FairEntry – quick start guide for families

Adapted for Pottawatomie County, Kansas 4-H

GETTING STARTED AND LOGGING IN

- Each youth registering must be enrolled as an active 4-H member and you must know your 4HOnline family login (email address and password).
- For county fair information, premium books, dates and more, visit your county website at: https://www.pottawatomie.k-state.edu/fair/index.html
- To register for the fair go to the URL: pottawatomie-ks.fairentry.com

- Sign in by clicking the green button to "Sign in with 4HOnline".

NEXT STEPS TO REGISTER FOR YOUR FAIR

1. Register an exhibitor (do so by clicking register an individual)
2. Add entries to that exhibitor.
3. Repeat for additional exhibitors and/or entries in your family
4. Resolve any registration issues (look for the blue notices)

When done with exhibitors and entries, click "Continue to Payment" and submit the "Invoice". (There are no fees or payments needed, but this step is required to complete your registration.)

LOGGING BACK IN ANOTHER TIME

When logging back in, you will find your family profile in either of these "situations":

- Invoice un-submitted - You can continue adding or completing entries on that invoice.
- Invoice submitted and approved - You can add entries by starting a new invoice.

NAVIGATION HINTS

Click on the fair "Title" to return to your family Dashboard at any time.
When working on an invoice, you can often click on any of the navigation buttons even if they are not green. This can be helpful for going "back and forth" while working on entries.