

## How to Register for Horse Shows and Fairs--County and State (4-H Family)

1. Go to the assigned URL to register for county and state events.

I.E.

<http://brookingscounty.fairentry.com> (Achievement Days)

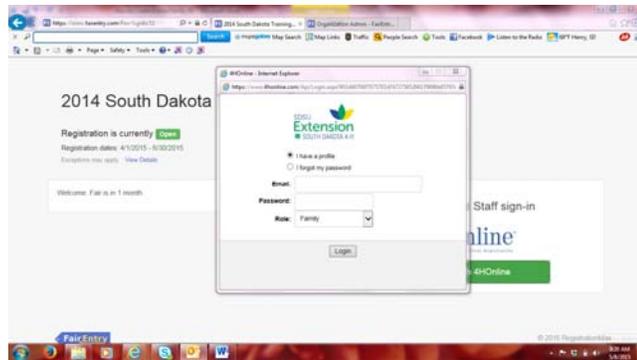
<http://sd4hstatefair.fairentry.com> (State Fair)

<http://sdstatehorshow.fairentry.com> (State Horse Show)



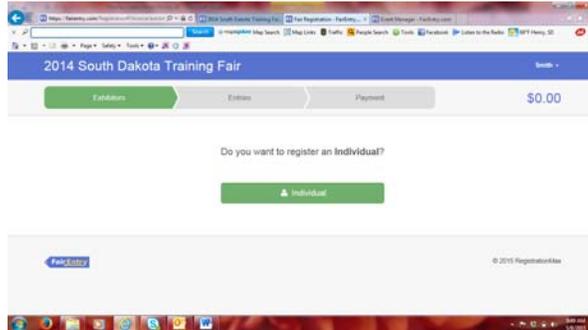
**Note:** You will need to go to your **county** URL/site to register for **county events** and use the state URL for state fair and state horse show to register for those state events.

2. Select "Sign in with 4-H Online"
3. Enter your login email address and password from 4HOnline.
4. Click "Login."

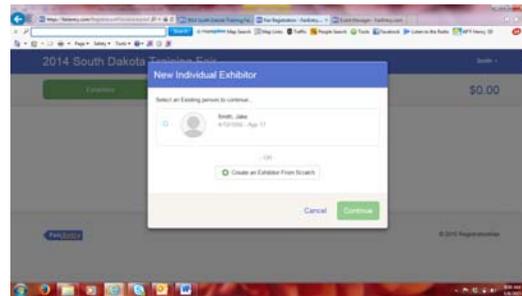


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5. Click on individual.

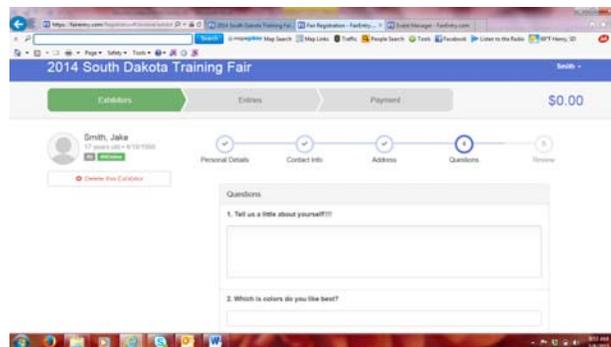


6. Select the family member you would like to register by selecting the radio button.



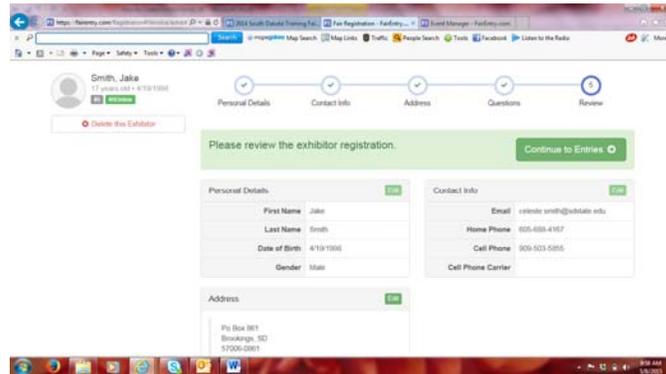
7. Click "Continue."

