



FairEntry Registration Help Guide

For New Hampshire 4-H Fairs

The 4-H Online FairEntry system is used to enter your animals and projects for NH 4-H Fairs.

1. Click on your fair's link to FairEntry (for example, deerfieldfair.fairentry.com).
2. Select **"Sign in with 4-H Online"**. *Make sure your exhibitor's 4-H Online enrollment is current before signing in (it should say "Approved" on 4-H Online profile of the exhibitor you wish to enter).*



3. A new box will pop up. Enter your email address and password from 4-H Online and click **"Sign in"**.

The 4-H Online logo, featuring a green clover with a yellow arc and the text "4-H Online" and "4-H ENROLLMENT AND EVENT REGISTRATION" below it.

Login
 Forgot your password?

Email

Password

- This will take you to the Welcome screen. Select **“Begin Registration”**.

Welcome!

Thank you for signing-in with your 4-H Online account.

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



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

Go To Dashboard

Begin Registration →

- Select **“Individual”**.

Do you want to register an **Individual**?

 Individual

- Select the name of the 4-H'er you would like to register, then click **“Continue”**. Do **NOT** select **“Create an exhibitor from scratch”**. If the 4-H'er you wish to register is not listed, check that their enrollment in 4-H Online is current. If not, complete their 4-H Online enrollment process and return to FairEntry after it is approved.

New Individual Exhibitor

Select an Existing person to continue...



- OR -

~~ Create an Exhibitor from Scratch~~

Cancel

Continue

7. Review the exhibitor registration information. Make any necessary corrections using the edit buttons. Any corrections made in FairEntry do not transfer back to your 4-H Online account. Then select **“Continue to Entries”**.

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

Personal Details		Edit
First Name	<input type="text"/>	
Last Name	<input type="text"/>	
Birthdate	3/13/2008	
Gender	<input type="text"/>	

Contact Info		Edit
Email	<input type="text"/>	
Home Phone	<input type="text"/>	
Cell Phone	<input type="text"/>	
Cell Phone Carrier	<input type="text"/>	

Address		Edit
<input type="text"/>		

8. Click **“Add an Entry”** to the right of the exhibitor’s name. Ignore **“Continue to Payment”** until you have added all your entries and exhibitors.

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

[Register another Exhibitor](#)

~~Everything looks good!~~
~~[Continue to Payment](#)~~

 T
0 Entries [4HOnline](#) [Add an Entry](#)

9. For entries in the 4-H Building (non-animal exhibits), click **“Select”** next to the **Building Exhibits** department. For animal entries, click **“Select”** next to the animal department you wish to enter.

Choose Department and Division

Beef	Select
Building Exhibits	Select
Dairy Cattle	Select
Dog	Select
Goat	Select
Sheep	Select
Swine	Select
Working Steer	Select

[Cancel](#) [Choose](#)

10. Click **“Select”** next to the division you want to enter. Use the fair premium books to guide your selections.

Choose Department and Division

Department	Building Exhibits	Change
101: Educational Display		Select →
102: Aerospace		Select →
103: Art		Select →
104: Child Care and Babysitting		Select →
105: Citizenship and Community Service		Select →
106: Clothing and Textiles		Select →
107: Crafts and 4-H Camp Projects		Select →
108: Electricitv. Electronics. and Computers		Select →

11. Click **“Choose”**, or **“Change”** if you need to select a different division instead.

Choose Department and Division

Department	Building Exhibits	Change
Division	107: Crafts and 4-H Camp Projects	Change

[Cancel](#)
Choose

12. Click **“Select”** next to the Class you want to enter. Use the fair premium books to find complete descriptions of the classes and help you choose.

Starting an Entry

Department	Building Exhibits	Change
Division	107: Crafts and 4-H Camp Projects	Change
ⓘ Select a Class to continue		
10700: Easy-to-do Simple Crafts - usual work time 2 hours or less		Select →
10701: Beginner Crafts - usual work time 2-5 hours		Select →
10702: Intermediate Crafts - usual work time 5-8 hours		Select →
10703: Advanced Crafts - usual work time 8-15 hours		Select →
10704: Long Term Crafts - usual work time over 15 hours		Select →

13. Click **“Continue”** to move to the next step.

Starting an Entry		
Department	Building Exhibits	Change
Division	107: Crafts and 4-H Camp Projects	Change
Class	10701: Beginner Crafts - usual work time 2-5 hours	Change

[Continue](#) →

14. Click the radio button next to the name of the Club you will be exhibiting this project with. If you don't see your Club listed, check your Club selections in 4-H Online and contact your county 4-H office if you need to change them. You can also search for the Club you are looking for. Then click **“Continue”**.

Club/Chapter

Please select the 4-H Club or FFA Chapter that is associated with this entry.

Selected Club: [Redacted] [4-H](#)

[Redacted] (Rockingham) [4-H](#)

1 club is available

Note: no more than 50 clubs are shown at once, so use the search feature to find your club.

