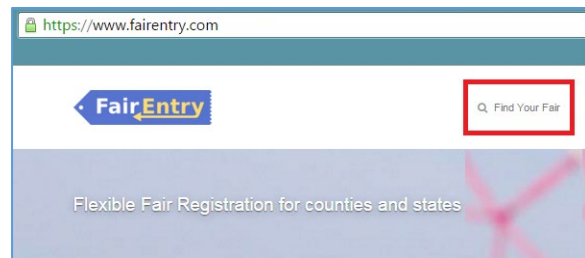


Exhibitor Group (Family) Entry

Important Reminders

- Your fair probably has dates when entry is accepted into the fair. Be sure to complete your entries (including the final “Submit” step) prior to the cut-off date.
- Register all entries for each exhibitor in the family before proceeding to the Payment section.
- Be sure to click the “Submit” button when you have completed your entries. Entries are not final until they have been submitted.
- Check your email inbox for a confirmation email with a list of your entries and any related fees.
- You will receive a second email when your entries have been approved by your fair or show.


You may access your Fair at
<http://www.fairentry.com/Fair/SignIn/20575>



- If you have registered for a Fair with FairEntry before, enter your login information.
- If you have not registered with FairEntry before, select to Create a New Account. Follow the instructions to create your account.

FairEntry Exhibitor, Staff Sign-In

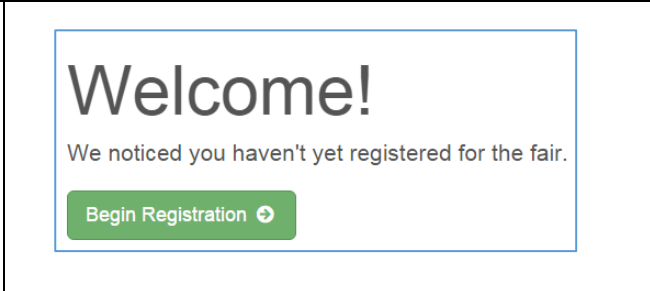
If you don't have a 4HOnline account, sign-in with your FairEntry account:



[Forgot your password?](#)
[Not in 4-H Online and need to create a FairEntry exhibitor account?](#)

