



IOWA 4-H FAIR ENTRY HELP SHEET



Important Reminders

- Event Day entries are all due June 22nd. Changes can be made on Event Day Check-In Day on June 26th.
- Static (indoor Judging) and Horticulture entries are due July 8th. Changes can be made on Static Judging Day on July 11th.

Read Each Step about Fair Entry Process before Continuing!

Register all entries for each exhibitor in the family before proceeding submitting!

Be sure to click the “Submit” button when you have completed your entries.

Entries are not final until they have been submitted.

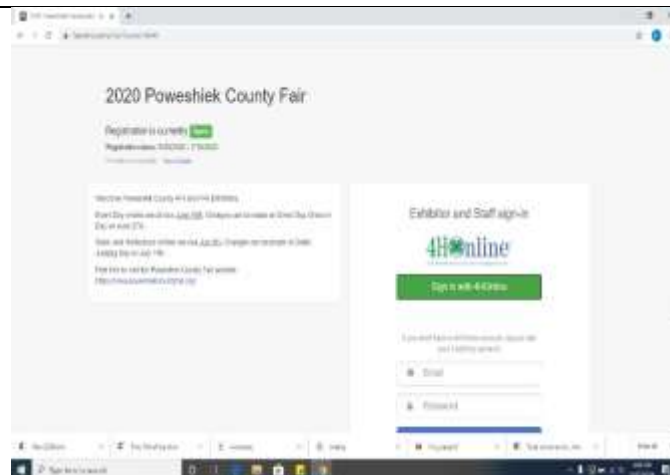
Check your email inbox for a confirmation email with a list of your entries.

You will receive a second email when your entries have been approved by your fair or show.

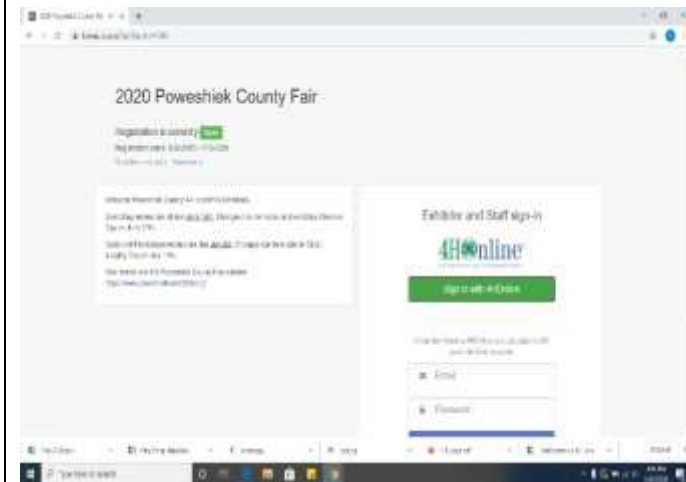
1. Go to

<https://www.fairentry.com/Fair/SignIn/15124>

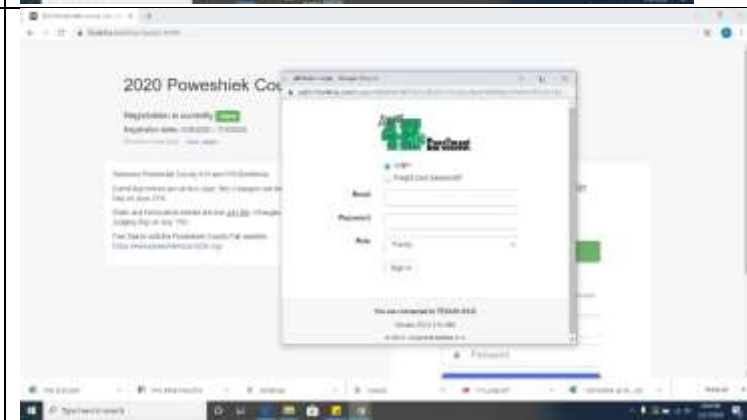
Recommended browsers: Google Chrome or Mozilla Firefox.



