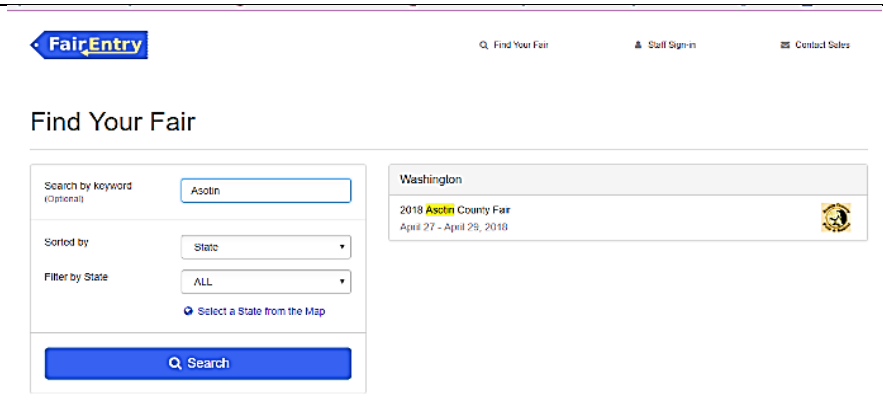
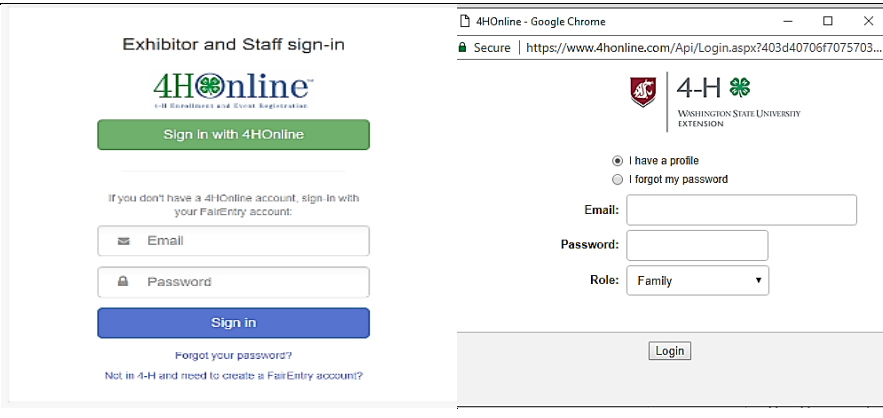
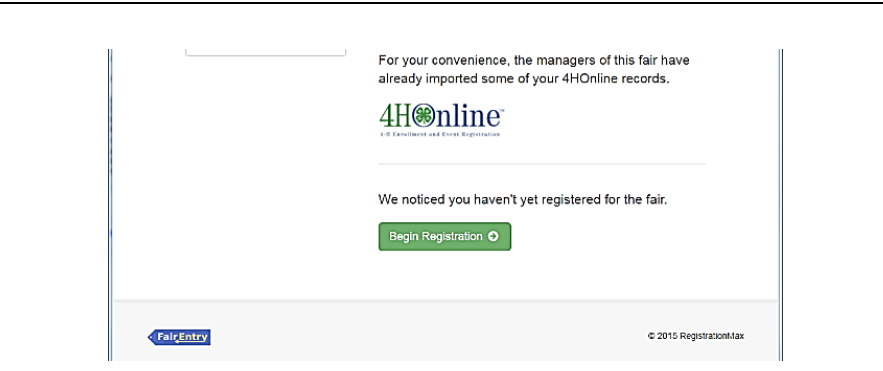
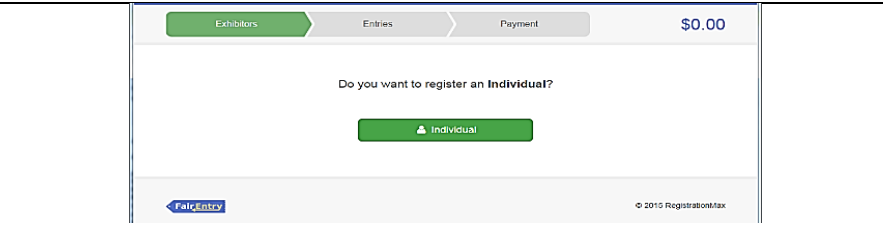
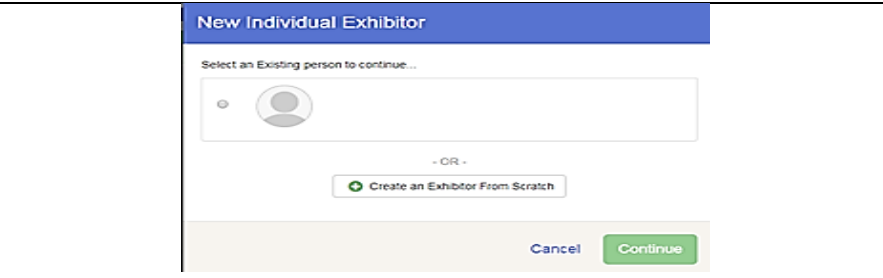


