

1. You will be registering for **Fashion Review**, **Exhibit Day Interviews** and **Fair** through [FairEntry](#).
2. Go to [Fairentry.com](#) and choose “**Find Your Fair**” at the top of the page.
3. Type in **ROUTT** as your keyword and hit Search. Click on the “**2018 Routt County Fair**” to the right.
4. Choose “**Sign in with 4HOnline**” (**Big Green Button**). You use your 4Honline login information to login. **DO NOT SIGN IN WITH A FAIRENTRY ACCOUNT**.
5. A new pop-up window will appear where you enter your 4Honline login information.
6. Click on **Begin Registration**.
7. Click on “**Individual**” to register a member.
8. Pick the Individual you want to register. **Do not create an Exhibitor from Scratch**.
9. On the Question screen – there are no questions – so just click **Continue**.
10. Review your personal data and then click **Continue to Entries**.
11. Click on **Add an Entry** next to the member you want to register.
12. From the drop down menu pick the species to register for Fair OR pick Exhibit Day Interviews to sign up for an interview for Exhibit Day. **There are many options to choice from – the only ones Routt County will be using will be Exhibit Day Interviews July 25 Soroco High School, Fashion Revue and the animal species for fair registration**.
13. For Exhibit Day Interview - Choose the Judging category of the member’s project and hit SELECT.
14. For Exhibit Day Interview - Double check this screen to make sure you have the correct Department and Division – if it all looks good click CHOOSE to continue.
15. Choose your Class and click Continue.
16. Review your selections and click Create Entries.
17. Pick your club and click Continue.
18. For Fair Animals: Under Entry Animals, Click Add an Animal, Choose an Existing Animal Record and pick your animals for the class, then click Continue.
19. For Exhibit Day Interview - Pick your interview time and scroll to the bottom and click CONTINUE.
20. The complete CLASS LIST for fair can be found on our website:
<http://routt.extension.colostate.edu/4-h/4-h-forms/>
21. To add another Exhibit Day Interview or Species for Fair click **Add another Entry, then click CHANGE next to Department**. If you are all done click Continue to Payment (there is no payment at this time for Routt County Fair or Exhibit Day).
22. **DO NOT Continue to Payment and SUBMIT your registration until you are completely finished registering for Fair, Fashion Review and/or Exhibit Day**.
23. To Add Another Entry you choose to “Change the Department”.
24. Choose from the drop down menu.
25. For Showmanship you do not need to choose an animal except for in horse.
26. For market and breeding you must enter all market/breeding animals. Ex. – if you have two market swine – you will enter market swine twice – once for each animal.

