

## Requesting and Approving 4HOnline Integration

### Before You Start

Integrating with your county/state 4HOnline data allows you to import Members, Clubs, Projects, and Animal Types from 4HOnline.

**Members:** The entry process for families will be much faster/smoothen if you are able to integrate with your county/state 4HOnline data, saving them from re-entering data that they have already entered in 4HOnline.

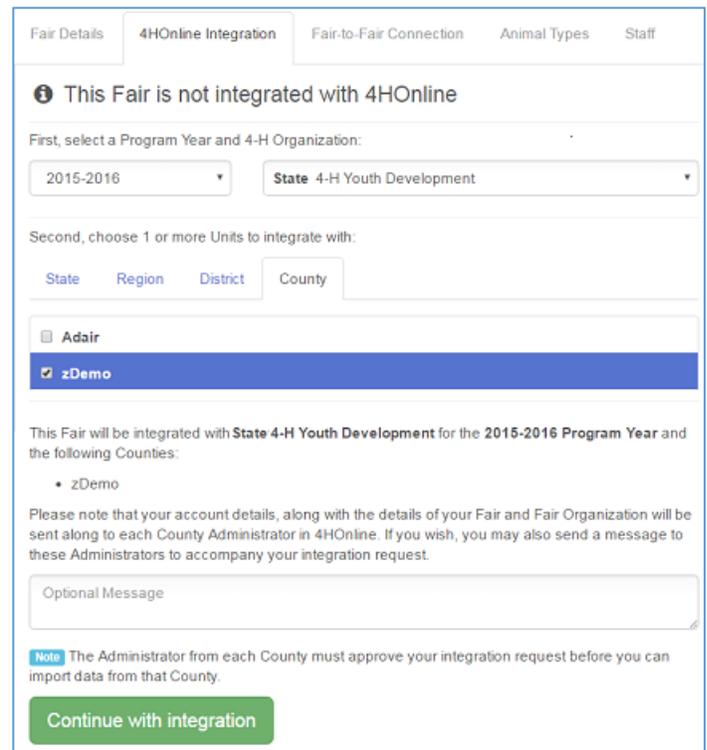
**Projects:** Importing the Project list from 4HOnline is the only way to connect project enrollment with exhibit entry in the fair (if you require that an exhibitor be enrolled in the Food & Nutrition project in 4HOnline in order to make an entry into the Baked Goods class at the fair, for example).

**Clubs:** Importing the Club list from 4HOnline saves setup time in creating that list of clubs for exhibitors to link to their entries.

**Animal Types:** (If there are animal types set up in 4HOnline in your state) Importing these Animal Types saves a great deal of setup time in configuring the fields necessary to collect animal information as they are added to entries.

### Requesting 4HOnline Integration

1. In FairEntry, use the Setup menu, 4HOnline Integration tab.
2. Select the appropriate 4-H year and state from the drop-down lists at the top of the screen.
3. The lists at the bottom default to the County tab, but if you need to integrate with a different unit (State/Region/District), select the appropriate tab.
4. The list is checkboxes, meaning that if you are a multi-county fair, you can select multiple counties to integrate.
5. You can type in a custom explanatory message, which will be sent to the 4HOnline manager(s) in the unit(s) you selected.
6. Click "Continue with Integration". The integration status will show Pending until the 4HOnline manager approves the request. When it's approved, you can import.



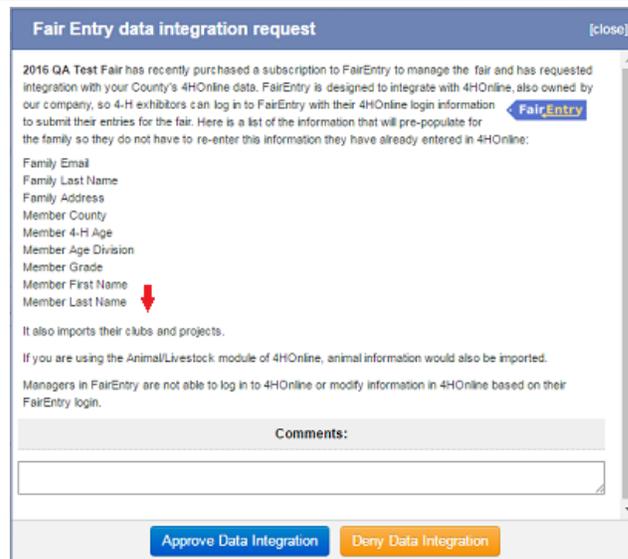



### Approving 4HOnline Integration (4HOnline Managers)

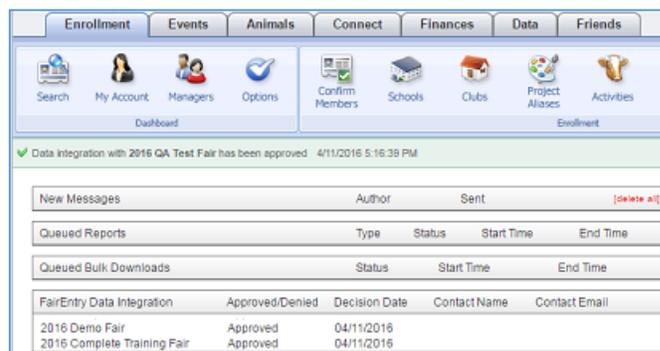
1. When you log in to 4HOnline, you will see the FairEntry integration request on the Home page, just below the dashboard. Click View Request.



2. You will see an informational screen, which also lists the field data that is imported about each member, saving the family from re-entering data they have already entered in 4HOnline. Click the blue button to Approve Data Integration.



3. Below the dashboard, you will see a message indicating that integration was approved. You will also see a new section "FairEntry Data Integration" that lists the fair(s) that are integrated with your county's 4HOnline data.



### Tips

Each year, when the fair manager begins setting up the new year's fair, 4HOnline integration will need to be requested and approved.