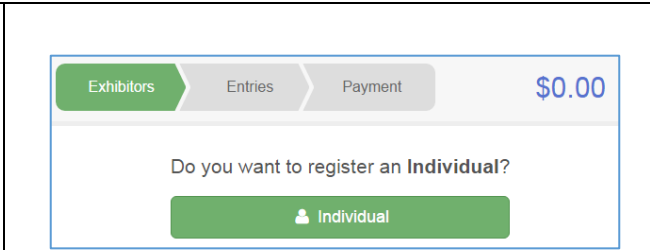


1. Click “Begin Registration”

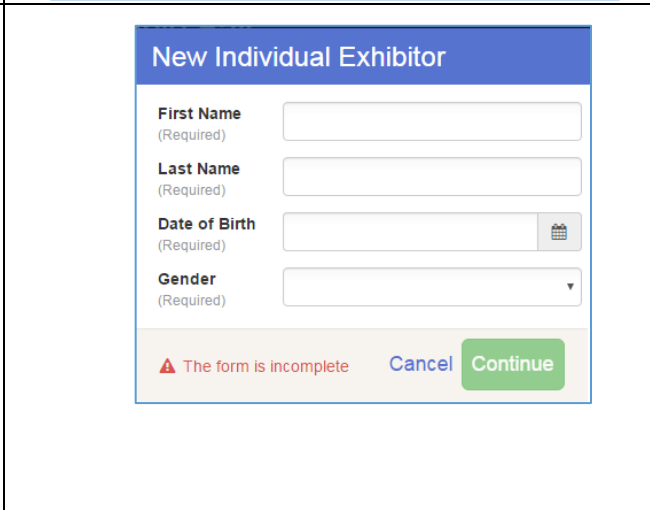


Step One – Entering Exhibitor Information

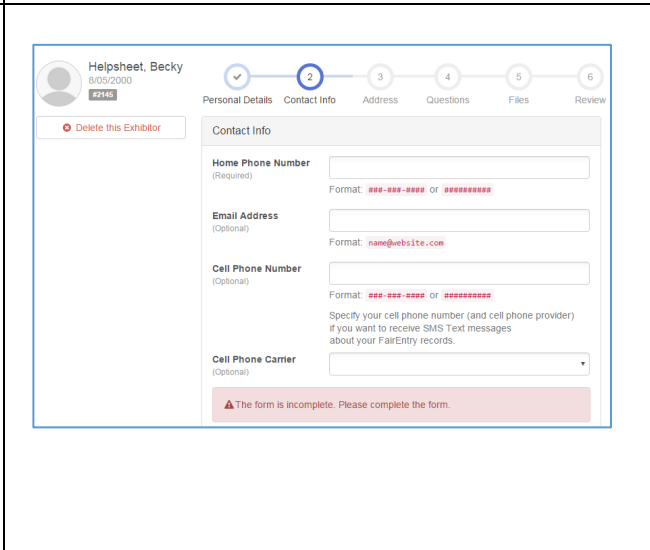
1. If your fair is configured to accept both individual and team entries, click on the appropriate choice for your entry. Some fairs may only be configured for individual entries.



2. Enter the exhibitor information into the required fields. Some forms may require different information depending on the Fair or Show.



3. *(If you entered/spelled something incorrectly on the previous screen, you have the option to Delete this Exhibitor on this screen.)* Enter the information on the Contact Info screen—the only required field is the top Home Phone Number. You can use the same email address that you used to create the account, or an alternate one unique to the exhibitor. If they wish to receive text messages, enter the cell phone number and carrier. That number can be the same as the Home Phone Number entered above, or different. Click Continue when you are finished entering data.



4. Enter the mailing address. All fields, except Address continued, are required. If the exhibitor has the same address as was entered on another exhibitor in the Exhibitor Group, click "Copy" to add the address to the current Exhibitor record. Click Continue when all information is entered correctly.
5. If your fair or show requests a Social Security Number for 1099 purposes, that will be Step 4 on the progress bar. Those are fully encrypted and only the last 4 digits will be visible after the number has been saved.
6. If your fair or show asks additional questions, those will be step 4 or 5 on the progress bar. Answer any questions, and click Continue.
7. If your fair requires you to upload any files for the exhibitor, those will be step 5 or 6 on the progress bar. Upload requested files, and click Continue.

Address

The exhibitor's address is very important!
If this exhibitor will be receiving checks from the fair, those checks will be mailed to the address entered here.

123456
Dallas, TX
75252 Copy

Address (Required)

Address continued (Optional)

City (Required)

State (Required)

Postal Code (Required)

Continue

8. Review the exhibitor information. If any information is incorrect, click the green Edit button in the appropriate group to change it. When all information is correct, click Continue to Entries.

Helpsheet, Becky
8/05/2000
2265

Delete this Exhibitor

Please review the exhibitor registration. Continue to Entries

Personal Details	Contact Info
First Name: Becky	Email
Last Name: Helpsheet	Home Phone: 555-123-4444
Date of Birth: 8/05/2000	Cell Phone
Gender: Female	Cell Phone Carrier



Step Two - Creating Entries for Exhibitors

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, whether or not fees are charged).

1. Click Add an Entry beside the correct exhibitor (if more than one has been created).

2. Click Select beside the first department you wish to enter. Any departments that are not available for entry will be noted as "Not Available" with a short explanation.
3. After you select a department, you will see a list of divisions to select from, and then a list of available classes. *Also notice that there are blue "Change" links in case you mistakenly select an incorrect department, division, or class.*
4. After you have selected the class, click the green Choose button.



Submitting Entries

When all entries for all exhibitors in the exhibitor group 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. You will receive a second email when the entries have been approved.

