



## FairEntry Registration Steps:

- 1.) After your animals and projects of interest are entered into 4-H Online (deadline- May 15th) go to: <https://faireentry.com/Fair/SignIn/22309>
  - a.) Under Exhibitor and Staff Sign-in click "sign in with 4HOnline"
  - b.) Once you are signed in, review the questions and reminders on the main screen, click continue when finished.
  - c.) select "Begin Registration". When asked Do you want to register an Individual? Select the **Green** "individual" button. Select the exhibitor you would like to register and hit **continue.**
  - d.) Read through the reminders and select **continue.** Review the exhibitor registration information and select **continue to entries.**
  - e.) Select **+Add an Entry**

If you are registering for indoor projects that will be judged Tuesday, July 9<sup>th</sup> next to General click on "**Select ->**" then select **Static- All Classes** and **Choose.**
  - f.) Check the box next to each class you anticipate exhibiting a project in. If you plan to bring more than one use the drop down box and select the number of projects you plan to bring to the fair. \*\*Please be REALISTIC when doing this. The 4-H Office prints entry cards for each project you register whether you exhibit it or not.
  - g.) After selecting the projects you plan to exhibit click **Continue.** Review your selections and click **Create Entries.**
  - h.) If you are exhibiting livestock click **Add an Entry** and do the same for each species you plan to exhibit in.
    - A. For example if you are exhibiting Sheep: Click **Select->** next to sheep. Then **select** whether you are registering for

a breeding or market sheep and click **choose**. Check the box next to the sheep that you have already ID'd in 4-H Online will fall under (visit [z.umn.edu/win4hpremiumbook25](https://z.umn.edu/win4hpremiumbook25) for help determining classes). After you have selected the class, you will click **Add Animal** on the box on the left hand side of the screen. Select the animal ID from 4-H Online that corresponds with this class and click **Import Selected**. Then click **Continue ->** on the main screen. Review the entries and click **Create Entries**.

*Do this for each animal entry that you have registered in 4-H Online.*

Example: Market Sheep- Choose-Select Black Face on the bottom left under animals, a listing of animals you ID'd in 4-H Online will appear. Connect each of them with a class. Select the animal name or number that goes with each class and select "Continue".

- B. Once you have completed this process for each static and animal project you plan to exhibit click **-> Continue to Payment** (no payment is required). Click **Continue->** x2 past the \$0.00 invoice
- C. LAST STEP: Hit **Submit!**

**If you forgot to register for a project simply hit "Visit Dashboard" and you can create a **new invoice** to submit that project! Repeat this process for each 4-H'er that plans to bring a static or livestock project to the 2025 Winona County Fair!**

**If you have any questions while completing FairEntry please send an email to: Kim Stehr [wing109@umn.edu](mailto:wing109@umn.edu) or contact 507-457-6440 M-F from 8-4:30p.m.**