

Families Entering 4-H Exhibits at the Fair with FairEntry

Demo County Fair

Registration is currently **Open**

Registration dates: 4/5/2019 - 5/31/2019

Exceptions may apply [View Details](#)

Welcome to 4-H at the North Dakota Training Fair for FairEntry!

Exhibitor and Staff sign-in



Sign in with 4HOnline

1) Go the web link provide by your County Extension Office. <http://NDTrainingFair.fairentry.com>

Demo County Fair

Registration is currently **Open**

Registration dates: 4/5/2019 - 5/31/2019

Exceptions may apply [View Details](#)

4Honline - Google Chrome
https://www.4honline.com/Api/Login.aspx?403d40706f7075703d7472...
NORTH DAKOTA
4-H enrollment & event REGISTRATION
 I have a profile
 I forgot my password
Email:
Password:
Role: Family
Login

Exhibitor and Staff sign-in

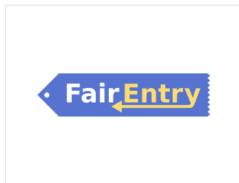


Sign in with 4HOnline

2) Click the **GREEN** Sign in with your 4honline account.

Demo County Fair

Aakre



Welcome!

Thank you for signing-in with your 4HOnline account.

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



3).Click on Begin Registration

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

Begin Registration

Demo County Fair

Aakre

Exhibitors

Entries

Payment

\$0.00

Do you want to register an Individual?

Individual

4) Click on Individual.

Demo County Fair Aakre ▾

Exhibitors Entries Payment \$0.00

Exhibitors being registered

There are 0 exhibitors in the process of being registered

[+ Register an Exhibitor](#)

Previously Registered Exhibitors

The registration information for an Exhibitor in this list cannot be edited but you can add new Entries.

5) Click on Register an Individual.

If any member has already registered, they will also be listed on the right hand side.

New Individual Exhibitor

Select an Existing person to continue...

Aakre, Betzi
8/05/2009 - Age 9

Aakre, Edwin
8/04/2002 - Age 16

Aakre, Isaac
8/04/2008 - Age 10

- OR -

[+ Create an Exhibitor From Scratch](#)

[Cancel](#) [Continue](#)

6) Select the family member to enter exhibits. You will see the list of family members imported from 4honline.

If the family member is not listed, click on Create an Exhibitor from Scratch

Demo County Fair Aakre ▾

Exhibitors Entries Payment \$0.00

Aakre, Betzi
8/05/2009 • 9 years old (4-H age) • Grade: 4
4HOnline Demo

[Delete this Exhibitor](#)

Personal Details
Contact Info
Address
Questions
5

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

Personal Details [Edit](#)

First Name	Betzi
Last Name	Aakre
Birthdate	8/05/2009
Gender	

Contact Info [Edit](#)

Email	dpaakre@bvillemn.net
Home Phone	701-231-7251
Cell Phone	701-231-8595
Cell Phone Carrier	

Address [Edit](#)

Po Box 6050
Fargo, ND
58108-6050

Additional Questions

There are no questions or answers.

7) Personal details, contact information and address have been imported from 4honline. The screen you see first for this exhibitor will be to answer questions if there are any.

Click on Continue to Entries.

Demo County Fair Aakre ▾

Exhibitors **Entries** Payment \$0.00

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

+ Register another Exhibitor

Everything looks good!

+ Continue to Payment

8) Click on add entry.

Aakre, Betzi + Add an Entry

0 Entries 4HOnline

Demo County Fair Aakre ▾

Exhibitors **Entries** Payment \$0.00

Aakre, Betzi
8/05/2009 • 9 years old (4-H age) • Grade: 4
4HOnline Demo

Personal Details Contact Info Address 4 Questions Review

Delete this Exhibitor

Questions

There are no questions to answer.

Continue →

9) Answer questions for the exhibitor (if any).

10 & 11) Select Department for the first exhibit and click choose. Next Select the Division (project) and click choose.

Choose Department and Division

4-H Beef Cattle	Select →
4-H Dairy Cattle	Select →
4-H Goats	Select →
4-H Horse Show	Select →
4-H Poultry	Select →
4-H Rabbits	Select →
4-H Sheep	Select →
4-H Static	Select →
4-H Swine	Select →
CountyOnly	Select →

Cancel Choose

Choose Department and Division

Department: 4-H Static Change

4-H Banners	Select →
Aerospace	Select →
Animal Science	Select →
Careers	Select →
Child Development	Select →
Citizenship	Select →
Communications	Select →
Consumer and Finance	Select →
Creative Arts	Select →
Crop Production	Select →
Educational Exhibit	Select →
Electricity	Select →
Engineering	Select →
Entomology	Select →
Environment	Select →
Family Story	Select →
Fiber Arts	Select →
Food and Nutrition	Select →

Choose Department and Division

Department	4-H Static	Change
Division	Creative Arts	Change

12) Confirm the selected department and division.

If correct, click choose.

If not correct, click cancel and start the entry of this exhibit again.

Cancel [Choose](#)

Exhibitors **Entries** Payment

13) Pick the class you wish to enter and click Select. Note the classes for static exhibits specify 4-H age of exhibitor.

4-H age is the age of the member on August 31 of last year. That age is 4-H age for the member when the North Dakota 4-H year started on September 1. If you have had a birthday between September 1 of last year and today – your actual age will be one year more than your 4-H age.

