4-H Online Fair Exhibit Entry Instructions   4–H AT A GLANCE

Enter all fair entries between Monday, July 27—Friday, July 31, at midnight

1) Go to fair entry website: https://utah4hreg.usu.edu/cf/

2) Click here if this is your first time logging in this year or you have forgotten your password.

3) Enter your email and click the submit button. **IF** we have your email in our database, you will be sent a temporary password (if we don't have your email, please contact the USU Extension, 752-6263, or e-mail the 4-H office at jensea.moore@usu.edu. We will be happy to help you so you can move on to the next step.

4) Check your email for the temporary password sent to you, then login using your email and password.

5) Click on the Add Entries Tab. This is where you will input all indoor exhibits for your youth (this is for indoor exhibits only – do not add animals). This should include any gardening that may come in on another day. (It is easier to take them off the list than to add them later.)

6) You can edit entries under "View Entries" by clicking on the item you wish to edit.

7) When all entries are entered, attach the completed **Exhibit Record** found at: **http://extension.usu.edu/cache/files/uploads/2014_Exhibit_record.pdf.** Look under Summer Events. Do not print any tags from the Online Fair Program. The office staff will print all tags and have them ready when you bring projects to fairgrounds. This year you will not have to pick up red, green or blue exhibit cards to put on projects.

8) On Monday, August 3, bring all entries to the 4-H building at the Fairgrounds between 3:00 p.m. and 7:00 p.m.

NOTE: ALL ONLINE ENTRIES MUST BE COMPLETED BEFORE midnight on Friday, July 31. The online program will be open and ready for input on Monday, July 27, 2015.