

# FairEntry TIP

## SHEET

**STEP 1:** Go to <http://www.fairentry.com> click "Find Your Fair", enter Asotin in search box and then click on the current year Asotin County Fair

Find Your Fair

Search by keyword (Optional): Asotin

Sorted by: State

Filter by State: ALL

Select a State from the Map

Search

Washington

2018 Asotin County Fair  
April 27 - April 29, 2018

**STEP 2:** Click on the green "Sign in with 4-H Online"

**STEP 3:** Enter your 4-H Online email and password

**STEP 4:** Set your role to "Family"

**STEP 5:** Click Login

Exhibitor and Staff sign-in

4HOnline  
4-H Enrollment and Event Registration

Sign in with 4HOnline

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

Email

Password

Sign in

Forgot your password?  
Not in 4-H and need to create a FairEntry account?

4HOnline - Google Chrome

Secure | <https://www.4honline.com/Api/Login.aspx?403d40706f7075703...>

4-H  
WASHINGTON STATE UNIVERSITY  
EXTENSION

I have a profile  
 I forgot my password

Email:

Password:

Role: Family

Login

**STEP 6:** Click the green "Begin Registration" button

For your convenience, the managers of this fair have already imported some of your 4HOnline records.

4HOnline  
4-H Enrollment and Event Registration

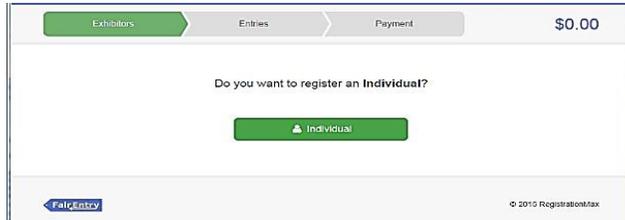
We noticed you haven't yet registered for the fair.

Begin Registration

FairEntry

© 2015 RegistrationMax

**STEP 7:** Click the green “Individual” button

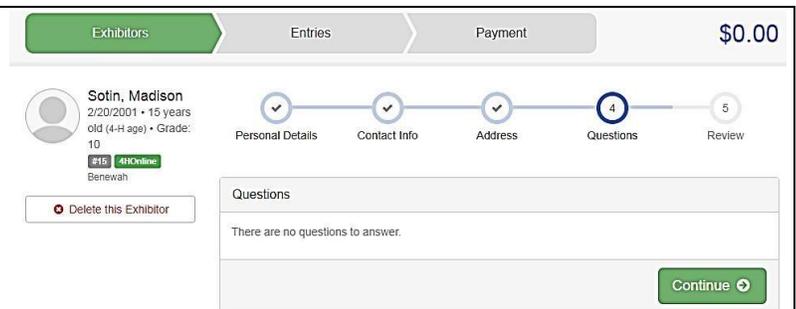


**STEP 8:** Click the button next to the child you wish to register for fair.



**Step 9:** Click “Continue”

**Step 10:** Click “Continue”



**STEP 11:** Verify all contact details are accurate and click “Continue to Entries”.  
**Be sure to enter your mailing address as your check will be mailed to you.**

The screenshot shows the 'Review' step of the registration process. At the top, there are tabs for 'Exhibitors', 'Entries', and 'Payment', with a balance of '\$0.00'. A progress bar indicates the current step is 'Review'. Below the progress bar, the exhibitor's name 'Sotin, Madison' and basic info (2/20/2001, 15 years old, Grade: 10) are shown. A 'Delete this Exhibitor' button is on the left. A green box says 'Please review the exhibitor registration.' with a 'Continue to Entries' button. Below are three sections: 'Personal Details' (First Name: Madison, Last Name: Sotin, Birthdate: 2/20/2001), 'Contact Info' (Email: sotin918@live.com, Home Phone: 208-582-2034, Cell Phone: 208-582-2805, Cell Phone Carrier: empty), and 'Address' (851 Susie Dr, Saint Maries, ID, 83861-8769). An 'Additional Questions' section is empty.

**STEP 12:** Click “Add an Entry”

The screenshot shows the 'Entries' step. It displays 'There are 0 entries belonging to 1 exhibitor in this invoice.' and a green box saying 'Everything looks good!' with a 'Continue to Payment' button. At the bottom, the exhibitor's profile 'Sotin, Madison' is shown with '0 Entries' and an 'Add an Entry' button.

**STEP 13:** Choose “Select” next to your project.

The screenshot shows a 'Choose Department and Division' dialog box. It contains a list of categories, each with a 'Select' button: Beef, Dairy Cattle, Dog Obedience and Handling, Goat, Horse, Indoor, Poultry, Rabbits, Sheep, and Swine. At the bottom, there are 'Cancel' and 'Choose' buttons.

**Step 14:** Choose your specific project.

Choose Department and Division

Department	Beef	Change
201: Breeding Beef		Select
202: Market Beef		Select
209: Beef Showmanship		Select

Cancel Choose

**STEP 15:** Once you have narrowed down your class choice, click “Choose”

Choose Department and Division

Department	Beef	Change
Division	202: Market Beef	Change

Cancel Choose

**STEP 16:** Select your class of livestock by clicking the small green “select” button.

Exhibitors Entries Payment \$0.00

Starting an Entry

Department	Beef	Change
Division	202: Market Beef	Change

Select a Class to continue

20222: Market Beef	Select
20223: Stocker-Feeder Beef	Select

Existing entries (0)

**STEP 17:** Click the “Continue” button if everything is correct or the “change” button if you need to edit an entry.

Exhibitors Entries Payment

Starting an Entry

Department	Beef	Change
Division	202: Market Beef	Change
Class	20222: Market Beef	Change

Continue

**STEP 18:** Choose your club. Please choose the club that you have been attending the meetings for this project! Each entry may have a different club, please be sure that each of your projects is entered with the correct club!

**STEP 19:** Click “Add an animal” to enter your animal ID information.

**STEP 20:** If you have already added your animals into your 4-H Online Profile, click “choose an existing animal record”. If you have not done this yet, click “enter a new animal record” and complete the requested information.

**STEP 21:** Once you have entered all of the requested information, verify information is correct and click “Continue”

**STEP 22:** If you have finished all of your entries, click "Continue to Payment"  
(Asotin County Fair does charge any entry fee, so this will be \$0)

If you have more entries for this 4-H member, click "Add another Entry" (**HINT:** If you are showing livestock that require a showmanship class, click this option!)

If you need to register a sibling in this family, choose "register another exhibitor"

## What do you want to do next?

For Madison Sotin:

[+ Add another Entry](#)

[+ Register another Exhibitor](#)

Everything looks good!

[→ Continue to Payment](#)

**STEP 23:** Once you have completed all entries and choose "Continue to Payment" in Step 22, you will be led through several screens that you just need to click Continue.

Exhibitors > Entries > Payment \$0.00

1 Review — 2 Payment Method — 3 Confirm

Invoice Summary Detail

Individual Exhibitor: Madison Sotin \$0.00

Total: \$0.00

[Continue](#)

**STEP 24:** Click "Submit", then "sign out" and you are one step closer to fair!

Please watch your email for a confirmation or for a request to fix entry errors.

Exhibitors > Entries > Payment \$0.00

Review — Payment Method — Confirm

**One last step!**  
Agree to the terms below and press submit.

After you Submit

- Records will be locked to editing awaiting manager approval
- Your credit card will not be charged until a manager approves the records
- If the manager does not approve all the records, the amount charged to the credit card may be less than the amount cited here.

Payment Total

No payment is necessary

[Submit](#)