



Carroll County/Sandwich Fair, FairEntry Registration Help Sheet

Carroll County/Sandwich Fair is using the new 4-HOnline FairEntry system to register your exhibits. Contact the Carroll County 4-H office, (603) 447-3834, if you have any questions.

To enter go to <https://thesandwichfair.fairentry.com/Fair/SignIn/20935>

- Select “sign in” with your 4-HOnline account – the **Green** Box
- A new box will pop up, enter the login email address and password from 4HOnline. If you forgot your password, use the “I forgot my password button” and follow directions.
- Click the “Login” box
- This will take you to the Welcome screen, where you will need to select the **green** box to “**Begin Registration**”.
- Choose “Register an Individual” and click the 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.
- Review the exhibitor registration information. Make any necessary corrections using the edit boxes. Any corrections made here do not transfer back to your 4HOnline account.
- Click the green “**Add an Entry**” box to the right of the exhibitor’s name.
- Scroll to the Department you wish to enter and click on the “**Select**” box.
- Click select box next to the “**Division**” you want
- Click select box next to the “**Class**” you want
- Click on green “Continue” button to move to the next step
- Click the Select box next to the club you will be exhibiting with
- If you see a **blue box** with **Incomplete** or **Review/Complete Outstanding Records**, click on box and answer any additional questions regarding your entry. Review questions and select continue.
- If you want to enter another animal or project, choose “**Add Another Entry**”.
- If another member of your family wants to exhibit, choose “Register Another Exhibitor” and repeat the process above.
- If selecting “Add Another Entry” and you want to change to another department, choose “Change” for change in department; or change in class to stay in the department and change your class.

Do Not choose **Continue to Payment** until you have entered all your projects or entered all your family members who are exhibiting. Once you Submit your entry you **can not** add until those entries have been approved (cleared) by the Fair entry coordinator. So **DON'T SUBMIT** until you're sure you've got all the entries in.

- Once all projects are entered, click on Continue to Payment. Since we have no fees just continue through payment options and choose **SUBMIT** at the end.