

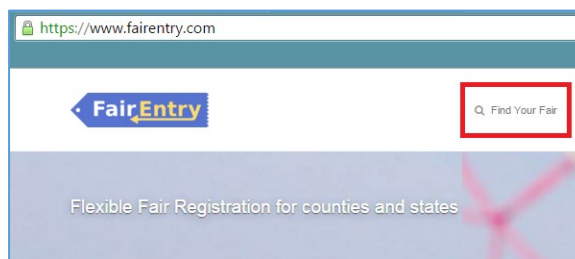
## Exhibitor Group (Family) Entry

### Important Reminders

- Complete and submit your registration by **Friday, May 29, 2026**.
- Register all entries for each exhibitor in the family before proceeding to the 'Continue to Payment' section (there is no fee to participate in the Teton County 4-H Fair).
- Be sure to click the 'Submit' button when you have completed your entries. Entries are not final until they have been submitted.
- Check your email inbox for a confirmation email with a list of your entries and any related fees.
- You will receive a second email when your entries have been approved.

#### Four ways to access FairEntry:

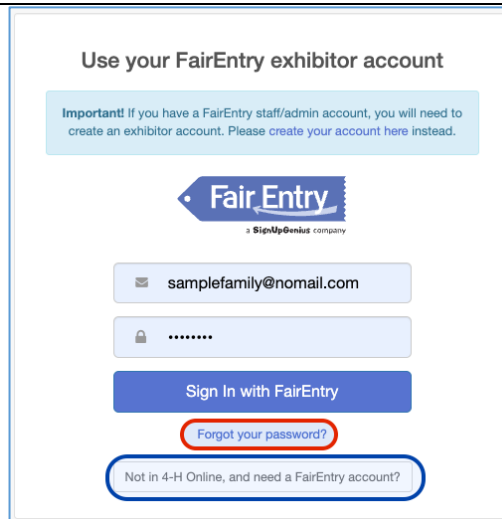
- Click the link in the May Newsletter
- Click the link in your email
- Click this direct link: [Teton County 4-H Fair](https://www.fairentry.com)
- or go to <http://www.fairentry.com> and click "Find Your Fair" use the search term 'Teton' and select Montana.
- Type the url into your internet browser: <https://fairentry.com/Fair/SignIn/23164>



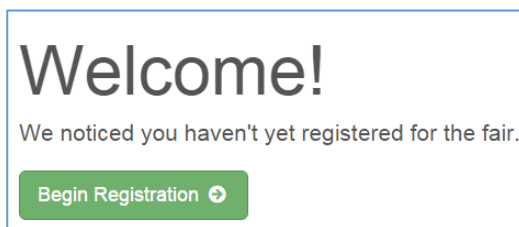
- Create a New Account. Follow the instructions to create your account. Make sure to save your password. After setting up your account, you will receive a confirmation email.

Or

- If you registered for 4-H Fair last year, login to your account.

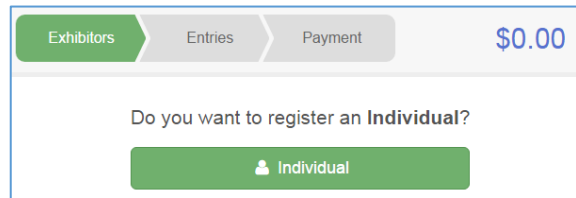


1. Click "Begin Registration"

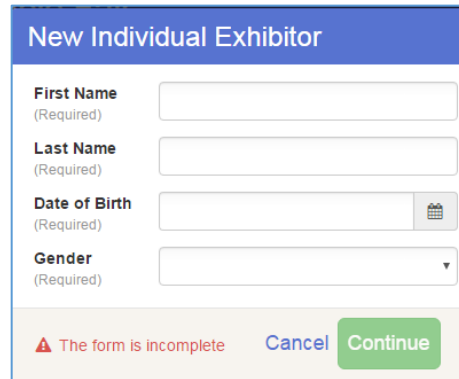


## Step One – Entering Exhibitor Information

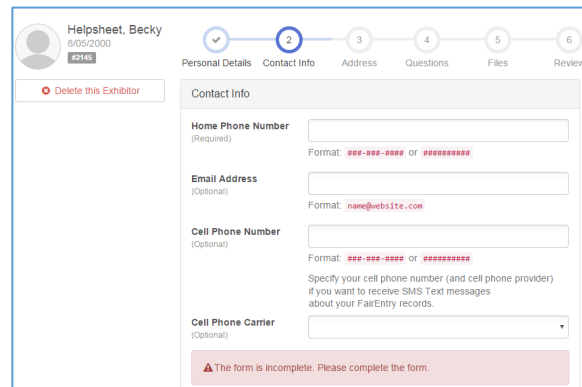
1. Select 'Individual'



2. Enter the exhibitor information into the required fields. You will repeat this step for participating in the Fair.



3. *(If you entered/spelled something incorrectly on the previous screen, you have the option to Delete this Exhibitor on this screen.)* Enter the information on the Contact Info screen—the only required field is the top Home Phone Number. You can use the same email address that you used to create the account, or an alternate one unique to the exhibitor. If they wish to receive text messages, enter the cell phone number and carrier. That number can be the same as the Home Phone Number entered above, or different. Click Continue when you are finished entering data.




