

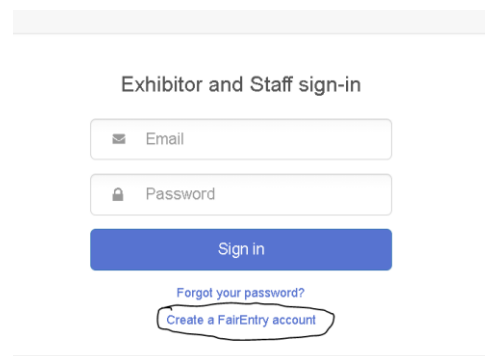
Marias Fair Registration Using FairEntry without 4honline Integration

Important Reminders

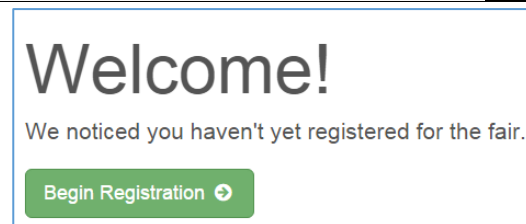
- Marias Fair Registration begins 3rd Monday in May and closes 3rd Thursday in June. Be sure to complete your entries (including the final “Submit” step) prior to the cut-off date.
- Register all entries for each exhibitor in the family before proceeding to the Payment section.
- Be sure to click the “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 by your fair or show.

CREATE A FAIR ENTRY ACCOUNT

1. Register at <https://mariasfair.fairentry.com>.
2. You no longer have a 4HOnline account so you will need to select “Create a New Account.” Follow the instructions to create your account.
3. After you create your families’ FairEntry account, the system will recognize your login information and will be able to reactivate your family’s exhibitor records going forward.

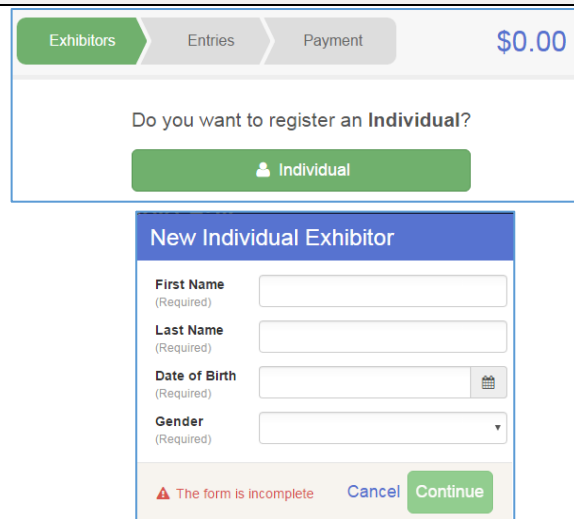


4. Click “Begin Registration”



ENTER AN EXHIBITOR’S INFORMATION

1. Select the green button “Individual”
2. Enter the exhibitor information into the required fields.




3. (If you entered/spelled something incorrectly on the previous screen, you have the option to *Delete this Exhibitor on this screen.*) Enter the information on the Contact Info screen—the only required field is the top Home Phone Number. You can use the same email address that you used to create the account, or an alternate one unique to the exhibitor. If you wish to receive text messages, enter the cell phone number and carrier. That number can be the same as the Home Phone Number entered above, or different. Click Continue when you are finished entering data.

4. Enter the mailing address. All fields, except Address continued, are required. If the exhibitor has the same address as another exhibitor in the Exhibitor Group, simply click “Copy” to add the address to the current Exhibitor record. Click Continue when all information is entered correctly.
5. Answer any additional questions, then click “Continue”.

Review the exhibitor information. If any information is incorrect, click the green Edit button in the appropriate group to change it. When all information is correct, click Continue to Entries.

Personal Details		Contact Info	
First Name	Becky	Email	
Last Name	Helpsheet	Home Phone	555-123-4444
Date of Birth	8/05/2000	Cell Phone	
Gender	Female	Cell Phone Carrier	

CREATE ENTRIES FOR EXHIBITOR

Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc. For example, if an exhibitor is bringing 2 photographs, two entries into the photography class must be created. If an exhibitor is showing one horse in 5 events, five class entries must be created. Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this exhibitor group (and entries) or proceeding to check-out (submitting the entries, whether or not fees are charged).



<ol style="list-style-type: none"> 1. Click Add an Entry beside the correct exhibitor. 	
<ol style="list-style-type: none"> 2. Click Select beside the first department you wish to enter. 3. After you select a department, you will see a list of divisions to select from, and then a list of available classes. <i>Also notice that there are blue "Change" links in case you mistakenly select an incorrect department, division, or class.</i> 4. After you have selected the class, click the green Choose button. 	
<ol style="list-style-type: none"> 1. Select the Class. 2. Click Continue. 	
<ol style="list-style-type: none"> 3. Select a Club. 4. If this is not an animal class entry, follow the instructions on-screen to enter any additional information such as Entry Description, Custom Questions or Custom Files associated with that entry. 	
<ol style="list-style-type: none"> 5. If this is an animal class entry select "Add an Animal" 	



6. You will have two choices. Choose “Enter a New Animal Record” .
7. Fill in all fields with information about the animal you intend to exhibit. Click Create and Add Animal when finished. If the animal information was entered incorrectly, you have the option to either remove from entry (creating a new animal) or Edit Animal Details.
8. When it’s correct, click “Continue”.
9. Any questions or file uploads related to entry in this class will be next. Click Continue after answering those questions or uploading documents.

10. When each class entry is complete, you have three choices for what to do next:
 - a. If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this exhibitor group.
 - b. If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**.

If all entries for all exhibitors in the exhibitor group have been completed, **Continue to Payment** to submit your entries.

11. Review your entries for completeness and accuracy. *Notice the Summary and Detail buttons at the top of the list on the right.* If there are errors, click on the green Entries section at the top of the page. Click Continue when all information is correct.

12. Once all entries have been entered for exhibitors in your family, submit the invoice for approval.
13. You will receive an email message when the entries have been submitted for approval. You will receive a second email when the entries have been approved.

