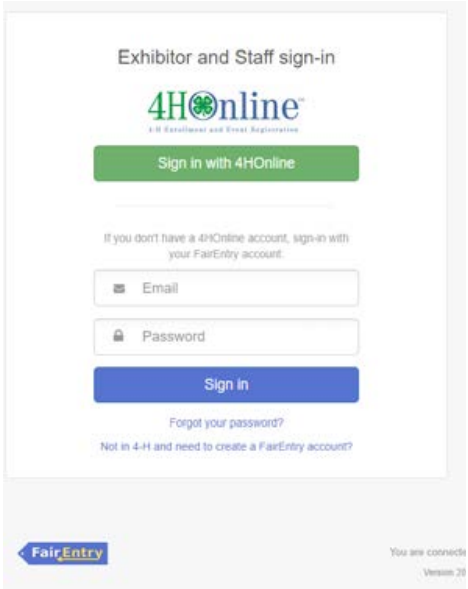

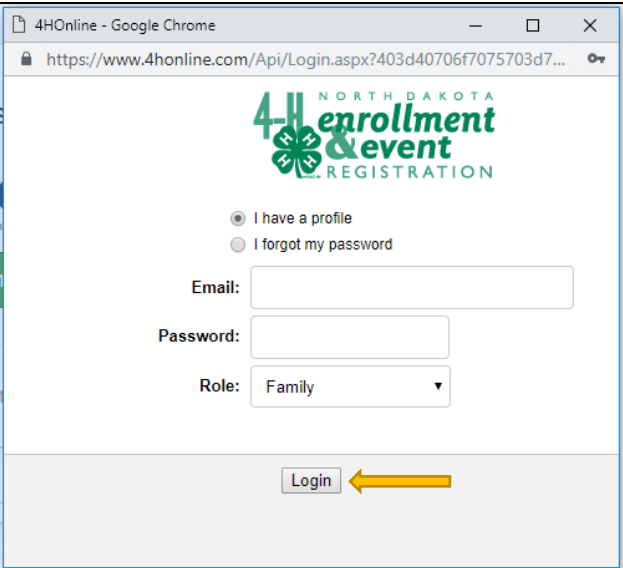


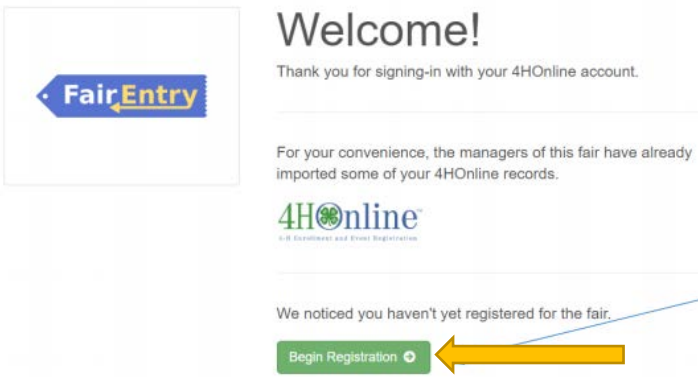
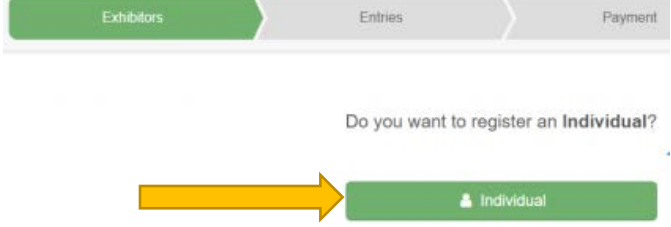
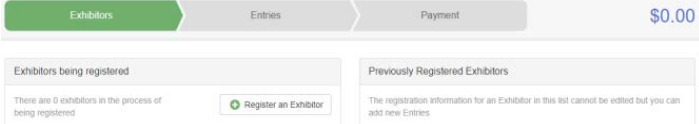
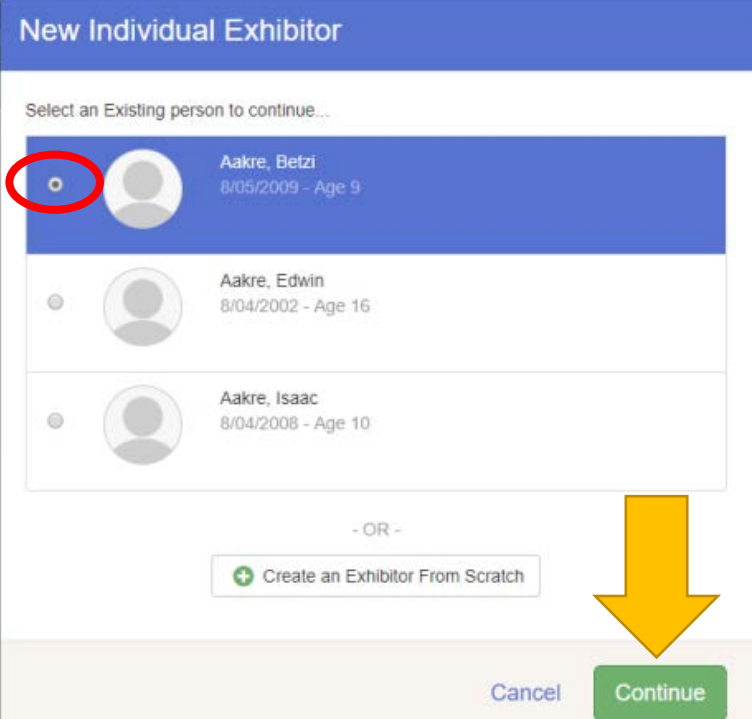
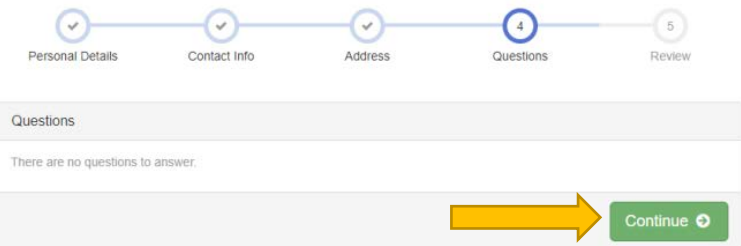
# FairEntry Registration Instructions

