



# King County

WASHINGTON STATE UNIVERSITY  
EXTENSION

## FairEntry – detailed instructions for families

### GETTING STARTED

- In order to register for 4-H at your county fair, each youth must be enrolled as an active 4-H member and you must know (or obtain) your 4HOnline family login (email address and password).
- For county fair information, premium books, dates and more, locate your county website here: <https://extension.wsu.edu/king/4-h/fairs-and-events/>

### LOGGING IN

When you're ready to register for the fair, start at the FairEntry URL supplied by your county.

- You can also go to [www.fairentry.com](http://www.fairentry.com) and click to "Find your Fair".

Once you're at your county's fair page, proceed as follows:

1. Click on "Sign in with 4HOnline"

This will bring up a popup window (watch for pop-up blocker notices and/or a hidden window).

2. This is where you'll enter your 4HOnline login email and password.

If you've forgotten your password, you'll need to go to <https://wa.4honline.com/Login> and first reset your password there.



## CREATING EXHIBITORS

If this is your FIRST TIME logging in, you will see a welcome screen. (See below for subsequent logins)

- Click “Begin Registration”
- Click on “Individual”
- Click on the 4-H member you are registering and click on “Continue”
- As you proceed, you may or may not see a question(s) to answer, depending on your county.
- Click “Continue”

We noticed you haven't yet registered for the fair.

Begin Registration ↻

Do you want to register an Individual?

Individual

**Congratulations! You have now created an Exhibitor profile, which can be reviewed if desired.**

## CREATING (REGISTERING) ENTRIES

The next step is to create entries

- Click “Continue to Entries”, then “Add an Entry”.
- Select the desired Department.
- Select the desired Division.
- Click on “Choose”

| Choose Division |              |               |
|-----------------|--------------|---------------|
| Department      | Goat - Dairy | Change        |
| Division        | Dairy Breed  | Change        |
|                 |              | Cancel Choose |

At this point, the registration option you see will depend on the Class being entered:

**Option 1** - Selecting from a list of Classes.

**Option 2** - Selecting to enter multiple entries (exhibits) in one more Classes at one time.

**Option 3** - Selecting a single animal Class and then (in some cases) choosing a specific animal.

**Option 4** - Selecting a specific animal, and then entering that animal into one or more Classes.

(See below for details on each option)

In all options, you will at some point see the member's 4-H Club displayed.

In some cases, you must “Select” (or change) the club.

Options for doing that may vary, but generally the suggested

**Suggested Club:** Amboy Area Adventurers 4-H  
(Last Club Selected)

Select this Club

club can most easily be selected with a blue “Select this Club” button. In other cases the club will already be selected.

**OPTION 1 - Selecting from a list of Classes**

- Click on “Select” to register one entry in that Class

The screenshot shows a form titled "Starting an Entry". It has two rows: "Department" with the value "Public Presentations" and a "Change" link; and "Division" with the value "Illustrated Presentation" and a "Change" link. Below these is a light blue bar with an information icon and the text "Select a Class to continue". Underneath, there is a row for class "0003001: Illustrated Presentation - Grade 9+ Individual" with a green "Select" button and a right-pointing arrow.

**OPTION 2 - Selecting to enter multiple entries in one more Classes at one time (IF allowed in the Class)**

- Check the box to the left of the desired Class
- Change the Quantity as desired
- Click “Continue”
- Review Entries and then click on “Create Entries”

The screenshot shows a form titled "Class or Classes". It contains a list of three classes: "R130001: Electric - Grades 9+" (checked, with a quantity dropdown set to 3), "R130002: Electric - Grades 6-8" (unchecked), and "R130003: Electric - Grades 3-5" (unchecked).

**OPTION 3 - Selecting a single animal Class and then (in some cases) choosing a specific animal.**

- Click on “Select” to register one entry in the desired Class.
- Click “Continue”
- Select your Club (see above note about selecting a Club)
- If an animal is required, click on “Add an animal” to choose from previously ID’d and available animals
- Click “Continue”

The screenshot shows a form titled "Starting an Entry" for the "Rabbits" department and "Small Breed Rabbits" division. It features a "Select a Class to continue" instruction and three class rows: "1001001: Rabbit - Small Breed Senior Buck over 6 months of age", "1001002: Rabbit - Small Breed Senior Doe over 6 months of age", and "1001003: Rabbit - Small Breed Junior Buck under 6 months of age". Each row has a green "Select" button with a right-pointing arrow.

The screenshot shows a form titled "Entry Animals". It contains the text "There is no animal in this slot" and a green "Add an animal" button with a plus sign. At the bottom right, there is a green "Continue" button with a right-pointing arrow.

**OPTION 4 - Selecting a specific animal, and then entering that animal into one or more Classes.**

- The first step in this option is to select the animal to be entered. (Only one animal at a time can be entered with this option.)

