

Registering for the 2020 New Jersey 4-H Virtual Fair



To register for the 2020 Virtual Fair, go to, <u>http://nj4hvirtualfair.fairentry.com/</u>

If you enrolled in 4-H through 4-HOnline, click the green button. You'll be able to login with your family's email account and password.

(If you can't remember the email address for your account, contact your county 4-H office.)

If you aren't enrolled in 4-HOnline, click the blue button to set up an account to register for the fair.

Note: During registration you will see Payment information. There are no fees to participate in the Virtual Fair. The amount will always show as \$0.00.

Next, you'll come to a Welcome Screen inviting you to click the green button to begin registration.



2020 NJ 4-H Virtual Fair



On the next screen, you'll be asked if you want to register as an individual. Click the green button.

	Do you want to reg	ister an Individual?
	👗 Inc	lividual

If you're not registered in 4-HOnline, you'll be prompted to provide contact information.

If you are registered in 4-HOnline, you'll be prompted to begin making entries. *See the directions below*.



After your contact information is reviewed and confirmed, you're ready to add entries.

Click the green Add an Entry button to continue.

Next, you'll see a list of Departments for the Virtual Fair. If you don't see the Department you're looking for, check the Exhibitor Catalog.

Select the Department for your first entry.

The next screen will ask you to choose a Division. Select the Division for your entry.

On the last screen you'll select the Class you're entering. If this is the correct Class, click the green *Choose* button, if not, click *Change* to go back.

Click the green *Select* and *Continue* buttons on the next screens.



On this screen you'll upload photographs of your project. To do this, click the *File Upload* button and navigate to your photo file and upload it.

Note that some uploads may be **required**, while others are **optional**.

You will not be able to complete your entry until all required photos have been uploaded.

When you have uploaded all your photos, click the green *Continue* button.

Entry #4		Entry Educ
	Foord, Jeffrey IO/10/2010 + Grade: 4	Flower_Photo_Entry One Report
Department	Horiculture	Select File
Division	403. Ornamentais	
Class	40301: Flowers	Flower_4-H Required Member Photo Entry
0 0	elete this Entry	One to the uploaded
		Select File
		Flower_Photo_Entry Two Cylonia No file uploaded
		Salect File
		Flower_4-M Optimus Member_Photo_Entry Two
		tio file sploaded
		Select File

Congratulations, you've completed your first entry!

You can make additional entries by clicking Add Another Entry.

If someone else in your family wants to make an entry, click *Register another Exhibitor*.

If you have no more entries, click *Continue to Payment*. (Remember, there's no charge to enter our Virtual Fair.)



Video Entries

If you are required to provide a link to a video recording of your entry, you'll see a screen like this.

Click the green *Edit* button

On the next screen, enter your video's URL and click Continue.

You'll go to the What's Next screen to decide if you're adding more entries, adding another exhibitor, or submitting your registration.



When you have completed your entries, you will click the green *Continue to Payment* button.

The next few screens will walk you through payment options. Disregard these since there are no fees for the Virtual Fair.

	Exhibitors	\rangle	Entries	Payment
Entry #4				What do you want to do next?
	Foord, Jeffrey 10/10/2010 • Grade: 4			For Jeffrey Foord
Department	Hoticulture			Add another Entry
Division	403: Ornamentais			Register another Exhibitor
Class	40301: Flowers			
				Everything looks good!
				Continue to Payment

On the last screen-and this is **VERY** important-click the green *Submit* button.

If you do not click this button, your entries will not be submitted.

We will not be able to approve your entries until/unless you submit them.

	Exhibitors	\rangle	Entries	\rightarrow	Payment	\$0.00
	Review			Payment Method		Confirm
One la Agree to	ast step! The terms below and pres	a submit.				
After yo	ou Submit				P	ayment Total
• R • Y	econts will be locked to ed our credit card will not be c the manager does not app	iting awaiting mana hargèd until a man rove all the record	ger approval ager approves the re s, the amount charge	ecords ed to the credit card may	be less than	to payment is necessary

If all has gone well, you'll see this screen. You'll also receive an email confirming your submission.

