

Entering Club Exhibits- CLUB LEADERS ONLY – Section 43

Have your Club Displays and Exhibits Planning Form filled out and ready to assist you when entering exhibits.

1. Login to Fair Entry- see instructions for Getting Started
2. Only youth from your family will be listed as Exhibitors.
3. Click on **Create Exhibitor from Scratch**
 - a. Enter the information asked for in all the screens that follow.
 - b. Choose *Not Applicable* for all the Horse Exhibitor questions.
 - c. Once you review the information, click the **Continue to Entries** button.
4. You will now be listed as an Exhibitor on your family's list of Exhibitors
5. Click **Add an Entry**, next to your name.
6. Scroll down the list of *Departments* and select **4-H Exhibits – Clubs & Independents**
7. Select **Section 43: Club Displays & Exhibits**
 - a. Click the green **Choose** button.
8. Find the correct *Class*
 - a. Click the green **Select** button
 - b. If the information is correct, click the green **Continue** button. Use the blue **Change** button to make a different choice.
 - c. Scroll through the list of club names and select your club.
 - d. Answer any of the additional questions that may be required for each *Class*.
9. Click **Continue**

What do you want to do next?

10. To add more entries for your club, click **Add another Entry**
 - a. Repeat steps 4 through 9 until complete

Remember- **DO NOT CONTINUE TO PAYMENT OR SUBMIT** until all family members have been entered. Once you SUBMIT, you will be locked out until a 4-H Educator approves your entries.

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