

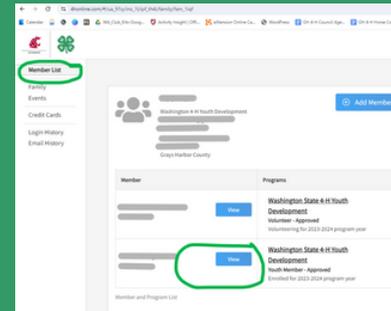
ANIMAL REGISTRATION 4-H Online to FairEntry

4-H Online VIDEO

<https://www.youtube.com/watch?v=js7Etvw2soY>

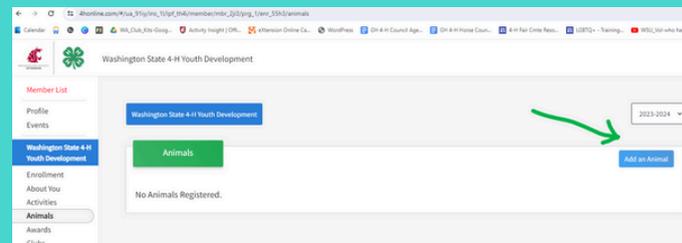
Log in to v2.4honline.com

- Navigate to the Family Screen
- Chose 4-H Member:
 - Select the blue “View” button



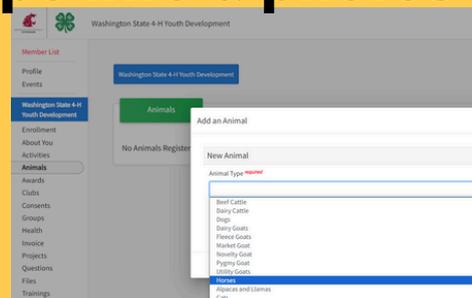
Find the “Animals” tab

- Select the blue “Add an Animal” button



Enter animal type info & photos

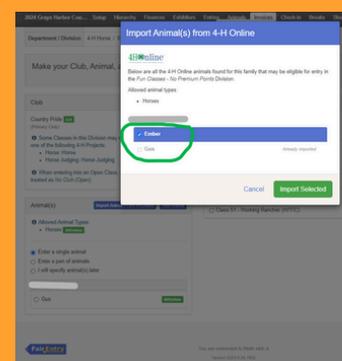
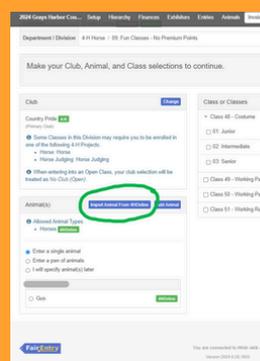
- Follow prompts to add animal info and photos
- Click the green “Submit” button
- Notify the 4-H office that your animal is ready to be reviewed so it will be visible in FairEntry



Log in to: <https://fairentry.com/Fair/SignIn/21817>

- Use the same email address and password as 4-H Online
- Select classes, using the 4-H Exhibitor Guide for details at
- <https://extension.wsu.edu/graysharbor/4-h/links/>

Import Animal from 4-H Online



FAIRENTRY

Paused or "Open" Invoice Status

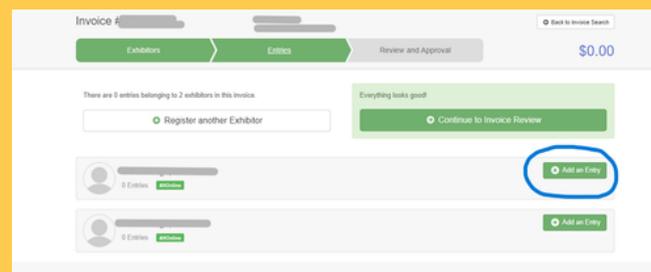
Log in at <https://www.fairentry.com/Fair/SignIn/21817>

Ensure Entries are Submitted

- Once entries have been created in the FairEntry online platform, it is important to make sure they are fully submitted.
- If the system is still showing an "Open" status for the entry submissions (referred to as "Invoices" in the system), the process may be paused until the steps below are completed.

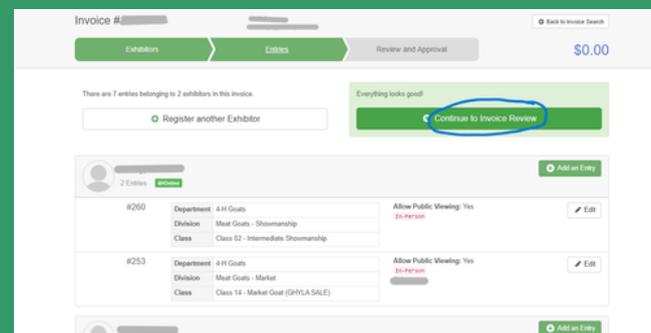
Find the "Entries" tab

- If more entries need to be added, click on the "Add an Entry" button to the right of the exhibitor's name
- Review the entry info and make any edits



Continue to "Invoice Review"

- Click on the "Continue to Invoice Review" button



Submit entries for review

- Click the "Submit" button so the review team can finalize the class information. Once finalized, you can create a new invoice to add more entries if needed.
- Bring still life entries to the Extension office by July 24