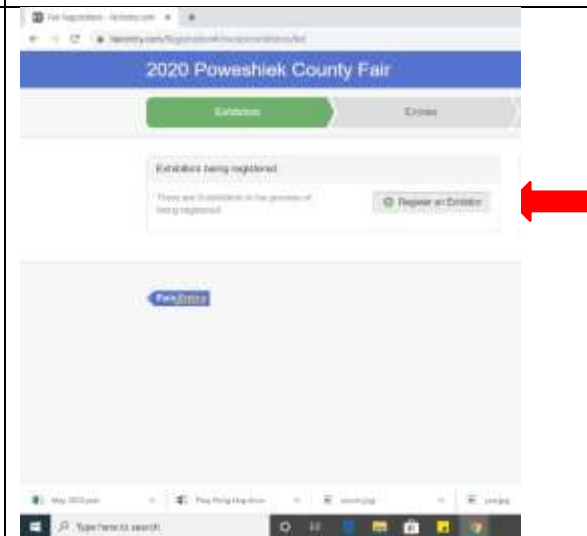
2. Click “sign in with 4HOnline” Green Button.



3. A 4HOnline pop up box will appear. This is where you will sign in with your 4-H online information!
If you do not know your password, select “I forgot my password” and a temporary password will be sent to your email on file and it will need to be reset through <https://v2.4honline.com/#/user/sign-in>
If you are unsure of the family email on file contact 641-623-5188



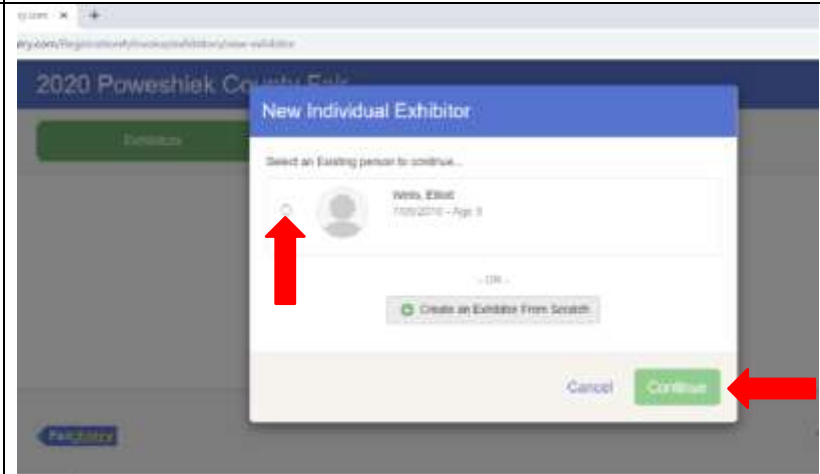
4. Once login it you will click “Register an Exhibitor”
This step is for first time log in only and then all exhibitors will be registered for the future.



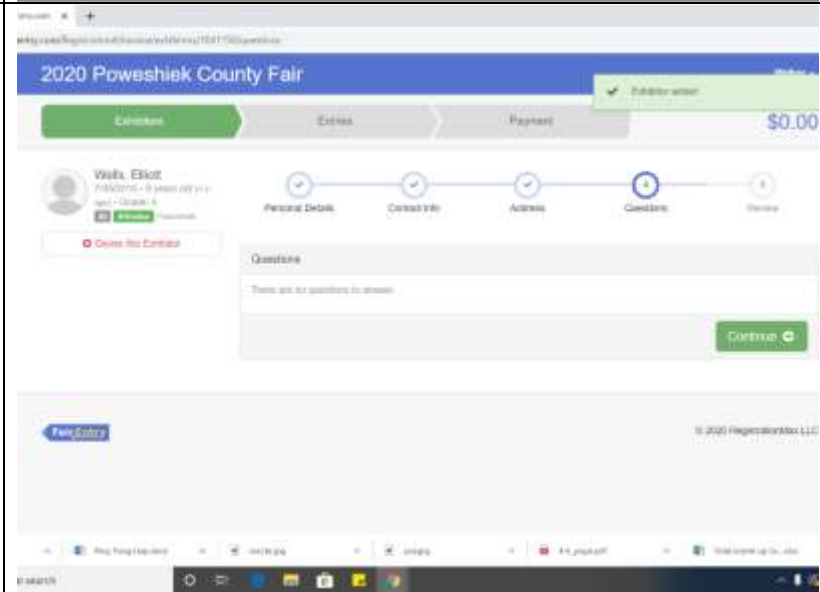
5. Click "Individual"