Starting an Entry

Department	4-H Static	Change
Division	Creative Arts	Change

Select a Class to continue

5100: pre-packaged craft kit, age 8 to 12	Select
5101: creative and performing art exhibit, 8 to 12	Select
5102: creative and performing art exhibit, 13 to 18	Select
5105: floral arrangement, exhibitor 8 to 12	Select
5106: floral arrangement, exhibitor 13 to 18	Select
5107: corsage, bouquet, misc, exhibitor 8 to 12	Select

Demo County Fair

Exhibitors **Entries** Payment

Starting an Entry

Department	4-H Static	Change
Division	Creative Arts	Change
Class	5105: floral arrangement, exhibitor 8 to 12	Change

[Continue](#)

14) After selecting the class, click continue.

Entry Description

Briefly describe your entry. (Required)

Yellow roses with purple status and white daisy type chrysanthemums


[Continue](#)

15) Add description of the exhibit. The description must be detailed enough to pick out the exhibit – distinguish it from all others in that class. Be specific.

Some examples of description:

- 1) Instead of enlarged photograph, describe the photo "bridge over river at city park."
- 2) Instead of four cookies or bars, describe the type: "chocolate chip cookies."
- 3) Instead of Item/display for nature trails, describe the item: "poster on bird nests"
- 4) Instead of drawing, describe the drawing: "dog looking through window"
- 5) Instead of item made for wood arts, describe the item: "chess/checker board of maple and walnut"

Be Specific with your description of the exhibit!

Entry #3	
	Aakre, Betzi 8/05/2009 • 9 years old (4-H age) • Grade: 4 #3 4HOnline Demo • Demo Club
Department	4-H Static
Division	Aerospace
Class	3111: aerospace display, exhibitor 8 to 12

What do you want to do next?

For Betzi Aakre:

[+ Add another Entry](#)

[+ Register another Exhibitor](#)

Everything looks good!

[Continue to Payment](#)

16) Click on Add another Entry if you have additional exhibits.

If this exhibitor is done, but another family member needs to enter exhibits, click on Register another Exhibitor.

If all family members are done, click on Continue to Payment.



Invoice		Summary Detail
Individual Exhibitor: Betzi Aakre		\$0.00
		Total: \$0.00
Continue		

17) If your county fair has entry fees, or has additional items you purchase, the charge will show here.

If there are no charges or the charges are correct click on continue.



A payment method is not necessary because your invoice total is \$0.00.

[Continue](#)

18) Select the payment method if there is a fee associated with your entry.

If there are no fees, click continue.

Records will be locked to editing awaiting manager approval

Exhibitors > Entries > Payment \$0.00

Review (1) — Payment Method (2) — Confirm (3)

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](#)

19) Entries are not sent to the fair until you click on submit.

Demo County Fair Aakre -

Thanks!

Thank you for participating in Demo County Fair.

An email confirmation of your submission has been sent.
If the fair management finds any issues with your registration, you will receive another email.

Visit Dashboard
Sign out

20) A message indicating your entries have been submitted will appear. Check your 4honline email for messages approving your entries or alerting you to any issues with an entry. Sign out.

Flexible fair registration for counties and states

Thanks for registering with Demo County Fair

We received your registration on
April 05, at 3:36:08 PM 0 Time

Invoice #: 489480

Exhibitors: 1

Entries: 2

Total Fees: \$0.00

Individual Exhibitor: Betzi Aakre
Entry #2: 4-H Static / Creative Arts / 5105: floral arrangement, exhibitor 8 to 12
Entry #3: 4-H Static / Aerospace / 3111: aerospace display, exhibitor 8 to 12

21) Check your email for a message indicating receipt of your registration.

If you do not receive this email, check with your county FairEntry administrator.



Flexible fair registration for counties and states

Your registration with Demo County Fair was approved.

Invoice #: 489596

Exhibitors: 1

Entries: 2

Total Fees: \$0.00

Individual Exhibitor: Betzi Aakre
Entry #2: 4-H Static / Creative Arts / 5105: floral arrangement, exhibitor 8 to 12
Entry #4: 4-H Static / Creative Arts / 5105: floral arrangement, exhibitor 8 to 12

Your registration was approved on

April 09, 2011 2:03:13 PM 0 Time

22) You will receive another email when the registration has been approved.

Comments from Lisa Braton, Cass County:

Just a couple of notes:

In the entry settings, the admin can set the description field as off. This is how Cass does it. The reason is because even if we say put in a detailed description, people don't. Or they don't read. Or they really don't know what they are bringing yet. When judging day comes, we turn the field back on and enter have volunteer judging assistants help with entering descriptions at the same time as results.

This is why we have to give our volunteers "Fair Manager" staff permissions. This is the lowest level we could choose to let them have access to enter descriptions. This, again, was our work around in case others want to do it that way.

Also, entry settings can be made "Multientry". This way if an exhibitor wants to bring 2 crochet items, they would not have to go back in twice to make the entry. They can go in once and then select the number they are bringing. This might be ideal for those who have "Unlimited" entries or a "limit of 10". However, if you have multientry set up and want families to enter descriptions at the same time, it can be very cumbersome. I suggest if you want multientry, NOT to have families enter descriptions at the time of registration.

I would point out the blue/purple button upon logging in. This button, with the fields for credentials, is for any open class or non-4-H members to create an account. Many times we had families try to just enter their credentials there, instead of using the green button. I have asked FairEntry to change it (visually) but I see they haven't.

On page 5, the last instruction....is there a box you have to check to "agree to terms"? I can't quite remember.

One last note: I would let everyone know that their families cannot log back in and make new entries until their previous entries have been accepted. So if they register one child, and then submit, they will not be able to enter another child until the first child's exhibits are accepted. (This would be the case if they forgot to "add exhibitor" before they submit.

Another example is if they remember another one or come up with another exhibit, after they submitted their first exhibits. On the night that our registration closes, I am at home on my phone logged into FairEntry frequently checking it and accepting registrations until about 11:00 pm. (However, this could be solved if it was advertised that registration closes at 5:00pm).

Hope this helps.

Lisa