8. Answer any questions asked on #4 and click continue on the bottom of #4.

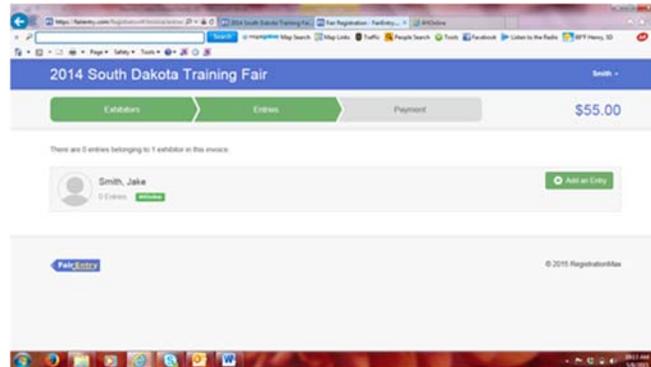


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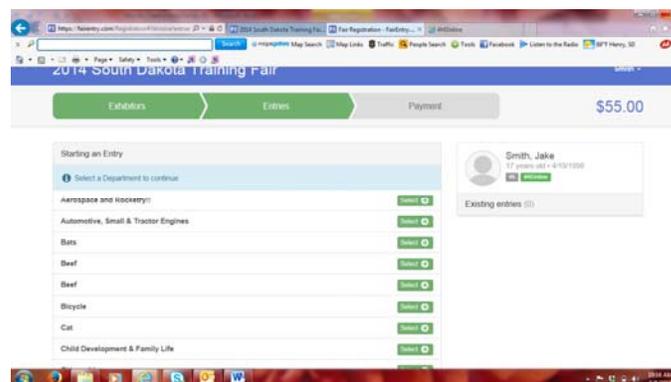
9. Review exhibitor information.
10. Click "Continue to entries".



11. Click on Add an Entry

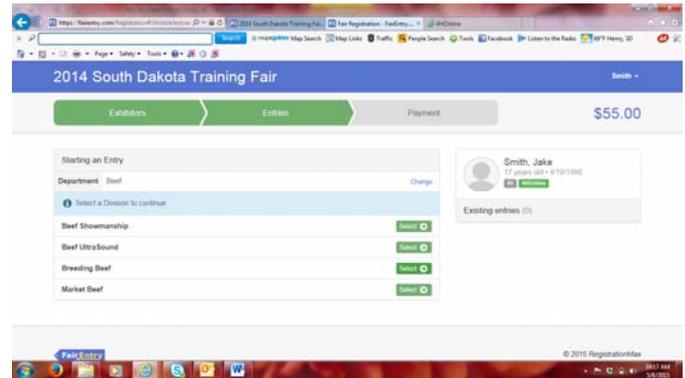


12. Select the Department you would like to register and click "Select"

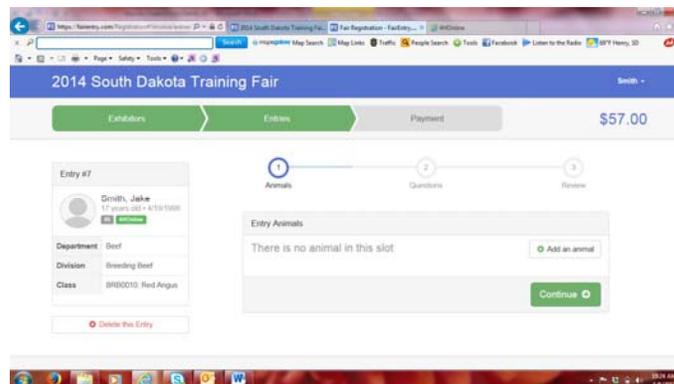
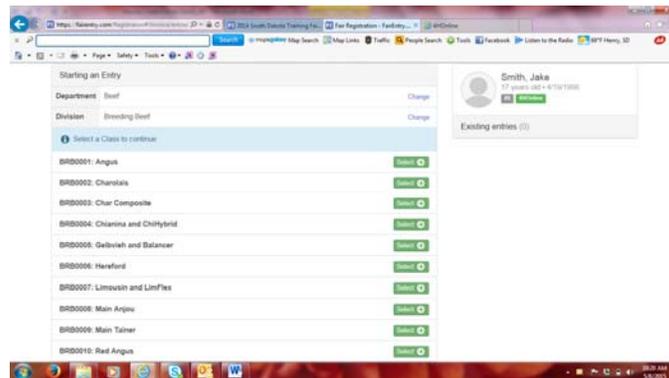


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13. Select division you want to enter.



14. Select class you want to enter.

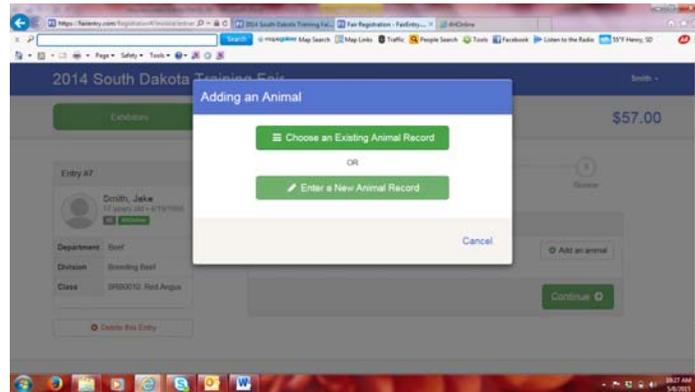


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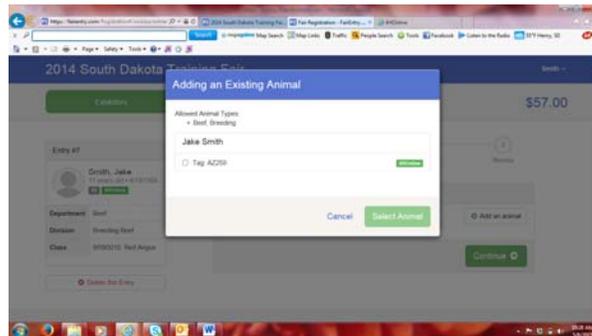
15. For animals you will need to “Add an animal” to pull your information from 4-H Online.

