Fair Entry Instructions for Performance Beef

*Important Reminders*

All Performance Beef entries must be verified in 4-H Online by February 1st. 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


2. Once you are on the fair page, you will be directed to sign in. For 4-H members, you will sign in with your 4-H Online email and password. FFA members will sign in with an email and password on the lower part.

![Sign-in Process Diagram]
3. Click “Begin Registration”.

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

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.
6. 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. If you are unsure of all the projects you are bringing, you can add extra entries for projects. 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 – The Extension Office will have to go in and edit.

7. Click Add an Entry beside the correct exhibitor (if more than one has been created).
8. Click “Select” next to Beef.

9. Click “Select” in the area that you planning on showing in. Then click “Choose”.
10. Select “Choose”, again.

11. Click “Select” to enter in the Performance Beef class.

12. Click “Continue”.

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

![Club/Chapter selection screen]

14. Next you will “Add an animal” and “Continue”. All animals entered in 4Honline will appear for the species.

![Entry Animals screen]
15. 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.

16. Double check that you selected the right animal for the class that you are registering for. Click “Continue”.
17. “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”.

18. 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. If you do NOT receive a confirmation email, contact the Dubuque County Extension Office to make sure your entry was submitted.

19. You will receive a second email when the entries have been approved. Once your entries have been reviewed, you will be able to go in and add more entries if needed if it’s before July 1.