

## Family Member(s) into Discipline Entries

### *5 things to know about registering using 4HOnline's FairEntry for the Shooting Sports Contest*

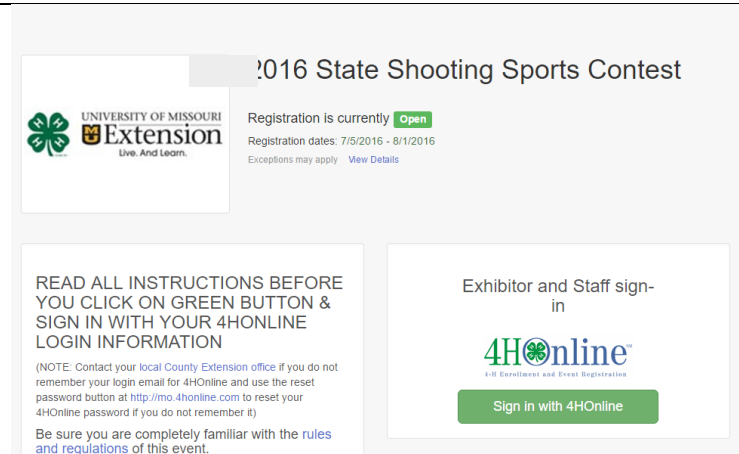
1. Your information from 4HOnline will be integrated into this registration system and youth must be enrolled in at least one shooting sports project. You will log in with your 4HOnline family log in.
2. This system allows the family to enter ALL entries for each discipline for *each* member of the shooting sports contest at one time.
3. This system allows for 1 payment for all member's entries and t-shirts (and additional shirts) of the family if registered all at the same time (don't submit payments one at a time –this will delay the process of enrolling additional youth for the family until approvals on previous occur).
4. This system does NOT allow families to create team entries; each family must login with their 4HOnline email log in and register separately.
5. The event has dates when entry is accepted into the contest. Be sure to complete your entry (including the final "Submit" step) prior to the cut-off date and make payment or your entries will be cancelled. *No refunds will be issued.*

**IMPORTANT: Final participation in the contest will be contingent upon approval of your Missouri 4-H certified shooting sports instructor. If you are not sure if your youth qualifies for this contest, contact your Missouri Certified 4-H Shooting Sports instructor.**

### Steps to Get Started

1. Open a Chrome or Firefox web browser and navigate to:

<http://moshootingssports.fairentry.com>



The screenshot shows the registration page for the 2016 State Shooting Sports Contest. At the top, it says "2016 State Shooting Sports Contest" and "Registration is currently **Open**". Below that, it lists "Registration dates: 7/5/2016 - 8/1/2016" and "Exceptions may apply View Details". The page features the University of Missouri Extension logo and a "Sign in with 4HOnline" button. A prominent instruction reads: "READ ALL INSTRUCTIONS BEFORE YOU CLICK ON GREEN BUTTON & SIGN IN WITH YOUR 4HONLINE LOGIN INFORMATION". A note below states: "(NOTE: Contact your local County Extension office if you do not remember your login email for 4HOnline and use the reset password button at <http://mo.4honline.com> to reset your 4HOnline password if you do not remember it). Be sure you are completely familiar with the rules and regulations of this event."



2. Read all information throughout the registration process.
3. Make sure you have read/printed the rules and regulations for this contest.
4. Click on the link SIGN IN WITH 4HONLINE

Exhibitor and Staff sign-in



Sign in with 4HOnline

5. **Forgot your password?** If you do not remember your password, use the Forgot password button rather than calling your local extension office.

**Forgot your 4HOnline log in?** If you do not remember your 4HOnline Family email information log in, contact your local Extension



- I have a profile
- I forgot my password

Email:

Role:

