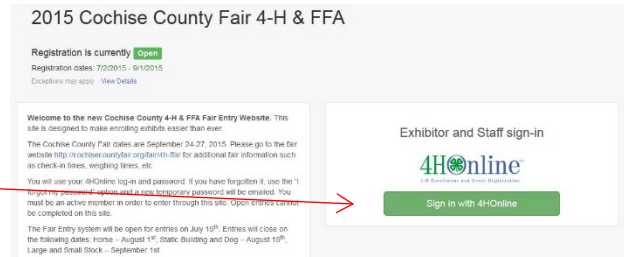


1. Go to <http://cochise.fairentry.com>



2. Select “Sign in with your 4-H Online account options – the **GREEN** box

3. A new box will pop up, enter the login email address and password from 4Honline.

(If you don't remember your password, you will need to select the “I forgot my password” option to get a temporary one emailed to you. If your email address has changed, log in using the old email address and change it in 4Honline.)



I have a profile
 I forgot my password

Email:

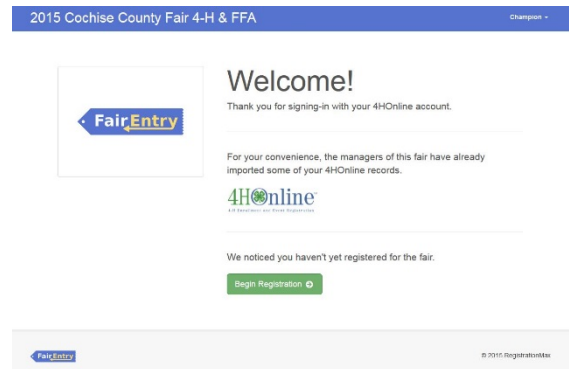
Password:

Role:

Login

4. Click the “Login” box.

5. This will take you to the Welcome screen, where you will need to select the green box to “Begin Registration”.



SECTION 1 - EXHIBITORS TAB

6. Choose if you would like to register an individual or a team and click that 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.

Note: Do not select Create an exhibitor from Scratch, this option will not work.

- Review the exhibitor registration information.

- Make any necessary corrections (using the edit boxes). Remember that any corrections made here DO NOT transfer back to your 4HOnline Account.

- The additional questions area is where you can purchase passes and parking passes. Complete this section and then select the green "Continue" box.

- When you are taken back to the Exhibitor information page, click the green "Continue to Entries" box.

SECTION 2 - ENTRIES TAB

- Click the green "Add an Entry" box to the right of the exhibitor's name.

- Click the green "Select" box next to the Department you would like to enter

- Click the green “Select” box next to the Division you would like to enter.

Note: You will only be allowed to sign up for projects that you are enrolled in. For those that you are not eligible for, you will see “Not Available” along with a message about 4HOnline membership.

- Click the green “Select” box next to the Class you would like to enter. If available, you will then select the Sub-Class you would like to enter.

- Review the selection of the Department, Division, and Class. To correct errors in the Department, Division or Class, click the corresponding ‘Change’ button. Click the green ‘Continue’ button to move to the next step.

- Click the green “Select” box next to the Club you will be exhibiting with.

- Answer any additional questions in regards to your entry. For some divisions a description is requested/required.

Please be specific as this description will be used to distinguish between exhibits, example – don’t just type in “photo”, type in more description, such as “Butterfly on leaf photo”

Review questions and select continue.

SECTION 2 CONT. – ANIMAL ENTRIES TAB

19. When adding an animal entry you will select the white “add an animal” box during the entry process.

20. A smaller box with two options will pop up. Choose the green “Choose an Existing Animal Record” box for animals that were previously registered in 4HOnline. If not already registered choose the “Enter a New Animal Record”.

21. If Choosing an Existing Animal Record, a list of those animals that you have previously ID’d in 4HOnline that are eligible for that class are listed. Select the circle next to the animal you would like to enter. Then select the green “Select Animal” box.

Simon Clovers	4HOnline
Tag: 95-555	4HOnline
Tattoo: XSP	4HOnline
Tag: 95-556	4HOnline

All of the information about that animal will be pulled over from 4-H Online, so that you can check to make sure that is the correct animal.

OR

If Entering a New Animal Record, select the animal type from the drop down box and enter the requested information. Then select the green “Create and Add Animal” box.

22. Review animal ID, “Edit Animal Details” if necessary. If you want to switch to a different animal, click on the “Remove from Entry” box. If it is correct, click the green “Continue” box.

Remove From Entry	Edit Animal Details	Identifier (Tag)	1589
		Animal Type	Meat Goat, Market/Carcass
		Tag	1589
		Scrapie Flock ID	AZ158
		Animal Name	Smokey
		Sex	Male
		Birthdate	3/15/2015
		Breed	
		Description	Boer Goat
		Club or Chapter Name	

23. After adding the animal ID, if you are entering a market class you will be asked in the questions section if the animal qualifies for the Cochise County Best Bred and Fed Contest. Select Yes or No, then continue. Review and continue again.

24. Decide if you would like to:
- >Register another Exhibitor
 - >Add another Entry for this Exhibitor
 - >Continue to Payment
- and select that appropriate box

Note, if you have completed your entry without any fees the payment section is a formality of the system. No payment is needed, but you must go through the steps.

SECTION 3 - PAYMENT TAB

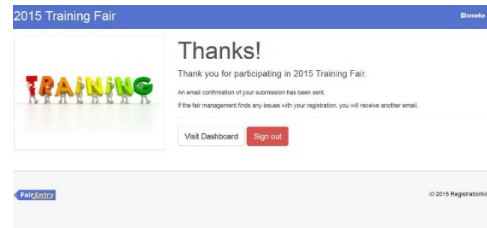
25. Review your invoice, either in summary format or detail format. If it looks correct, click the green "Continue" box. If not, go back to the entries tab and fix what you need to.

26. Select Payment Method, "Pay by Credit Card" or "Pay by Check" then select the green "Continue" box.

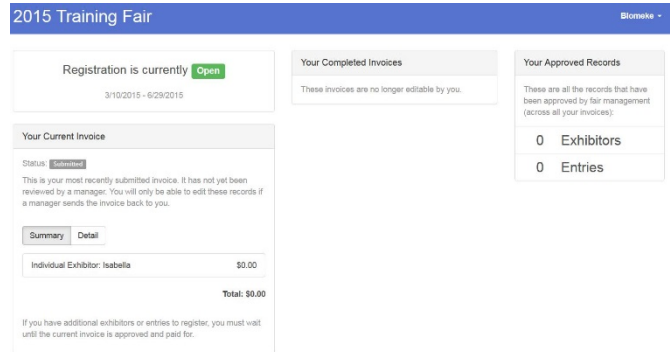
27. Confirm your entries one last time. Make sure all entries for each exhibitor in your family are listed before you submit the entries.

NOTE: Once you hit submit, you cannot edit your entries.

28. You will receive a “Thanks!” message. You can choose the button to “Visit Dashboard” to see your entry or sign out.



29. You can view the entry summary or details from the Dashboard screen.



You will receive an email from FairEntry after your entry has been submitted.

You will also receive an email from FairEntry letting you know if your entry was approved or rejected by the County Extension Staff. If part of your entry was rejected, a reason will be listed and you will be able to log in and fix the problem before submitting that entry again. Please contact the Willcox Extension Office if you have any problems with this process at (520) 384-3594.