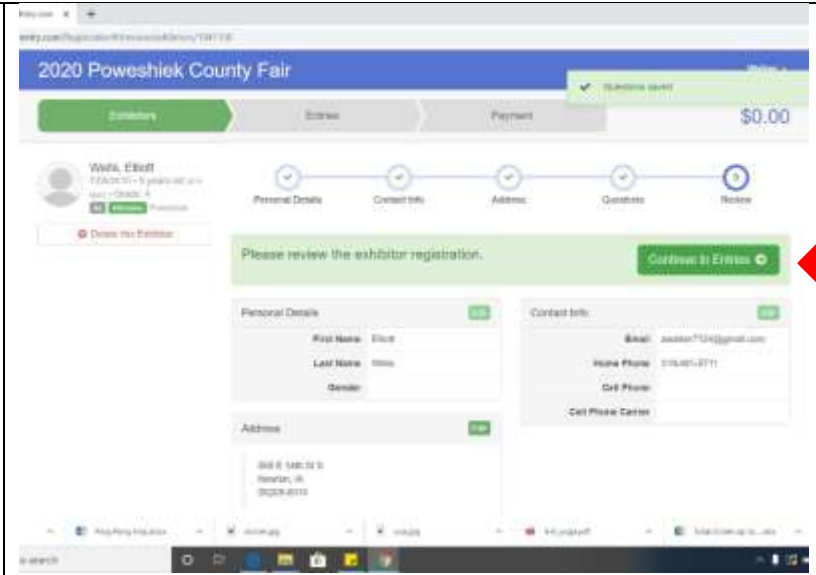
6. All 4-Hers enrolled in 4hOnline will show up to choose from. Select a 4-Her to register. **Do Not Create an Exhibitor from Scratch.** Click Continue.



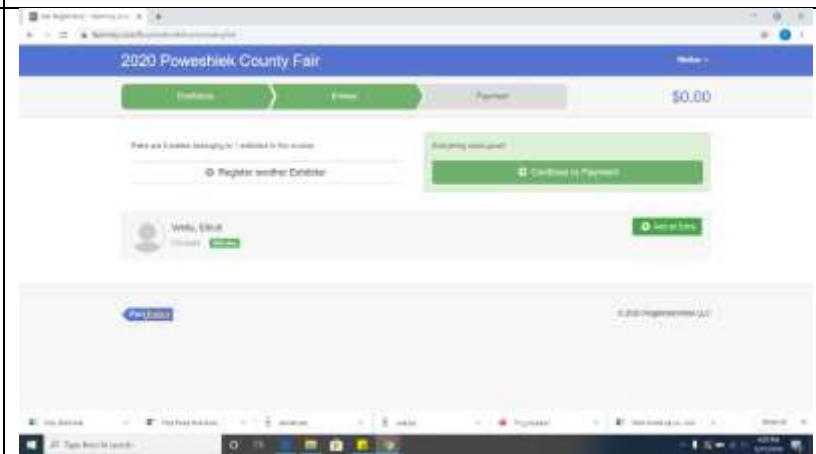
7. Next Click "Continue"



8. Review the information on the screen to make sure your information is correct. If it all looks okay Click the green "Continue to Entries"



9. If you have more than one child you can select "register another exhibitor" and repeat steps 5-8.
OR
10. Once all youth are registered you will select the green button that says "Add an Entry"