Send My Password

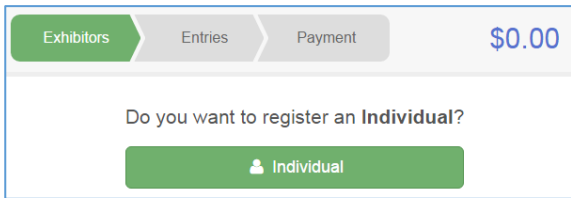
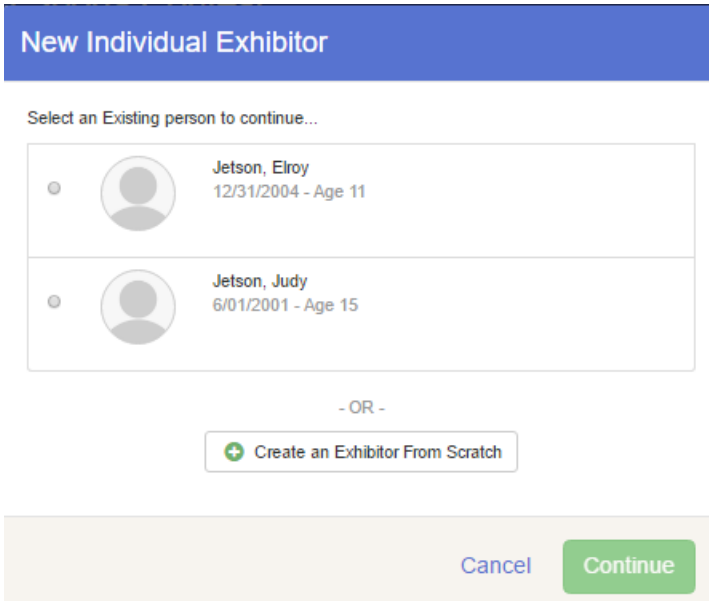
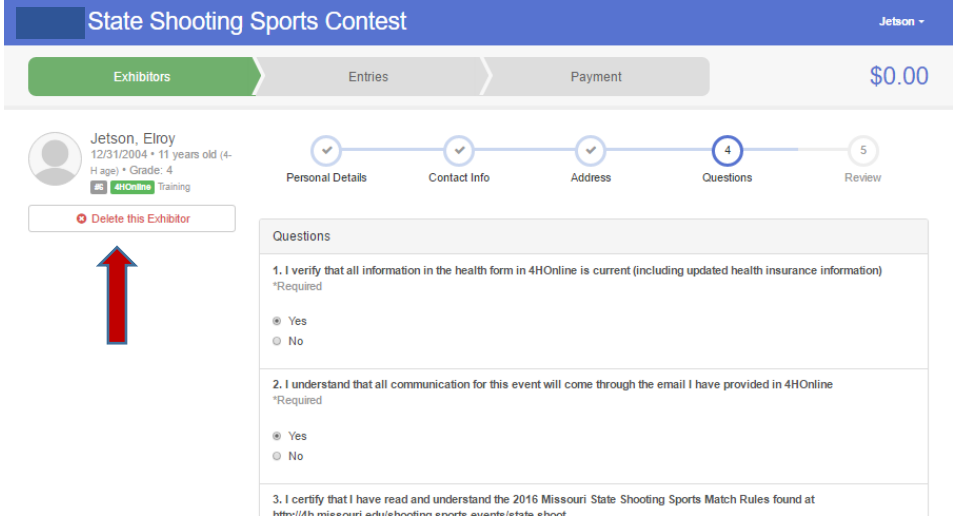
6. Click "Begin Registration" (this product will use the terminology "Fair" throughout – this means Contest or Event in this case)



We noticed you haven't yet registered for the fair.

Begin Registration →



<p><b>Exhibitor Information</b></p> <p>This contest accepts individual entries, this means each youth will be an “exhibitor” in the contest. Click “Individual”.</p>	
<p>7. Because this system registration is fully integrated with 4HOnline enrollment, the youth of the family will appear as options to select to register as an “exhibitor”</p> <p>Select youth needing to register then click Continue</p> <p><b>DO NOT CREATE AN EXHIBITOR FROM SCRATCH- <u>this will disqualify the registration</u></b></p>	
<p>8. You will now be taken to step 4 the custom questions that must be answered for this exhibitor</p> <ol style="list-style-type: none"> <li>Click Continue when you are finished entering data.</li> <li><i>If you selected the wrong youth, you have the option to Delete this Exhibitor on this screen where the red arrow is pointing.</i></li> </ol> <p>9. Answer all required questions</p>	



## 10. T-SHIRT OPTIONS

- c. Enter the amount of t-shirts you wish to order in each size (leave blank if none). The total price will update automatically.

**NOTE: ALL T-SHIRTS MUST BE PREORDERED.** All t-shirts will be delivered to the county extension office after the contest.

