

## Non-Invoiced Manager Entries

### Before You Start

Managers may create entries for youth, without a corresponding invoice created. Any entry-related financial transactions would be handled outside the program. The steps below assume that all setup is done, as well as 4HOnline imports, if you are integrating your fair with 4HOnline.

### 4HOnline Exhibitor Entry

1. Click on the Exhibitors menu at the top of the screen. Search for the appropriate member by entering their first OR last name (not both) into the search box, or scroll to find the name in the list (While “All” is selected).
2. Click the green View button.
3. **(Note: if this exhibitor has other entries already created in the fair, skip to step 6)**  
The information on the screen is the import from 4HOnline. Click “Create Approved Exhibitor” to continue.

This person does not yet have an approved Exhibitor record.

Personal Details		Contact Info		Address
First Name	Tannor	Email		84 Hillside Ave Humboldt, IA 50548
Last Name	Gould	Home Phone	515-785-0954	
Date of Birth	2/21/2001	Cell Phone		
Gender	Male	Cell Phone Carrier	None	

4. An informational message will appear, letting you know that there will be no invoice created for these entries.

**Confirm**

If you create an Approved Exhibitor for this person, their registration (and entries) will not appear on an invoice and no fees will be charged.

5. The first screen contains custom questions created at the fair level—asked once of every exhibitor. Click the green “Edit” button to enter responses. When you are finished answering the registration questions, click Add an Entry.

Registration Questions	Exhibitor Number
1. How many stalls do you need? No selection	34
2. Do you want to purchase a t-shirt? REQUIRED No selection	Entries (0) <input type="button" value="Add an Entry"/> This Exhibitor has no approved Entries

6. Select the department – division – class, just as a family would do, and click on the Continue button.
7. Use the Green “Edit” buttons to answer any questions specific to that class entry, as well as add a club/chapter to this entry. Be sure to click Save after making your selections.
8. To add a second class entry for this exhibitor, at the top of the screen, click “View Exhibitor”.

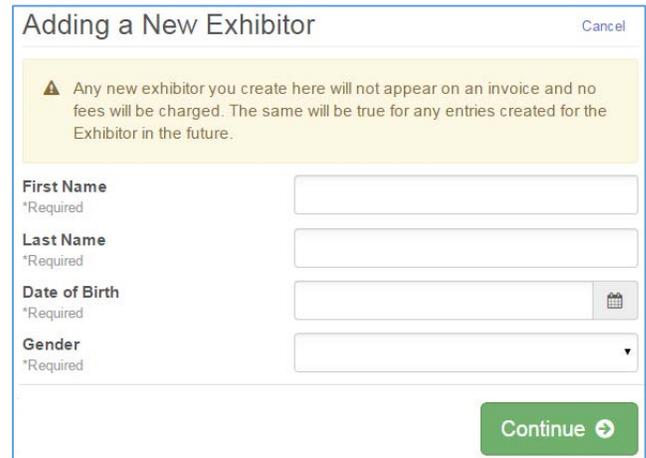
Entry #137

**Gould, Tannor**  
 14 years old • 2/21/2001  
 #34 4HOnline



## Non-4HOnline Exhibitor Entry

1. Click on the Exhibitors menu at the top of the screen. Click on “Create New Exhibitor” in the upper right.
2. Complete the Exhibitor information in the pop-up and click Continue.
3. Complete the steps as above, beginning with step 4. Scroll to the bottom of the list of Registration Questions (on the left side of the screen) to enter Contact Info (email, phone, etc.) and Address (enter the mailing address), using the Edit button on each.

A screenshot of a web form titled 'Adding a New Exhibitor' with a 'Cancel' link in the top right corner. Below the title is a yellow warning box with a triangle icon and the text: 'Any new exhibitor you create here will not appear on an invoice and no fees will be charged. The same will be true for any entries created for the Exhibitor in the future.' The form contains four required fields: 'First Name', 'Last Name', 'Date of Birth', and 'Gender'. Each field has a text input box, with 'Date of Birth' including a calendar icon. A green 'Continue' button with a right-pointing arrow is located at the bottom right of the form.

### *Tips*

If a family has begun (but not completed) the entry process, you will not be able to create the exhibitor record. To view/finish an incomplete entry, use the Invoices menu, Awaiting Approval tab.

