select</a>
Horse	<a href="#">Select</a>
Llama and Alpaca	<a href="#">Select</a>
Meat Goats	<a href="#">Select</a>
Pigeon	<a href="#">Select</a>
Poultry	<a href="#">Select</a>

Blomeke, Isabella  
15 years old - 3/15/2000  
Existing entries (0)

13. Click the green “Select” box next to the Division you would like to enter

14. Click the green “Select” box next to the Class you would like to enter

(Check the Allen County 4-H Rules Book and addendum for exhibition descriptions, requirements and rules.)

15. Review the selection of the Department, Division and Class. To correct errors in the Department, Division or Class, click the corresponding ‘Change’ button. Click the green ‘Continue’ button to move to the next step.

16. Select the dot next to the 4-H Club that you belong to and then select the green “Continue” box

17. If required, enter in a description of your exhibit – *please be specific as this description for non-animal exhibits will be used to distinguish between exhibits, example – don't just type in "photo", type in more description, such as "Butterfly on leaf photo"*

18. Answer any other Additional Questions required for that entry.  
Select the green "Continue" box after you are finished answering all questions.

19. Decide if you would like to:  
 >Register another Exhibitor  
 >Add another Entry for this Exhibitor  
 >Continue to Payment  
 and select that appropriate box  
*\*\*\*The payment section is a formality of the system. No payment is needed, but you must go through the steps.*

20. To register an animal entry from 4HOnline, you will select the white "add an animal" box during the entry process.

21. A smaller box with two options will pop up. Choose the green "Choose an Existing Animal Record" box

22. A list of those animals that you have previously ID'd in 4-H Online that are eligible for that class are listed. Select the circle next to the animal you would like to enter. Then select the green "Select Animal" box.

## How to Register for Fair (4-H Family)

### Adding an Existing Animal

Allowed Animal Types

- Dairy Goat Registered Does
- Dairy Goat Wethers

Isabella Blomeke

<input type="radio"/>	Tag: 95-555	4HOnline
<input type="radio"/>	Tattoo: XSP	4HOnline
<input type="radio"/>	Tag: 95-556	4HOnline

Cancel

23. All of the information about that animal will be pulled over from 4-H Online, so that you can check to make sure that is the correct animal. If you want to switch to a different animal, click on the "remove from entry box". If it is correct, click the green "Continue" box. Then you will be taken to the Additional Questions page listed in step #20.

Entry Animals

Identifier (Tag)	95-555	4HOnline
Animal Type	Dairy Goat Wethers	
5-digit County Tag OR Tattoo	95-555	
Tattoo (Right Ear)		
Intend to exhibit this animal at State Fair		
Beginning Weight Date	4/25/2015	
Beginning Weight	35	
Check if animal is County Born/Raised		
Premises ID		

### SECTION 3 - PAYMENT TAB

*\*\*\*The payment section is a formality of the system. No payment is needed, but you must go through the steps.*

24. Review your invoice, either in summary format or detail format. If it looks correct, click the green "Continue" box. If not, go back to the entries tab and fix what you need to.

2015 Training Fair Blomeke

Exhibitors  Entries  Payment  \$0.00

1 Review      2 Payment Method      3 Confirm

Invoice	Summary	Detail
Individual Exhibitor: Isabella		\$0.00
		Total: \$0.00

25. Select the green "Continue" box.

*\*\*\*There are no fees for 4-H exhibits.*

2015 Training Fair Blomeke

Exhibitors  Entries  Payment  \$0.00

1 Review      2 Payment Method      3 Confirm

Instructions to Pay by Check

There is no cost to enter 4-H exhibits.

26. Confirm your entries one last time. Make sure all entries for each exhibitor in your family are listed before you submit the entries.

NOTE: Once you hit submit, you cannot edit your entries.

28. You will receive a “Thanks!” message. You can choose the button to “Visit Dashboard” to see your entry.

29. You can view the entry summary or details from the Dashboard screen.

You will receive an email from Fair Entry after your entry has been submitted.

You will also receive an email from Fair Entry letting you know if your entry was approved or rejected by the County Extension Staff. If part of your entry was rejected, a reason will be listed and you will be able to log in and fix the problem before submitting that entry again. Please contact the Allen County Extension Office if you have any problems with this process at (260) 481-6826 or [sammjohnson@purdue.edu](mailto:sammjohnson@purdue.edu), [bthuma@purdue.edu](mailto:bthuma@purdue.edu) or [jkendall@purdue.edu](mailto:jkendall@purdue.edu).