Fair Entry Instructions

Important Reminders

Be sure to complete your entry (including the final “Submit” step) prior to the cut-off date.

**ANIMALS MUST BE IDENTIFIED IN 4HONLINE BEFORE YOU CAN REGISTER IN FAIR ENTRY. 4HONLINE WEBSITE:** [https://ia.4honline.com](https://ia.4honline.com)


2. Next you will need to sign in.
   a. For 4-H members, you will sign in with your 4-H Online information.
   b. FFA members will sign in with an email and password on the lower part.
3. Click “Begin Registration”.

![Welcome to Begin Registration](image1.png)

4. Click “Individual”. This will allow you to enter exhibits for one member at a time.

![Select Individual](image2.png)

5. There are two options available for the next step.
   a. If you have logged in with 4-H Online you will see a list of exhibitors. Click on the exhibitor you wish to add entries for and click “Continue”.
   b. If you don’t see a list of exhibitors, or logged in with your email and password because you are an FFA member, click “Create an exhibitor from scratch”. Enter the information of your first exhibitor. (if you have more than one exhibitor in the family showing, you will repeat this step later). Click “Continue”. Enter the contact information for the exhibitor. Click “Continue”. Next you will enter the address of the exhibitor. Click “Continue”. Review your information.

![Create Individual Exhibitor](image3.png)
6. Next you will answer a question about parking passes. Each family will only receive one parking pass per species. This question will be asked when you register each exhibitor, but remember that your family will only get one parking pass per species that you are exhibiting.

7. Review the exhibitor information to make sure all information is correct. Click “edit” if any changes need to be made. Click “Continue to Entries” for the next step.
Each exhibitor can have multiple entries. Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this family (and entries) or proceeding to check-out. Once you submit your entries, you cannot go back in and edit them until the Extension Office approves/rejects your entries. After that, you will get the option to edit.

After submitting, you should receive an email confirming your submission. If you do not receive an email, please contact the Dubuque County Extension office.

8. Click Add an Entry beside the correct exhibitor (if more than one has been created).

FOR LIVESTOCK ENTRIES – Continue to scroll for Indoor Project Entries

9. Click “Select” next to the division (species or static project area) that you wish to enter.
10. Click “Select” in the area that you are planning on showing in. Then click “Choose”.

11. Select “Choose”, again.

12. Select the class you wish to show in. (if you are entering livestock, you will only be able to choose from livestock that are in 4-H Online).
13. Click “Continue”. Notice that you can change the class and division if needed.

14. Next you will select your club or FFA Chapter. Then click “Continue”.

![2019 Dubuque County Fair interface]  
![Club/Chapter selection interface]
15. Next you will “Add an animal”. All animals entered in 4Honline will appear for the species.

16. Click on “Choose an Existing Animal Record”. Click on the animal that you wish to register and “Select animal”. The animal MUST be entered in 4Honline to appear in Fair Entry.
17. Double check that you selected the correct animal for the class that you are registering for. Click “Continue”.

18. “What do you want to do next?” this will allow you to add another entry, register for another exhibitor or continue to payment. If you don’t have anything else to add, then “Continue to Payment”.
FOR STATIC (indoor project) ENTRIES

1. Click “Select” in the area that you are planning on showing in. Then click “Choose”.

2. Select “Choose”, again. Notice that you can change the class and division if needed.
3. Select the class(s) you wish to exhibit in.
   a. NEW: you can choose multiple indoor classes at the same time within the same area.
4. Next you will be able to choose the number of exhibits that you plan to bring in that class. Notice that there is a drop-down box on the right side of each class that lets you choose the number of exhibits you are bringing for that class.

5. Review your classes and click “Create Entries”.

![Image of drop-down box for choosing number of exhibits](image1)

![Image of review selection with Create Entries button](image2)
6. You will notice that with the indoor projects, they will be listed as incomplete. It is incomplete because no description was added to the entry. To make entry complete, edit the entry and add description if you have one.

7. “What do you want to do next?” this will allow you to add another entry, register for another exhibitor or continue to payment. If you don’t have anything else to add, then “Continue to Payment”. 
8. Once you are finished adding entries, you will continue to payment. You will be able to review a detailed invoice. If your invoice has an amount of $0.00, click continue and submit. Once all entries have been entered for exhibitors in your family, submit the invoice for approval. You will receive an email message when the entries have been submitted for approval. You will receive a second email when the entries have been approved.

9. Make sure you click “Submit”. If you don’t do this last step, you are not entered in any of the classes you picked. You should receive a confirmation email of your submission. Contact the Dubuque County Extension Office if you do not receive an email confirmation.