

# Hillsborough County Agricultural Fair FairEntry Registration Help Sheet



Hillsborough County Agricultural Fair is using the new 4-HOnline FairEntry system to register your exhibits. The entry deadline for animal entry is August 24th. The deadline for 4-H projects is September 5<sup>th</sup>. Contact the Hillsborough County 4-H office, (603) 641-6060, if you have any questions.

To enter go to <https://hcafair.fairentry.com>

- Select “sign in” with your 4-HOnline account – the **Green** Box
  - A new box will pop up, enter the login email address and password from 4HOnline. If you forgot your password, use the “I forgot my password button” and follow directions.
  - Click the “Login” box
  - This will take you to the Welcome screen, where you will need to select the **green** box to “**Begin Registration**”.
  - Choose “Register an Individual” and click the green box.
  - Select the name of the 4-H'er you would like to register by clicking the radio button and then click the green “Continue” box.
  - Review the exhibitor registration information. Make any necessary corrections using the edit boxes. Any corrections made here do not transfer back to your 4HOnline account.
  - Click the green “**Add an Entry**” box to the right of the exhibitor’s name.
  - Scroll to the Department you wish to enter and click on the “**Select**” box.
  - Click select box next to the “**Division**” you want
  - Click select box next to the “**Class**” you want
  - Click on green “Continue” button to move to the next step
  - Click the Select box next to the club you will be exhibiting with
  - If you see a **blue box** with **Incomplete** or **Review/Complete Outstanding Records**, click on box and answer any additional questions regarding your entry. Review questions and select continue.
  
  - If you want to enter another animal or project, Choose “**Add Another Entry**”.
  - If another member of your family wants to exhibit choose “Register Another Exhibitor” and repeat process above.
  - If selecting “Add Another Entry” and you want to change to another department, choose “Change” for change in department; or change in class to stay in the department and change your class.
- Do Not** choose **Continue to Payment** until you have entered all your projects or entered all your family members who are exhibiting. Once you Submit your entry you can not add until those entries have been approved (cleared) by the Fair entry coordinator. So DON'T SUBMIT until you're sure you've got all the entries in.
- Once all projects are entered, click on Continue to Payment. Since we have no fees just continue through payment options and choose **SUBMIT** at the end.