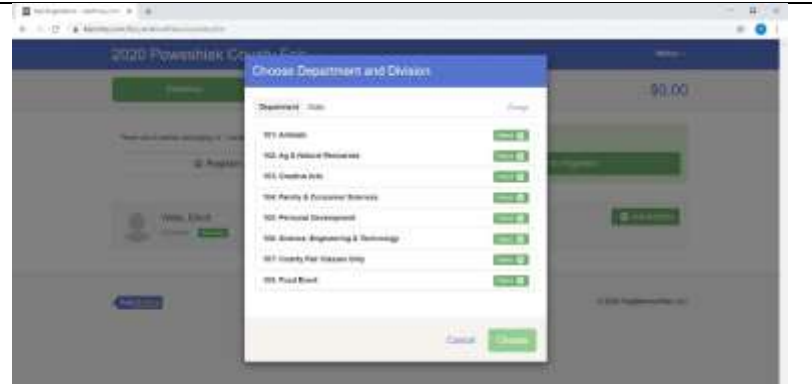


DONOT SELECT CONTINUE TO PAYMENT

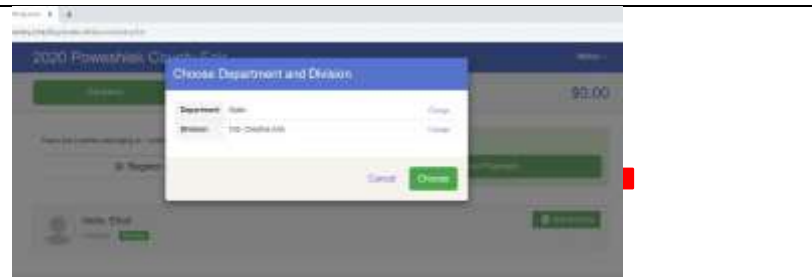
11. Click "Select" beside the department you wish to enter.
For our example we will be entering under Static (indoor judging).



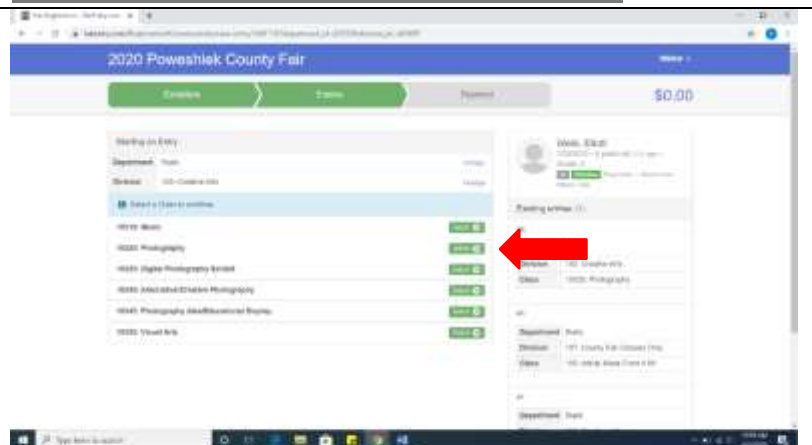
12. After you select the department. You will see a list of divisions to select from, click select behind the division you wish to enter.
For our example we will be entering Creative Arts.



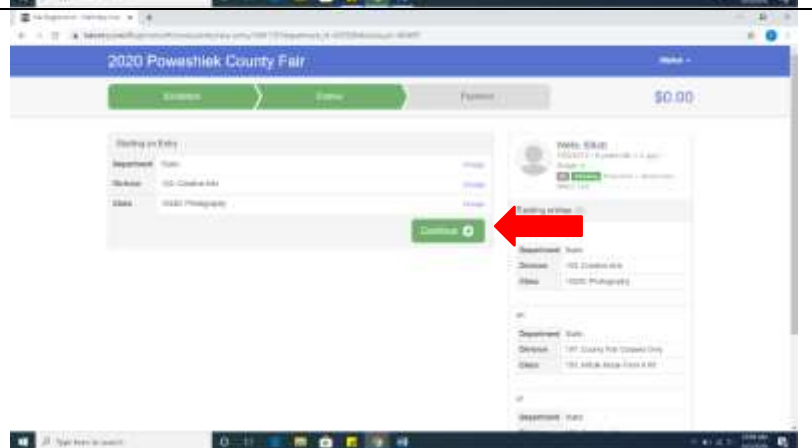
13. You will want to verify you are entering into the right areas and select "Choose"