- If this is the first time entering this particular animal, it must be “added” to the screen, by clicking on “Add Animal”.
- Once the animal is listed, click on the radio button to select it.
- Then, choose the Class(es) that this animal will be entered into
- Click on [Continue] to review entries
- Click on [Create Entries] to complete the process.

### OTHER QUESTIONS AND INCOMPLETE ENTRIES

In the process of registering entries, some entries will have additional questions you must answer. Follow the on-screen instructions to complete the questions and proceed with registration.

In some cases you may run into errors or situations where you cannot proceed. If you see a “blue” button or information, follow the instructions to complete the tasks indicated.

There may be situations where you cannot proceed with your fair entries for some reason or another. For example, you may need to enter an animal that is not showing up as being available for entry, or you may be unsure about the correct Class to enter. In these cases, contact your County Extension Staff - contact us at [kingcounty.4h@wsu.edu](mailto:kingcounty.4h@wsu.edu)

### CONTINUING ON

After successfully completing an entry, you can:

- Click “Add another Entry” to continue adding entries.
- Click “Register another Exhibitor” to change to another 4-H member in the family.
- Click “Continue to Payment”. (There are no fees or payments needed, but this step is required to complete your registration).

Click “Continue to Payment” to finish, following the steps as prompted to submit the “invoice”.

- You can log back in at any time to review entries previously created or to add additional exhibitors and/or entries

The screenshot shows a registration form with three main sections: Club, Animal(s), and Class(es). The Club section shows 'Busy as Beavers 4-H (Primary Club)'. The Animal(s) section has an 'Add Animal' button highlighted with a red box. Below it, 'Allowed Animal Types' includes 'Horse'. There are three radio button options: 'Enter a single animal' (highlighted with a red arrow), 'Enter a pen of animals', and 'I will specify animal(s) later'. Underneath, 'Siever, Daisy' is listed with two radio buttons: 'Brantley' (highlighted with a red box) and 'Jimmy Jack'. The Class(es) section on the right has three checked boxes: 'Games - Barrels - Gr. 3-5', 'Games - Figure 8 - Gr. 3-5', and 'Games - Pole Weaving - Gr. 3-5'. Other unchecked options include 'Showmanship Gr. 3-5', 'Western Horsemanship - Gr. 3-5', and 'Western Pleasure - Gr. 3-5'.

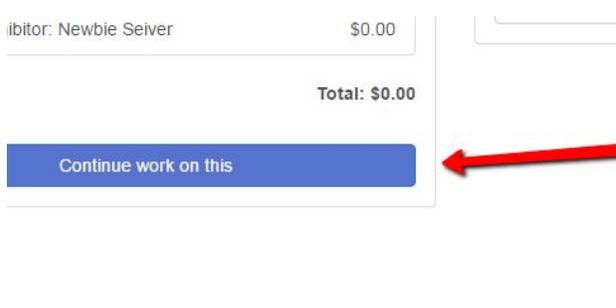
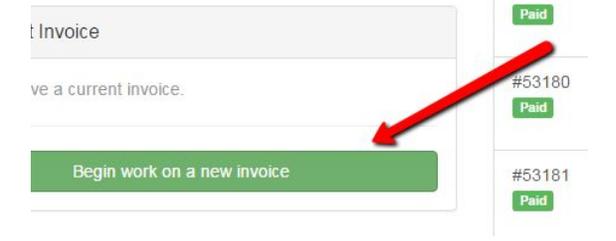
There are 2 items that need your attention

[Review/Complete Outstanding Records](#)

The screenshot shows a screen titled 'What do you want to do next?'. It is for 'Daisy Siever'. There are three main options: 'Add another Entry', 'Register another Exhibitor', and 'Continue to Payment'. The 'Continue to Payment' button is highlighted in green. A message at the bottom says 'Everything looks good!'.

## LOGGING BACK IN ANOTHER TIME

When logging back in, you will find your family profile in one of three “invoice statuses”:

|                                       |                                                                                                                                                                                                           |                                                                                     |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <p>Invoice un-submitted</p>           | <ul style="list-style-type: none"> <li>You can continue adding or completing entries on that invoice.</li> <li>Entries cannot be changed, but they can be deleted from an un-submitted invoice</li> </ul> |   |
| <p>Invoice submitted and approved</p> | <ul style="list-style-type: none"> <li>You can add new entries by starting a new invoice.</li> <li>Previously submitted entries cannot be deleted or changed.</li> </ul>                                  |  |

## NAVIGATION HINTS

Click on the fair “Title” to return to your family Dashboard at any time.

- This is where you’ll be able to find completed/ approved invoices and printable lists of entries.



When working on an invoice, you can often click on any of the navigation buttons even if they are not green. This can be helpful for going “back and forth” while working on entries.

