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

Important: It is important for you to enter ALL exhibits you think you may want to bring. No late entries will be able to be accepted this year. You will also want to provide an accurate description of your project if you have more than one entry in a class. This will help you to pair the entry tag with the exhibit.

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.
         • Once you have your entry tags, you will want to add a unique name or description to the entry tag.
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