How to Register for Fair (4-H Family)

Go to https://dallascounty.fairentry.com

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

2. A separate box will pop up where you can enter the login email address and password from 4HOnline.  
   **Your email address in 4HOnline is:______________________________**
   (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.)

3. Click the “Login” box.

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

**SECTION 1 - EXHIBITORS TAB**

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

6. Choose the dot next to the name of the 4-H’ers you would like to register and then click the green “continue” box
7. Next you will see the exhibitor registration information that was brought over from 4HOnline, please review this information.
8. Make any necessary corrections (using the edit boxes). Remember that any corrections made here DO NOT transfer back to your 4HOnline Account.
9. Click on the green “Continue to Entries” box.

**SECTION 2 - ENTRIES TAB**

10. Click the green “Add an Entry” box to the right of the exhibitor’s name.

11. Click the green “Select” box next to the Department you would like to enter.

12. Click the green “Select” box next to the Division you would like to enter.
13. Click the green “Select” box next to the Class you would like to enter
   (Check the Dallas County Fair 4-H and FFA Premium and Rule Book for class numbers and rules. This is very important for poultry too- be sure you are careful selecting your bird’s class number)

14. Review the Department, Division, and Class that you selected and select the green “Continue” box

15. Select the dot next to the 4-H Club that you belong to and then select the green “Continue” box

16. If required, enter in a description of your entry – please be specific as this description for static exhibits will be used to distinguish between exhibits, example – don’t just type in “photo”, type in more description, such as “Butterfly on leave photo”

17. Answer any other Additional Questions
required for that entry
Select the green “Continue” box after you are finished answering all questions.

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

19. To register an animal entry that you import from 4-H Online, 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

21. A list of those animals that you have previously ID’d in 4-H Online 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.

22. 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. 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.

SECTION 3 - PAYMENT TAB
23. 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.

24. Select check and then select the green “Continue” box. To pay by check, we prefer you print the invoice form to bring in Dallas County does not Collect Fees the amount will say $0

27. Confirm your entry one last time. Click the box next to the “I agree to the above statement” and then select the green “Submit” box.
NOTE: Once you hit submit, you cannot edit your entry.

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

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

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

You will also receive an email from Fair Entry letting you know if your entry was approved or rejected by the 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.