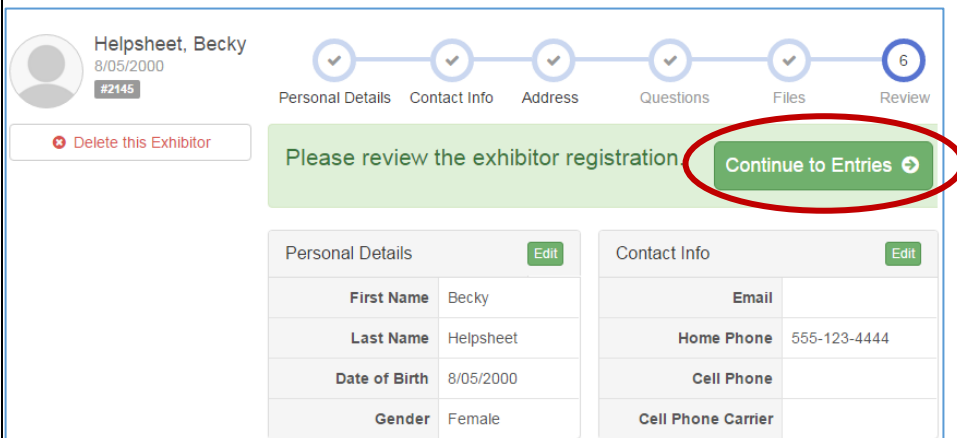
## 8. Youth Medium

2	Units
<b>Unit Price</b>	<b>\$10.00</b>
<b>Total Price</b>	<b>\$20.00</b>

11. Click Continue.

12. Review your exhibitor information. If any questions or shirts information is incorrectly entered, click the green Edit button in the appropriate group to change it. (You will not be able to change the basic 4HOnline profile information).

13. When all information is correct, click **Continue to Entries**.



The screenshot shows a registration review page for 'Helpsheet, Becky' (ID #2145, DOB 8/05/2000). A progress bar at the top indicates steps: Personal Details, Contact Info, Address, Questions, Files, and Review (6). A green banner reads 'Please review the exhibitor registration.' with a red circle around the 'Continue to Entries' button. Below are two tables for 'Personal Details' and 'Contact Info', each with an 'Edit' button.

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	

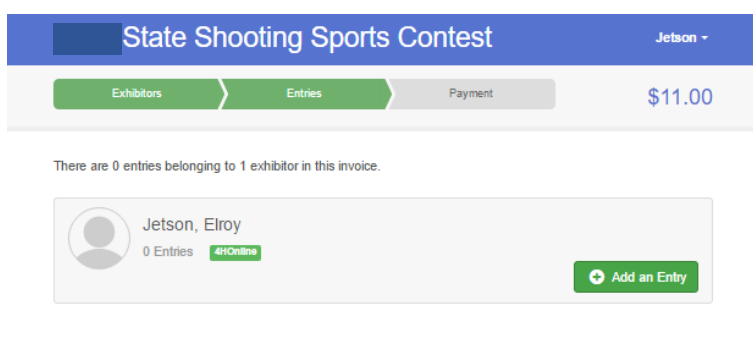


## Creating the Registration Entries

- **It is VERY important for families to pay close attention to the proper birthdate range listed to select the correct 4-H Age division for EACH youth. If you select the wrong age division you will likely lose the time you select when corrections must be made.**
- Each youth exhibitor in the Shooting Sports Contest can have multiple entries.
- One entry must be made for each discipline (i.e. Muzzleloading, Archery 300, etc),
- Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this family (and entries) or proceeding to checkout (submitting the entries, whether or not fees are charged).

1. Click **Add an Entry** beside the correct youth shooting sports exhibitor (if more than one youth is in the family it will show all youth).

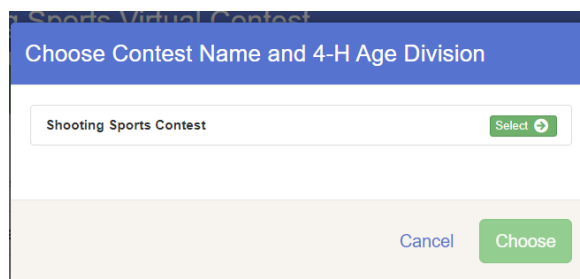
If a youth is not enrolled in a 4-H Shooting Sports Project, the youth will not be able to register for an entry. This information will appear in **red text** after you select the Add an Entry button.



