

Entering Building Exhibits, Food Contests, Events, Leadership Opportunities and Independent Displays & Exhibits (Sections 20-42)

Have your Exhibit Building Planning Form filled out and ready to assist you when entering exhibits.

1. Login to Fair Entry- see instructions for Getting Started
2. Select **Exhibitor**
 - a. Click **Add an Entry**
3. Scroll down the list of *Departments* and select **4-H Building Exhibits or 4-H Events & Activities**
4. Scroll through the list to find the correct *Section*
 - a. Click the green **Select** Button
 - b. If this is correct, click **Choose**
5. Find the correct *Class*
 - a. Click the green **Select** button
 - b. If there is a sub-class, click the corresponding green **Select** button
6. Click **Continue**
 - a. You will be asked for an *Entry Description*
 - i. Please give your exhibit a unique name, such as Solar System Poster, Peanut Butter Cookies
 - ii. If you don't have a specific name (for instance you plan to bring photographs, but don't know which ones yet) you can leave this blank.
7. Click **Continue**

What do you want to do next?

8. To add more entries for this Exhibitor, click **Add Another Entry**
 - a. A *Choose Department and Section* window will pop up. You can
 - i. Click the green **Choose** button to enter another exhibit in the same *Section/Class*
 - ii. Click the blue **Change** for *Department or Section* to find a different *Section/Class* entry.
 - b. Repeat steps 3 through 8 until complete
9. To add another family member, click **Register another Exhibitor**
 - a. Repeat steps 2-8 for each additional family member

When you have all Exhibits – Animal, Building, Contests, etc. entered for **EACH** family member, go to **How to Submit**