

Getting Started

Do not use Internet Explorer as your internet browser

1. Go to www.fairentry.com
 - a. Click **Find Your Fair**. Type "Hemlock Fair" in the Search by Keyword field
 - b. On the right side of the screen, click the box with Hemlock Fair
2. Click **Sign in with 4-H Online** – If you have never signed into 4-H Online, follow the directions below
 - a. Click **Forgot my Password**
 - b. Enter your Family Email, be sure *Role* is set to *Family* and click Send My Password
 - c. Check your email inbox for an email from Fair Entry
 - i. Follow the directions in this email for resetting your password
 - d. You should be redirected to 4honline.com
 - e. Log in using the password that was sent to your email
 - f. You will be prompted to update your password
 - g. Once your password is updated, go back to the Fair Entry Sign In page and click Sign In with 4-H Online
3. Click **Begin Registration**
4. Click on **Register an Individual**
5. Select the correct exhibitor
6. **Answer the required questions**
 - a. **All exhibitors** will be prompted & required to answer these questions. If you are not exhibiting horses please select "Not Applicable" for Question 1 (each day) and Question 2
 - b. **Horse Exhibitors** – Please select an answer. Selecting "Not Applicable" for each day/answer may cause your entries to not be approved
 - c. Click **Continue**
7. Click **Continue to Entries**
 - a. There are separate instructions for entering each of the different departments found below. Please follow the correct set of instructions
 - i. Animal Departments
 - ii. Horse & Dog Departments
 - iii. Building Exhibits
 - iv. Club Exhibits
 - v. Cloverbud Exhibits

Important Information to Remember

- In order to utilize the system, you must have a family email associated with your 4-H Online Account. If you do not, please contact us
- When navigating through the fair entry system, DO NOT use the back button
- **Do not submit your invoice until all entries have been made for all family members**
 - Once you submit your invoice (entries) you will not be able to make any changes until they are approved by the 4-H Staff
- Please plan ahead and do not wait until the deadline to enter your exhibits. This is a brand new system and we do anticipate families having questions on the entry process. If you have questions or run into problems do not hesitate to contact us! Please do not wait
 - Mark – mjw16@cornell.edu
 - Renee – rh445@cornell.edu
 - Jenn – jls669@cornell.edu
 - CCE Office – 585-991-5420 or 585-335-1752
- Please print your list of entries after they have been approved. Once the entry period has closed, you will no longer have access to your Fair Entry Account

We have set up two Fair Entry Help Nights (see the Livewire for details) Please bring your Exhibit Planning Forms and we will help you with entries. If you cannot attend those nights, we can make an appointment to meet with you.