2. Click Select beside Shooting Sports Contest
3. Click Select beside the proper age division.

Once this is done click Choose.

**(note the birthdate range to ensure your youth is in the right age division birthdate shows up in the**




profile box to the upper right)

Starting an Entry	
Month of event	August <a href="#">Change</a>
<p><b>i</b> Select a 4-H Age Division to continue</p>	
1: Junior (January 1, 2005 to December 31, 2007)	<a href="#">Select</a>
2: Intermediate (January 1, 2002 to December 31, 2004)	<a href="#">Select</a>
3: Senior (January 1, 1997 to December 31, 2001)	<a href="#">Select</a>

#### 4. Select the Discipline.

Any disciplines that are not available for entry will be noted as “Not Available” with a short explanation.

Starting an Entry	
Contest Name	Shooting Sports Contest <a href="#">Change</a>
4-H Age Division	3: Senior (January 1, 2001 to December 31, 2005) <a href="#">Change</a>
<p><b>i</b> Select a Discipline to continue</p>	
741003: Archery 300	<a href="#">Select</a>
741013: Archery 600	<a href="#">Select</a>
741023: Archery 3D	<a href="#">Select</a>
742013: Air Rifle - Pellet	<a href="#">Select</a>
743003: Smallbore Rifle (.22) - 50 ft 3 Position	<a href="#">Select</a>
743013: Smallbore Rifle (.22) - 50 yd 3 Position - NRA Precision Rifle	<a href="#">Select</a>
744003: Air Pistol	<a href="#">Select</a>

#### 5. After you select a discipline, you will be able to review the basics then click the green Continue button.

*Also notice that there are blue “Change” links in case you mistakenly select an incorrect date, age division or discipline.*

#### 6. Click your club! This is required to move forward. Search if it is not showing up. Click green Continue button.

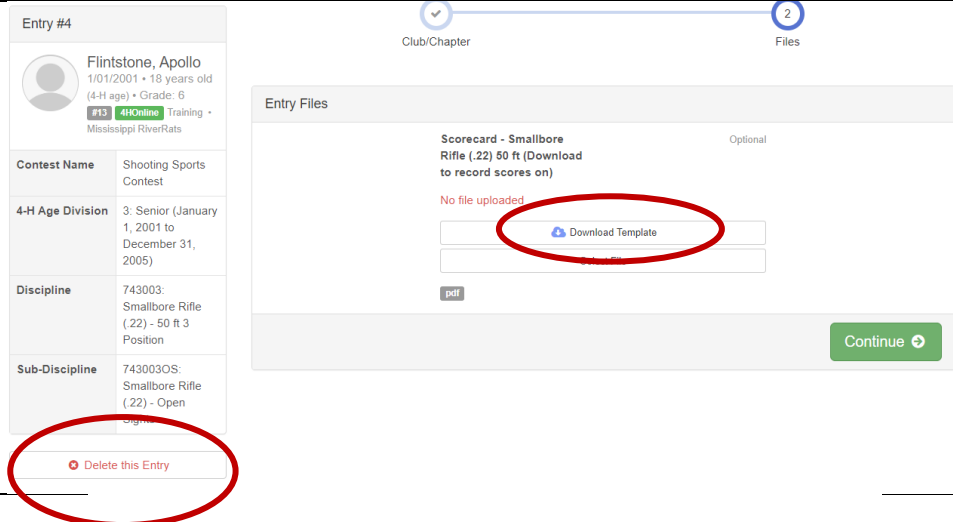
#### 7. Click the “Download Template” button to get a scorecard to

Starting an Entry	
Month of event	August <a href="#">Change</a>
4-H Age Division	3: Senior (January 1, 1997 to December 31, 2001) <a href="#">Change</a>
Discipline	745063: Shotgun - Skeet 100 targets <a href="#">Change</a>
<a href="#">Continue</a>	



record scores on.  
Select time slots if appropriate.

- If the information was entered incorrectly, you have the option to Edit or either delete the Entry Details. When it's correct, click Continue.