16. Click on “Add an animal”

17. Click on “Choose an Existing Animal Record”

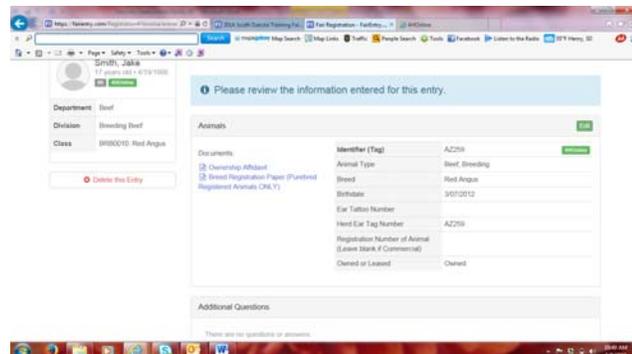


18. Click the radio button next to the correct animal/tag number you want to use for this lot.



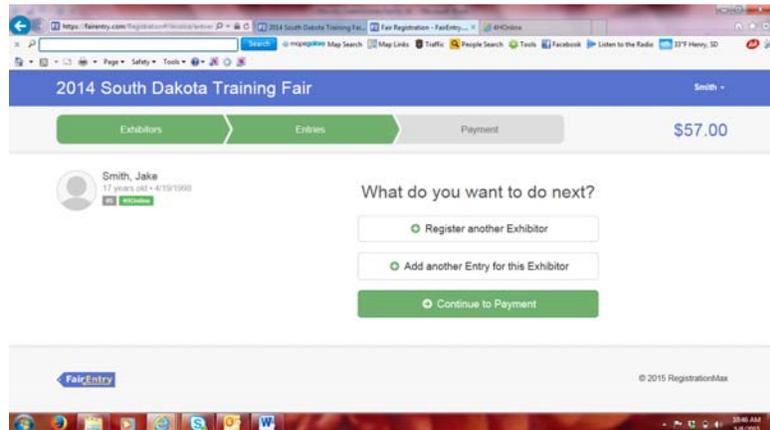
22. Review the information and Click “Continue”

23. You can now enter more entries for the exhibitor or register another child in your family.

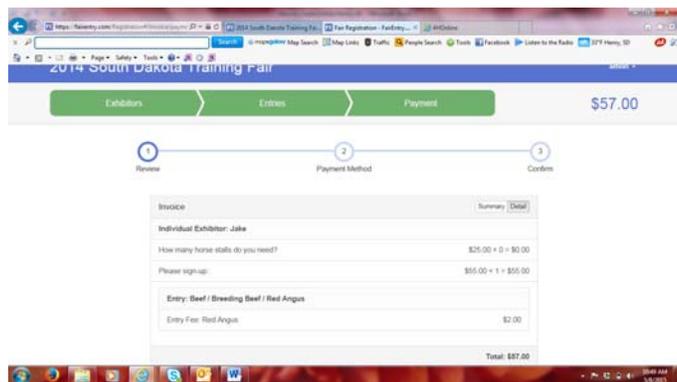


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24. If you are done with all your entries, then click "Continue to Payment".



25. The invoice will have all your entries for your family and you can view them in detail by clicking on the detail button.

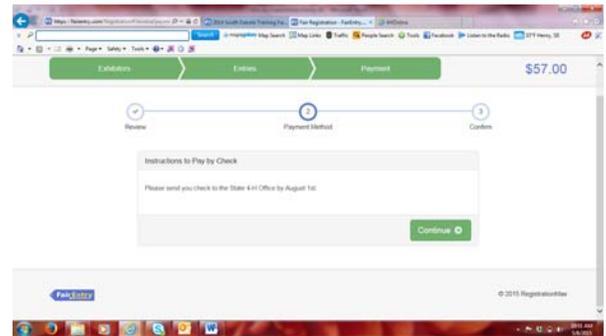


26. Click continue.

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27. Review payment instructions and click continue.

Even if your county does not have any fees for your county events, you still need to click through the payment process to be able to confirm your entries at the end.



28. Your last step is to read the terms and **CLICK SUBMIT**.

29. Once you have submitted you can go back and view the main page or sign out.

30. You will be emailed (email used at login) an invoice that you then can print and send with your payment to the State 4-H Office by the appropriate deadline.