[Continue](#) →

15. Answer the entry questions if prompted, such as a description of your project (example: “Photo of Mount Washington”) and click **“Continue”**.

Entry Details

i Briefly describe your entry. (Required)

[Continue](#) →

16. If you see a blue box with **“Review/Complete Outstanding Records”**, click on the box and answer any additional questions regarding your entry. To answer any questions, click on **“Edit”** and enter the information into the text box. Review the questions and click **“Continue”**. You may have to select the blue **“Review/Complete Outstanding Records”** more than once to answer all the questions.

17. If you have another project to exhibit, choose **“Add Another Entry”** and repeat the process above. If you have other exhibitors in your family, choose **“Register Another Exhibitor”** and repeat the process above. If you are only entering ONE project, the project you just entered, you may click **“Continue to Payment”** (there are no payments for NH 4-H fairs, so you will not owe anything). **DO NOT** choose **“Continue to Payment”** until you have entered all your projects and registered all the exhibitors in your family. This will prevent you from adding additional projects/exhibitors until the projects you just entered have been approved by the county 4-H office.

What do you want to do next?

For S

[+ Add another Entry](#)

[+ Register another Exhibitor](#)

Everything looks good!

[Continue to Payment](#)

DO NOT select **“Continue to Payment”** until you have entered all your projects and exhibitors.

18. If selecting **“Add Another Entry”** and you want to change to a different department, choose **“Change”** to change your selected department, or **“Change”** division to stay in the department but change your division. For example, stay in the Building Exhibits department, but choose **“Change”** in the division box and scroll down to the Photography division to add a photography project.

Choose Department and Division

Department	Building Exhibits	Change
Division	107: Crafts and 4-H Camp Projects	Change

122: Mechanical Science	Select
123: Photography	Select
124: Outdoor Education	Select

Or: Choose “Change” in the department box if you are entering a different animal project and select an animal department/division and then choose your classes. Use the animal premium book to guide your class choices.

Goat	Select
Sheep	Select
Swine	Select

19. For animal entries, you may be asked to select which animals you will be entering. Choose “Add an animal” when prompted.

Entry Animals

There is no animal in this slot

Add an animal

Continue

20. Select “Choose an existing animal record” and choose the name of the animal you are entering for that class. Your animals should have already been entered in 4-H Online by the intent to show deadline for your species. If not, contact your county 4-H office for assistance in entering your animals.

Adding an Animal

Choose an Existing Animal Record

OR

Enter a New Animal Record

21. If you see this screen, make sure all your entries and exhibitors are listed BEFORE selecting “Continue to Payment”. Click “Register another Exhibitor” or “Add an Entry” if you need to add more.

There are 2 entries belonging to 1 exhibitor in this invoice.

Register another Exhibitor

Everything looks good!

Continue to Payment

Ti		Add an Entry							
2 Entries		4HOnline							
#50	<table border="1"><tr><td>Department</td><td>Building Exhibits</td></tr><tr><td>Division</td><td>123: Photography</td></tr><tr><td>Class</td><td>12300: Black-and-white or color photograph, 4 x 6 and under, matted or framed</td></tr></table>	Department	Building Exhibits	Division	123: Photography	Class	12300: Black-and-white or color photograph, 4 x 6 and under, matted or framed	Allow Public Viewing: Yes In-Person Photo	Edit
Department	Building Exhibits								
Division	123: Photography								
Class	12300: Black-and-white or color photograph, 4 x 6 and under, matted or framed								
#49	<table border="1"><tr><td>Department</td><td>Building Exhibits</td></tr><tr><td>Division</td><td>107: Crafts and 4-H Camp Projects</td></tr><tr><td>Class</td><td>10701: Beginner Crafts - usual work time 2-5 hours</td></tr></table>	Department	Building Exhibits	Division	107: Crafts and 4-H Camp Projects	Class	10701: Beginner Crafts - usual work time 2-5 hours	Allow Public Viewing: Yes In-Person Craft	Edit
Department	Building Exhibits								
Division	107: Crafts and 4-H Camp Projects								
Class	10701: Beginner Crafts - usual work time 2-5 hours								

22. Once **ALL** projects and exhibitors are entered, select **“Continue to Payment”**. Since there are no fees for NH 4-H fairs, you will be submitting an “invoice” for \$0.00. Click **“Continue”**.

Invoice		Summary	Detail
Individual Exhibitor: S			\$0.00
			Total: \$0.00

[Continue](#)

23. When you get to the final screen, choose **“Submit”**. At that point your entries will be awaiting approval by your county 4-H office. You will not be able to add additional exhibitors or entries until they are approved, so make sure you have entered everything you want to enter. If you need to go back and enter more, select “Exhibitors” or “Entries” from the navigation menu at the top. If everything looks good, click “Submit”.

One last step!
Agree to the terms below and press submit.

After you Submit	Payment Total
<ul style="list-style-type: none">• 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.	No payment is necessary
	Submit

24. Congratulations! You have successfully submitted your entries for your fair. You will be notified when your entries have been approved, and your county 4-H office will contact you if any adjustments are needed.