Entry #4

Flintstone, Apollo  
1/01/2001 - 18 years old  
(4-H age) • Grade: 6  
4-H Online Training - Mississippi RiverRats

Contest Name	Shooting Sports Contest
4-H Age Division	3: Senior (January 1, 2001 to December 31, 2005)
Discipline	743003: Smallbore Rifle (.22) - 50 ft 3 Position
Sub-Discipline	743003OS: Smallbore Rifle (.22) - Open

[Delete this Entry](#)

Club/Chapter: [ ] Files: [ ]

Entry Files

Scorecard - Smallbore Rifle (.22) 50 ft (Download to record scores on) Optional

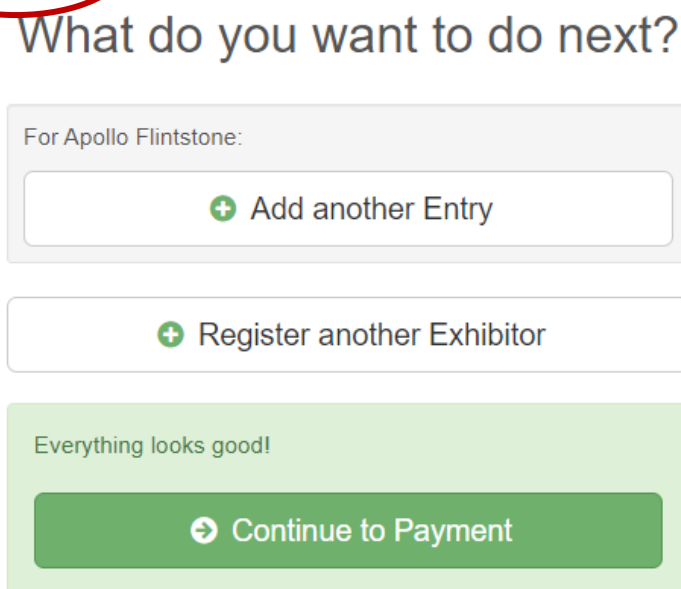
No file uploaded

[Download Template](#)

[Continue](#)

- Click the first button, to continue entering events for the same youth.
- Click the 2<sup>nd</sup> button to be able to register another youth exhibitor in the family.

Once completed ALL FAMILY MEMBERS then select the green Continue to payment Button.



## What do you want to do next?

For Apollo Flintstone:

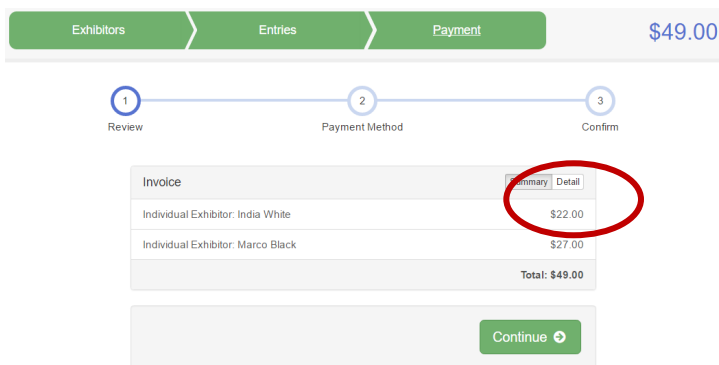
[+ Add another Entry](#)

[+ Register another Exhibitor](#)

Everything looks good!

[Continue to Payment](#)

- The Payment screen allows you to view each youth exhibitor in summary and if you click the Detail button, you will see all registration fees related to each individual. Click "Continue".



Exhibitors > Entries > Payment \$49.00

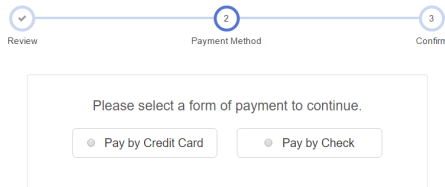
1 Review      2 Payment Method      3 Confirm

Invoice	Summary	Detail
Individual Exhibitor: India White	\$22.00	
Individual Exhibitor: Marco Black	\$27.00	
Total: \$49.00		

[Continue](#)



11. Read the payment instructions and select your method of payment. Payment by credit card is preferred as it will complete the registration process sooner, however, checks are accepted.



**NOTE: You must click Continue to the last "Confirm" step to submit**

12. Read the information in the "After you Submit" section.

13. You may also have to check a box to "Agree to Terms". Click Submit to finalize the entries for the exhibitors in this family.

**After you click Submit, no changes are possible to these entries.**