FairEntry TIP SHEET

<p>STEP 1: Go to http://www.fairentry.com click "Find Your Fair", enter Asotin in search box and then click on the current year Asotin County Fair</p> <p>STEP 2: Click on the green "Sign in with 4-H Online"</p>	 <p>The screenshot shows the FairEntry website interface. At the top, there is a navigation bar with 'FairEntry' logo, 'Find Your Fair', 'Staff Sign-in', and 'Contact Sales'. Below this is the 'Find Your Fair' section. A search box contains 'Asotin'. To the right, a dropdown menu shows 'Washington' selected, with a result for '2018 Asotin County Fair' dated April 27 - April 29, 2018. Below the search box are filters for 'Sorted by' (State) and 'Filter by State' (ALL). A blue 'Search' button is at the bottom.</p>
<p>STEP 3: Enter your 4-H Online email and password</p> <p>STEP 4: Set your role to "Family"</p> <p>STEP 5: Click Login</p>	 <p>The screenshot shows the 'Exhibitor and Staff sign-in' page for 4Honline. It features a green 'Sign in with 4Honline' button. Below it, there are fields for 'Email' and 'Password', and a 'Sign in' button. A 'Role' dropdown menu is set to 'Family'. There are also links for 'Forgot your password?' and 'Not in 4-H and need to create a FairEntry account?'. The browser address bar shows the URL: https://www.4honline.com/Api/Login.aspx?403d40706f7075703...</p>
<p>STEP 6: Click the green "Begin Registration" button</p>	 <p>The screenshot shows a registration page with the 4Honline logo. Text on the page says: 'For your convenience, the managers of this fair have already imported some of your 4Honline records. We noticed you haven't yet registered for the fair.' A green 'Begin Registration' button is prominently displayed. The footer includes 'FairEntry' and '© 2015 RegistrationMax'.</p>
<p>STEP 7: Click the green "Individual" button</p>	 <p>The screenshot shows a registration page with a progress bar at the top indicating 'Exhibitors', 'Entries', and 'Payment' (with a total of \$0.00). The main question is 'Do you want to register an Individual?'. A green 'Individual' button is highlighted. The footer includes 'FairEntry' and '© 2015 RegistrationMax'.</p>
<p>STEP 8: Click the button next to the child you wish to register for fair.</p> <p>Step 9: Click "Continue"</p>	 <p>The screenshot shows the 'New Individual Exhibitor' page. It asks to 'Select an Existing person to continue...' and shows a list of people with a radio button next to a child's profile. Below this is a '- OR -' separator and a green 'Create an Exhibitor From Scratch' button. At the bottom, there are 'Cancel' and 'Continue' buttons.</p>

Step 10: Click “Continue”

The screenshot shows the 'Questions' step of a registration process. At the top, there are tabs for 'Exhibitors', 'Entries', and 'Payment', with a balance of '\$0.00'. A progress bar below the tabs shows five steps: 'Personal Details', 'Contact Info', 'Address', 'Questions' (the current step, highlighted with a blue circle and the number 4), and 'Review'. On the left, there is a profile icon, the exhibitor ID '#15', the name 'Benawah', and a '4/10/Online' status. Below this is a 'Delete this Exhibitor' button. The main content area is titled 'Questions' and contains the text 'There are no questions to answer.' At the bottom right, there is a green 'Continue' button with a right-pointing arrow.

STEP 11: Verify all contact details are accurate and click “Continue to Entries”.
Be sure to enter your mailing address as your check will be mailed to you.