- Google Chrome or Mozilla Firefox are the recommended browsers
- Register all entries for each exhibitor in the FAMILY before proceeding to the PAYMENT section
- Be sure click the “Submit” button when you have completed your entries. Entries are not final until they have been submitted
- Check your email inbox for a confirmation email with a list of your entries.
- You will receive a second email when your entries have been approved
- **YOU WILL NOT BE ABLE TO ACCESS YOUR ACCOUNT AGAIN UNTIL YOUR PREVIOUS ENTRIES ARE APPROVED BY THE EXTENSION OFFICE.**

## STEPS

1	<p>Go to:  <a href="http://www.fairentry.com/Fair/SignIn/15632">http://www.fairentry.com/Fair/SignIn/15632</a></p>	
2	<p>Click “Sign in with 4HOnline”</p>	
3	<p>Enter your 4HOnline credentials and click “Login”.</p> <p>(If you forgot your password, you may click on “I forgot my password to have a new one sent to you. If you are unsure of your email that was used, please contact the Ward County Extension Office.)</p>	

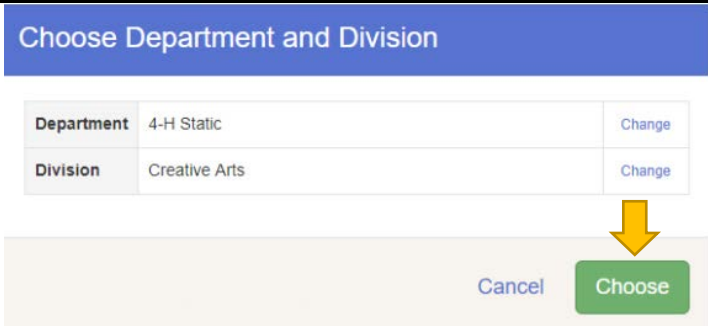

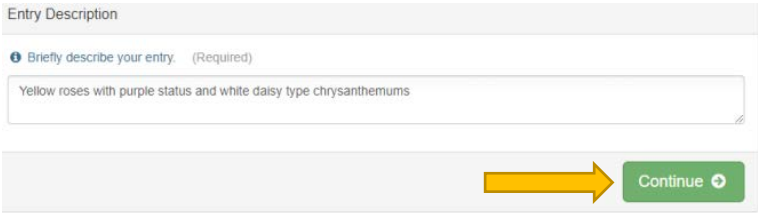
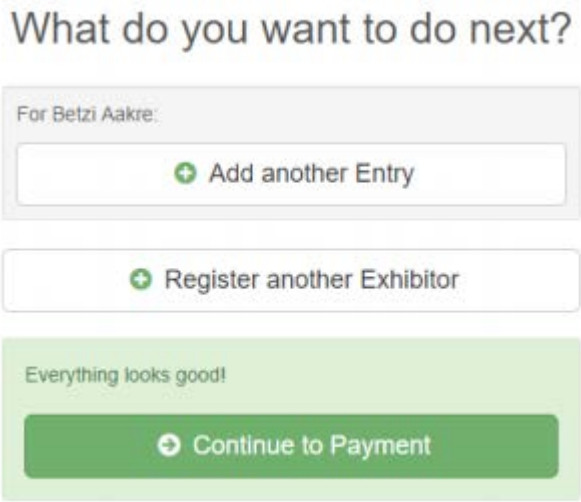
**Ward County 4-H Achievement Days Registration Instructions**

4	<p>Welcome! Page Click "Begin Registration"</p>	
5	<p>Click "Individual"</p>	
6	<p>You will see the list of family members already registered. Naturally, when you first start there will not be any.</p>	
7	<p>Select which youth you would like to enter entries for. Click "Continue".</p> <p><b>DO NOT</b> select "Create an Exhibitor From Scratch". If your youth is not listed, please contact our office.</p>	
8	<p>At this time, there are no questions to answer, click "Continue".</p>	

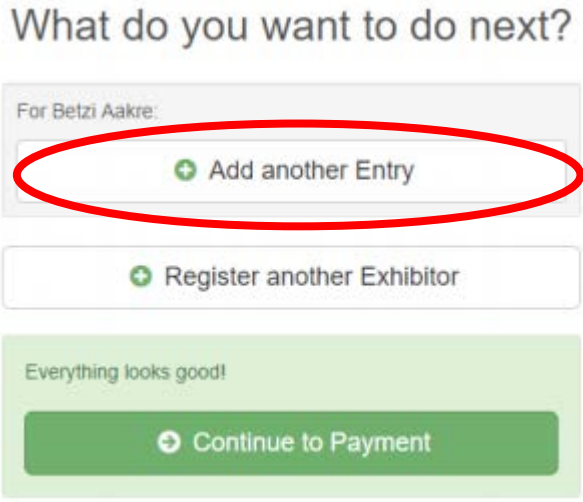
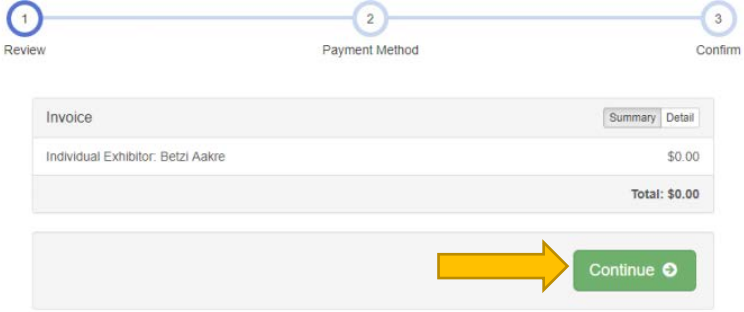
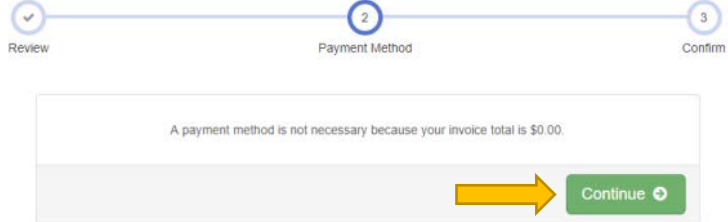
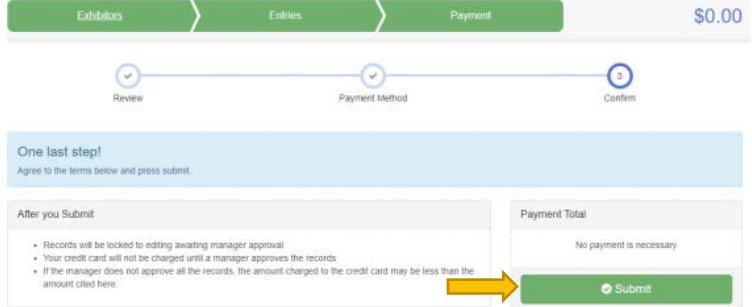
**Ward County 4-H Achievement Days Registration Instructions**