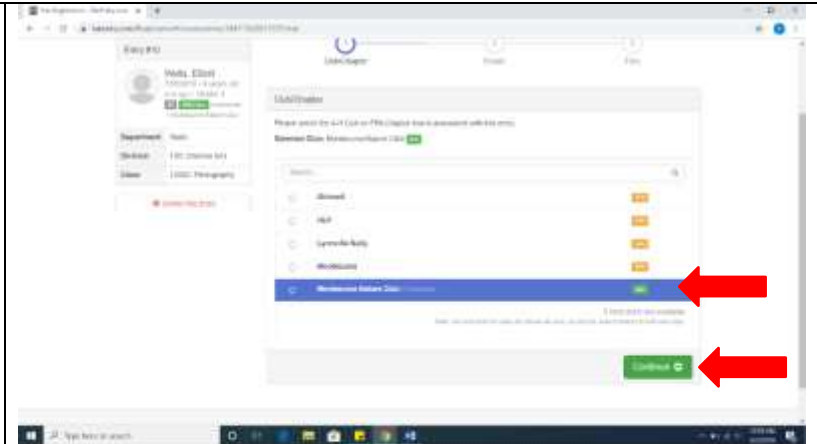
14. Next you will select what class you want to enter.



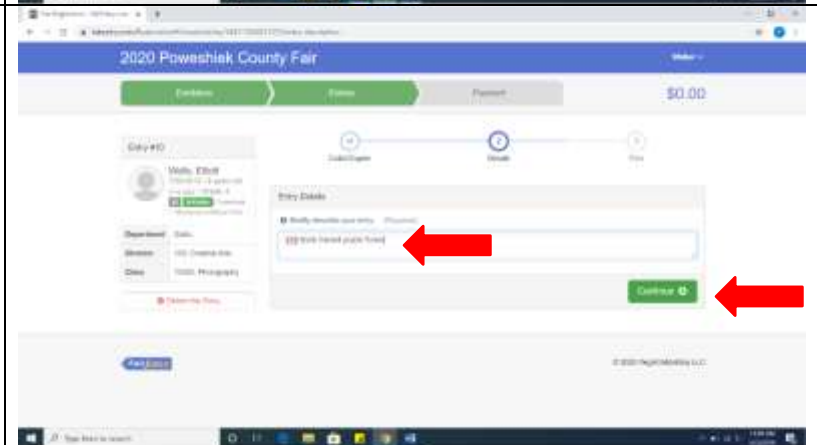
15. It will then bring you to a screen to review to make sure you want this class. If correct you will click Continue.



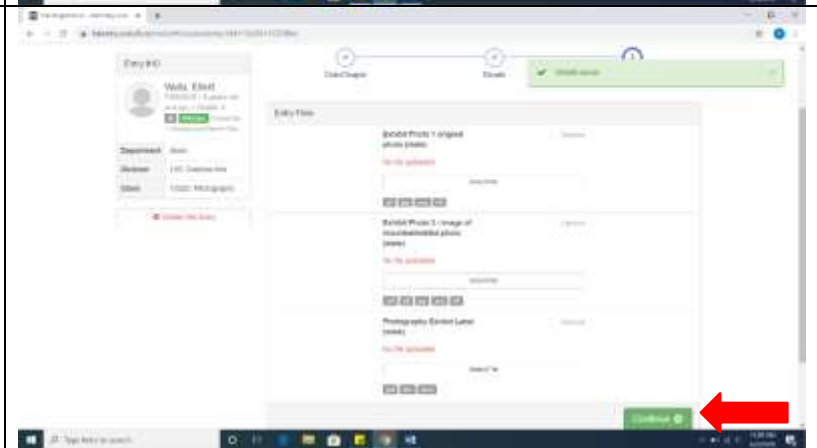
16. Next it will ask you to verify your club. It will always list FFA and your 4-H club you are active in. Select the club you want to enter the project under and click continue.