4. Enter the mailing address. All fields, except Address continued, are required. If the exhibitor has the same address as was entered on another exhibitor in the Exhibitor Group, click “Copy” to add the address to the current Exhibitor record. Click Continue when all information is entered correctly.

5. Review the exhibitor information. If any information is incorrect, click the green Edit button in the appropriate group to change it. When all information is correct, click Continue to Entries.

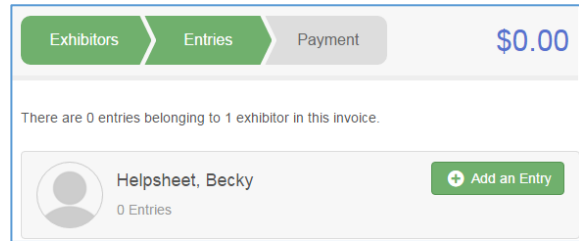
Personal Details		Contact Info	
First Name	Becky	Email	
Last Name	Helpsheet	Home Phone	555-123-4444
Date of Birth	8/05/2000	Cell Phone	
Gender	Female	Cell Phone Carrier	



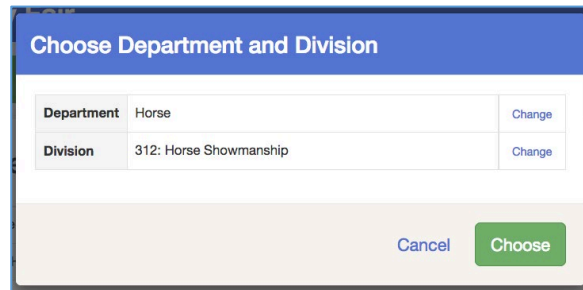
## Step Two - Creating Entries for Exhibitors

Each exhibitor can have multiple entries. One entry must be made for each interview, item, animal, class, etc. For example, if an exhibitor is bringing 2 photographs, three entries for the photography class must be created, including one interview.

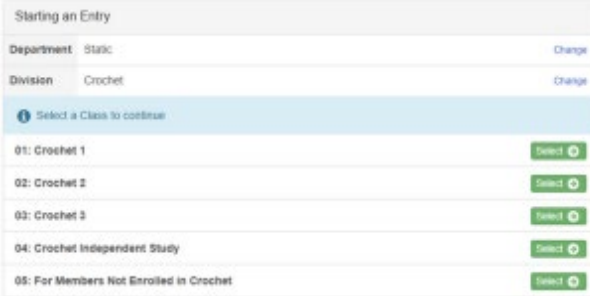
1. Click Add an Entry beside the correct exhibitor (if more than one has been created).



2. Select 'Static' for all non-animal projects to be displayed at the pavilion. Select your animal species for all animal projects.  
 3. Next you will see a list of divisions (your 4-H project category) to select from, and then a list of available classes. Select the class that corresponds to the project level. Select 'not enrolled' if you are bringing an item for judging that you were not also enrolled in a 4-H project.



Also notice that there are blue "Change" links in case you mistakenly select an incorrect department, division, or class



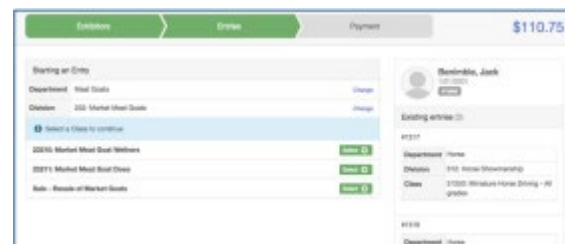
4. Select the appropriate sub-class. The sub-class will be the type of item you are bringing to fair.

Choices for sub-class are:

- Poster or educational display
- Project journal pages from the record book
- Any item created as part of project

Reminder: a new entry will need to be created for each individual item

Click Continue



5. Select your Teton County 4-H Club
6. If this is not an animal class entry, follow the instructions on-screen to create your Entry Description. The entry description will be visible on the tag displayed with the item. Make sure to physically describe your item using appropriate spelling and grammar.

7. If this is an **animal class entry**, select the option to “Add an animal”.
8. Choose “Enter a New Animal Record” to enter new animal information.
9. Fill in all the fields with information about the animal you intend to exhibit. You are not required to enter RFID information. Click Create and Add Animal when finished.

10. When each class entry is complete, you have three choices for what to do next:
  - a) If all class entries have been completed for one exhibitor, you can Register another Exhibitor in this exhibitor group. If this exhibitor has more class entries to make, you can Add another Entry for this Exhibitor. Do this until all entries for all exhibitors are complete, then Continue to Payment.

**There is no charge to participate in the Teton County 4-H Fair.**



## Submitting Entries

When **all** entries for **all** exhibitors in the exhibitor group have been completed, **Continue to Payment** to finalize and submit your entries. You must submit your entries even if there are no fees, so no payment is required.

1. Review your entries for completeness and accuracy. *Notice the Summary and Detail buttons at the top of the list on the right.* If there are errors, click on the green Entries section at the top of the page. Click Continue when all information is correct.
2. Once all entries have been entered for exhibitors in your family, submit the invoice for approval.
3. You will receive an email message when the entries have been submitted for approval. You will receive a second email when the entries have been approved.
4. **Important to know:** Until your first entries have been approved, you cannot start a new invoice to register additional exhibitors or entries. *If you wait until the last minute to make entries, and you forget an entry, or don't make entries for an exhibitor in your family, you may likely not have an opportunity to add those because registration will have closed before the first entries are approved.*