<p>9</p>	<p>Review information. Please double check your mailing address. This can be edited here if incorrect. When you are finished reviewing, click "Continue to Entries".</p>	
<p>10</p>	<p>Click "Add an Entry" for the corresponding youth that you want to add exhibits for.</p>	
<p>11</p>	<p>Click "Select" next to the Division you would like to register your exhibit in.</p>	
<p>12</p>	<p>Click "Select" next to the Class you would like to register your exhibit in. (You may have to scroll down to view the entire list.)</p>	

**Ward County 4-H Achievement Days Registration Instructions**

<p>13</p>	<p>Review your selection and click "Choose". If not correct, click "Cancel".</p>	
<p>14</p>	<p>Review your selection to make sure you are selecting the correct Class and Lot. Click "Continue".  Please note that static exhibits specify 4-H age of exhibitor. 4-H age is the age of the member on September 1.</p>	
<p>15</p>	<p>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. Examples:</p> <ul style="list-style-type: none"> <li>• Photograph "Bridge over river at City Park."</li> <li>• Cookies/Bars "Chocolate Chip Cookies"</li> <li>• Nature trails "Poster on Bird Nests"</li> <li>• Drawing "Dog looking through window"</li> <li>• Wood Arts "Chess/Checker board of maple and walnut"</li> </ul>	
<p>16</p>	<p>What to do next? You can choose to add another entry for this same exhibitor, register another exhibitor or continue to payment and submit ALL OF YOUR FAMILIES ENTRIES.</p> <p>If you have another family member to enter, DO NOT continue to payment yet.</p> <p>Click on that appropriate action that you wish to do:</p> <p><b>Add another Entry:</b> Go to Step 17</p> <p><b>Register another Exhibitor:</b> Step 5</p> <p><b>Continue to Payment:</b> Go to step 18</p>	

Ward County 4-H Achievement Days Registration Instructions - 2020

<p>17</p>	<p>If you are choosing to enter another exhibit click "Add Another Entry". For the same youth, you will want to click "Choose" if you are entering another exhibit for the same Division and Class. Continue with step 14 if you choose to enter in the same class.</p>	 <p>What do you want to do next?</p> <p>For Betzi Aakre:</p> <p>+ Add another Entry</p> <p>+ Register another Exhibitor</p> <p>Everything looks good!</p> <p>+ Continue to Payment</p>
<p>18</p>	<p>If you are finished with registering <b>EVERYONE IN YOUR FAMILY</b> and choose to "Continue to Payment", you can review your exhibitor's payments. At this time there should be a total of zero.</p> <p>Click "Continue".</p>	 <p>1 Review 2 Payment Method 3 Confirm</p> <p>Invoice Summary Detail</p> <p>Individual Exhibitor: Betzi Aakre \$0.00</p> <p>Total: \$0.00</p> <p>Continue +</p>
<p>19</p>	<p>There will be no payment method that will need to be entered. Click "Continue".</p>	 <p>1 Review 2 Payment Method 3 Confirm</p> <p>A payment method is not necessary because your invoice total is \$0.00.</p> <p>Continue +</p>
<p>20</p>	<p>Click "Submit".</p> <p>After submitting your family's registration, your account will be locked upon approval. You will receive confirmation emails.</p>	 <p>Exhibitors Entries Payment \$0.00</p> <p>1 Review 2 Payment Method 3 Confirm</p> <p>One last step! Agree to the terms below and press submit.</p> <p>After you Submit:</p> <ul style="list-style-type: none"> <li>Records will be locked to editing awaiting manager approval</li> <li>Your credit card will not be charged until a manager approves the records</li> <li>If the manager does not approve all the records, the amount charged to the credit card may be less than the amount cited here.</li> </ul> <p>Payment Total: No payment is necessary</p> <p>Submit</p>