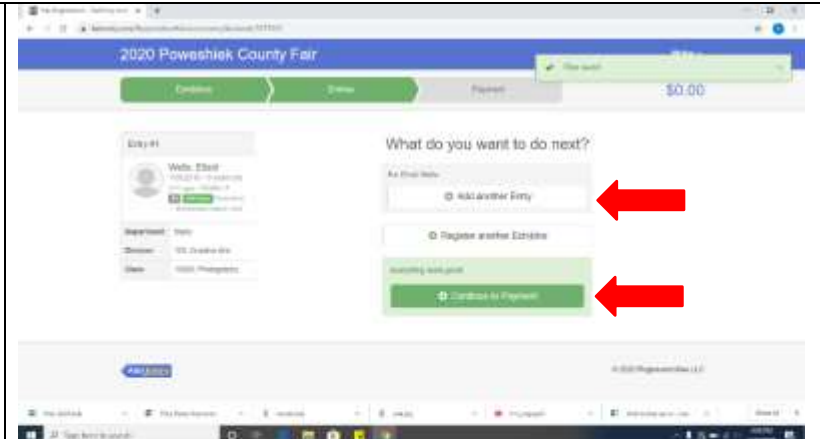
17. Here you will enter a description on your project.
18. After you will select Continue.



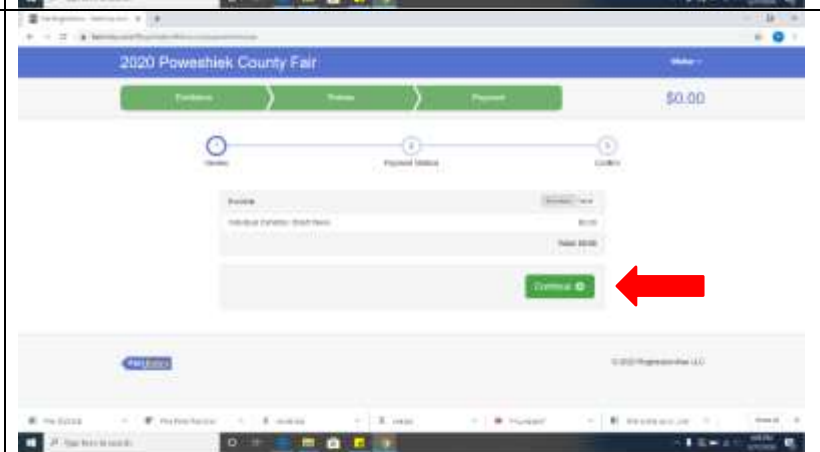
19. It will ask you to upload images for your project. These are not required. You can hit continue.



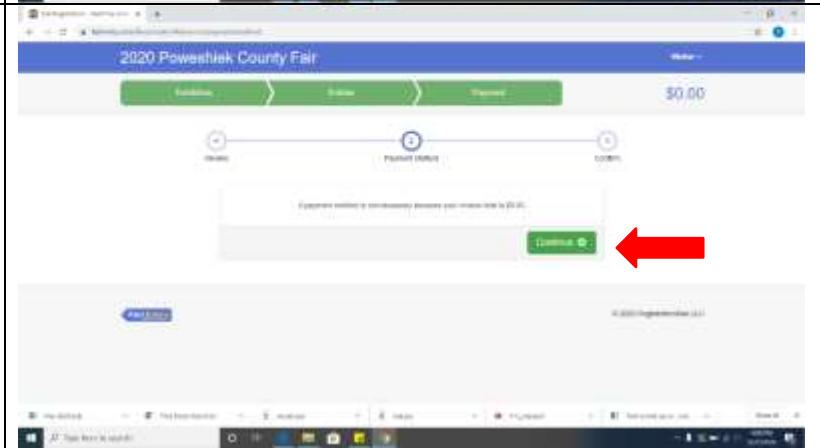
20. Now you have fully completed that entry. On this page you will select add another entry OR if done continue to payment.



21. Click "Continue"



22. Click "Continue"



23. Click "Submit"

This is your final step. The Extension Office will be notified that your entry was submitted and we will review and double check class and approve them. You will also receive an email to your family email, confirming your entries.

