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”.

4. Sign in
4. 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.

4Honline
4-H Enrollment and Event Registration

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

Go To Dashboard  Begin Registration

5. Select “Individual”.

Do you want to register an Individual?

Individual

6. 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.
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”.

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.

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

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

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

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”.

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

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.
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.

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

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.

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.
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 Image](image)

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**”.

![Submit Image](image)

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.