# Fair Entry Registration Instructions

- Google Chrome or Mozilla Firefox are the recommended browsers.
- Register all entries for each exhibitor in the FAMILY before proceeding to the PAYMENT section.
- 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 and any related fees.
- You will receive a second email when your entries have been approved.
- **YOU WILL NOT BE ABLE TO ACCESS YOUR ACCOUNT AGAIN UNTIL YOUR PREVIOUS ENTRIES ARE APPROVED BY THE EXTENSION OFFICE.**

## STEPS

<table>
<thead>
<tr>
<th></th>
<th>Go to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><a href="https://4hrrvf.fairentry.com">https://4hrrvf.fairentry.com</a></td>
</tr>
</tbody>
</table>

2. Click “Sign in with 4HOnline” if you are a **CASS COUNTY 4-H member**. Cass County members **MUST** click the green sign in button. **Non-Cass County Members see page 6.**

3. Enter your 4HOnline credentials and click “Login”. (If you forgot your password, you may click on “I forgot my password to have a new one emailed to you. If you are unsure of your email that was used, please contact our office.)
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
</table>
| 4    | Welcome Page!  
Click “Begin Registration” |
| 5    | Click “Individual” |
| 6    | Select which youth you would like to enter entries for. Click “Continue”.  
**DO NOT** select “Create an Exhibitor From Scratch”. If your youth is not listed, please contact our office. |
| 7    | At this time, there are no questions to answer, click “Continue”. |
| 8    | Review of information. Please double check your mailing address. This can be edited here if incorrect. When you are finished reviewing, click “Continue to Entries” |
9 Click “Add an Entry” for the corresponding youth that you want to add exhibits for.

10 Click “Select” next to the Division you would like to register your exhibit in.

11 Click “Select” next to the Class you would like to register your exhibit in.

(You may have to scroll down to view the entire list.)

12 Review your selection and click “Choose”.

13 Click “Select” next to the Lot that you are wanting to exhibit in. Make sure you are choosing the correct age category. The age category is according to your 4-H age which can be found in the upper right corner.
| 14 | Review your selection to make sure you are selecting the correct Class and Lot. Click “Continue”. |
| 15 | At this time, there are no Entry Files or Entry Animals. Click “Continue”. |
| 16 | What to do next? You can choose to add another entry for this same exhibitor, register another exhibitor or continue to payment and submit ALL OF YOUR FAMILIES ENTRIES.  
If you have another family member to enter, **DO NOT** continue to payment yet.  
Click on the appropriate action that you wish to do.  
**Add another Entry:** Go to Step 17  
**Register another Exhibitor:** Go to Step 5  
**Continue to Payment:** Go to Step 18 |
If you are choosing to enter another exhibit for the same youth, you will want to click “Choose” if you are entering another exhibit for the same Division and Class. Continue with step 13 if you choose to enter in the same class.

If you are wanting to change the Division and Class, click “Change” in the appropriate area. (Division or Class) Go to steps 10 or 11 for appropriate choice.

If you are finished with registering **EVERYONE IN YOUR FAMILY** and choose to “Continue to Payment”, you can review your exhibitor’s payments. At this time there should be a total of zero. Payments can be made on Judging Day or Achievement Days for items that you are wishing to purchase and/or horse lot fees.

Click “Continue”.

There will be no payment method that will need to be entered. Click “Continue”.

Click “Submit”.

After submitting your family’s registration, your account will be locked upon approval.

You will receive confirmation emails.

Feel free to add more entries if needed after previous entries are approved.
Non-Cass County 4-H members login:

Click “Not in 4-H and need to create a FairEntry account”.

After you create an account and if you need to sign into your account you will sign in using the Blue “Sign In” button.

Enter and confirm email. Click “Create Account”

Fill in needed information and click “Create Account”.

Continue with the instructions on screen

Click “Individual”

Continue with on screen instructions for Personal Details, Contact Info and Address. Click “Continue” and proceed at Step 7 in the above instructions.
At any time you can select the menu at the top of the page to maneuver to a certain area.

**Exhibitors** will bring you to the list of your exhibitors where you can edit their address or review information on the exhibitor.

**Entries** will bring you to a list of your exhibitors with all their entries. You can add an entry here or edit an entry. You may need to scroll down to see all the entries.

If you encounter an incomplete entry, you will see a light blue warning to “Review/Complete Outstanding Records.”

Click on “Review/Complete Outstanding Records” to finish the entry process.

Click the “Edit” button to view the issue.

If you decide that you entered an entry wrong, you can “Edit” the entry and click “Delete this Entry”.

To “Edit” or correct an entry, you must “Delete the Entry” and start over with entering a new entry.