FairEntry—4hOnline Integration

THESE STEPS WILL BE DONE EVERY YEAR. Under the "Setup" menu, click 4hOnline integration. Here you can see a log of the program year that you are working with and has been accepted. Scroll down to the import box where Clubs, Projects, Members and Animal Types are listed.

Integration of Clubs

Integration of clubs can be done after your fair has been approved and/or hierarchy has been synchronized. By integrating the clubs, **you are pulling all available/active clubs in your county. This does not pull over members. This only gives the program clubs that exhibitors will be able to choose from.**

The information you will be integrating is any active clubs that are listed under this menu option in 4hOnline. **Note:** If you have any clubs that you do not want to import, go into 4hOnline and make them "Inactive". After the integration is done you can go back into 4hOnline and re-activate it again.
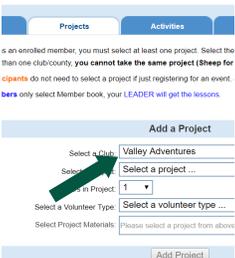
Example: An after school club that is strictly after school programming but does not exhibit in the fair.

Select the green import button next to "Clubs". It will automatically import the information. A history of the import will show, along with how many clubs have been imported.
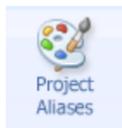
Integration of Projects

Integration of projects can be done after your fair has been approved and/or hierarchy has been synchronized. By integrating the projects, **you are pulling all available projects members are able to choose from. This does not pull over members OR WHAT THEY HAVE CHOSEN.**

The information you are integrating will be the list of projects from what members choose from in 4hOnline. When they choose from the drop down list in the image provided. You will also be integrating any project alias' from this menu option in 4hOnline:

Note: The integration may pull Project Aliases if they were _ever_ set up in the program, even if they are no longer there. This will not effect your program or when your members register.

Select the green import button next to "Projects". It will automatically import the information. A history of the import will show, along with how many projects have been imported.

Integration of Animal Types

Integration of animal types can be done after your fair has been approved and/or hierarchy has been synchronized. By integrating the animal types, you **are pulling all available animal types members are able to choose from. This does not pull over members OR WHAT THEY HAVE CHOSEN. This data is the information that is listed here in 4hOnline.**

Select the green import button next to "Animal Types". It will automatically import the information. A history of the import will show, along with how many animal types have been imported.

Integration of Members

DO NOT IMPORT MEMBERS UNTIL A FEW DAYS BEFORE REGISTRATION OPENS By integrating the members, you are pulling **EVERY ACTIVE** member into the FairEntry program, along with all their profile information. This includes, their login credentials, address, family, projects selected and animals, etc.

Select the green import button next to "Members". It will automatically import the information. A history of the import will show, along with how many members have been imported.

Important: This import will only work on **ACTIVE** members. If you have anyone "incomplete" or "pending" (even if you are waiting for a payment from them or a payment to be entered), it will not import them or their data.

Integration Tip

When performing any of these integrations, they can always be done again if needed. However, it will only import "new" data and will not "subtract" any data that has already been integrated. **Example:** Will import a new project added, but will not delete any project that is no longer there but was included in a previous import.

NDSU EXTENSION