FairEntry Registration Help Sheet

New this year is the 4-HOnline FairEntry system to register your projects for the Deerfield. The registration deadline for animal entry is September 1. The deadline for the 4-H Exhibit Building project entry which includes member educational displays is September 18.

To enter go into Deerfieldfair.fairentry.com

- Select "sign in" with your 4-HOnline account – the **Green** Box
- A new box will pop up, enter the login email address and password from 4HOline. If you forgot your password, use the "I forgot my password button" and follow directions.
- Click the "Login" box
- This will take you to the Welcome screen, where you will need to select the green box to "**Begin Registration".**
- Choose "Register an Individual" and click the green box.
- Select the name of the 4-H'er you would like to register by clicking the radio button and then click the green "Continue" box.
- Review the exhibitor registration information. Make any necessary corrections using the edit boxes. Any corrections made here do not transfer back to your 4HOnline account.
- Click the green **"Add an Entry"** box to the right of the exhibitor's name.
- For entries into the 4-H Building scroll to "**Building Exhibits"** department and click on the "**Select"** box. For Livestock entries scroll to the animal department you wish to enter and click on the **"Select"** box.
- Click select box next to the "**Division"** you want
- Click select box next to the "**Class"** you want
- Click on green "Continue" button to move to the next step
- Click the Select box next to the club you will be exhibiting with
- If you see a blue box with Incomplete or Review/Complete Outstanding Records, click on box and answer any additional questions regarding your entry such as description of project ex: Photo of Mount Washington. To answer questions click on green edit and enter information into the text box, or choose radio button whichever is appropriate. Review questions and select continue.
- If you want to display another project, Choose "Add Another Entry" or if another member of your family wants to exhibit choose "Register Another Exhibitor" and repeat process above. Do Not choose Continue to Payment until you have entered all your projects or entered all your family members who are displaying.
- If selecting "Add Another Entry" and you want to change to another department, choose "Change" for change in department such as an animal entry; or change in class to stay in the department and change your class. Example: Stay in Building Exhibits, choose change in class box and scroll down to Photography to add a photography class. Or: Choose Change in department and scroll down and select an animal Division and then choose the class.
- Once all projects are entered, click on Continue to Payment. Since we have no fees for Deerfield Fair, just continue through payment options and choose submit at the end.