The screenshot shows the 'Review' step of the registration process. The top navigation and progress bar are identical to the previous step, but the 'Review' step is now highlighted with a blue circle and the number 5. The main content area is titled 'Please review the exhibitor registration.' and features a green 'Continue to Entries' button with a right-pointing arrow. Below this, there are three sections for review: 'Personal Details' (with fields for First Name, Last Name, and Birthdate), 'Contact Info' (with fields for Email, Home Phone, Cell Phone, and Cell Phone Carrier), and 'Address'. Each section has an 'Edit' button. At the bottom, there is an 'Additional Questions' section with the text 'There are no questions or answers.'

STEP 12: Click “Add an Entry”

The screenshot shows the 'Add an Entry' step. The top navigation and progress bar are identical to the previous steps, but the 'Entries' tab is now highlighted in green. The main content area displays the message 'There are 0 entries belonging to 1 exhibitor in this invoice.' and a green 'Continue to Payment' button with a right-pointing arrow. Below this, there is a profile icon, the exhibitor ID '#15', the name 'Benawah', and a '4/10/Online' status. At the bottom right, there is a green 'Add an Entry' button with a right-pointing arrow.

STEP 13: Choose “Select” next to your project.

The screenshot shows a selection screen titled 'Choose Department and Division'. It features a list of departments with a 'Select' button next to each: Beef, Dairy Cattle, Dog Obedience and Handling, Goat, Horse, Indoor, Poultry, Rabbits, Sheep, and Swine. At the bottom of the screen, there are two buttons: 'Cancel' and 'Choose'.

Step 14: Choose your specific project.

The screenshot shows the same 'Choose Department and Division' selection screen, but with the 'Department' dropdown menu open. The dropdown shows 'Beef' as the selected department, with a 'Change' button next to it. Below the dropdown, there is a list of specific projects with a 'Select' button next to each: '201: Breeding Beef', '202: Market Beef', and '209: Beef Showmanship'. At the bottom of the screen, there are two buttons: 'Cancel' and 'Choose'.

STEP 15: Once you have narrowed down your class choice, click “Choose”

STEP 16: Select your class of livestock by clicking the small green “select” button.

STEP 17: Click the “Continue” button if everything is correct or the “change” button if you need to edit an entry.

STEP 18: Choose your club. Please choose the club that you have been attending the meetings for this project! Each entry may have a different club, please be sure that each of your projects is entered with the correct club!

STEP 19: Click “Add an animal” to enter your animal ID information.

STEP 20: If you have already added your animals into your 4-H Online Profile, click “choose an existing animal record”. If you have not done this yet, click “enter a new animal record” and complete the requested information.

Adding an Animal

☰ Choose an Existing Animal Record

OR

✎ Enter a New Animal Record

STEP 21: Once you have entered all of the requested information, verify information is correct and click “Continue”

Entry Animals

✖ Remove From Entry

✎ Edit Animal Details

Identifier (Tag) 000

Animal Type Beef, Market

Tag 000

Beginning Weight 890

Beginning Weight Date 3/11/2017

Continue ➔

STEP 22: If you have finished all of your entries, click “Continue to Payment” (Asotin County Fair does charge any entry fee, so this will be \$0)
If you have more entries for this 4-H member, click “Add another Entry” (**HINT:** If you are showing livestock that require a showmanship class, click this option!)

If you need to register a sibling in this family, choose “register another exhibitor”

What do you want to do next?

For Madison Sotin:

+ Add another Entry

+ Register another Exhibitor

Everything looks good!

➔ Continue to Payment

STEP 23: Once you have completed all entries and choose “Continue to Payment” in Step 22, you will be led through several screens that you just need to click Continue.

Exhibitors > Entries > Payment \$0.00

1 Review 2 Payment Method 3 Confirm

Invoice	Summary	Detail
Individual Exhibitor: Madison Sotin	\$0.00	
Total:	\$0.00	

Continue ➔

STEP 24: Click “Submit”, then “sign out” and you are one step closer to fair!

Please watch your email for a confirmation or for a request to fix entry errors.

Exhibitors > Entries > Payment \$0.00

✓ Review ✓ Payment Method 3 Confirm

One last step!
Agree to the terms below and press submit.

After you Submit	Payment Total
<ul style="list-style-type: none"> Records will be locked to editing awaiting manager approval Your credit card will not be charged until a manager approves the records If the manager does not approve all the records, the amount charged to the credit card may be less than the amount cited here. 	No payment is necessary

Submit