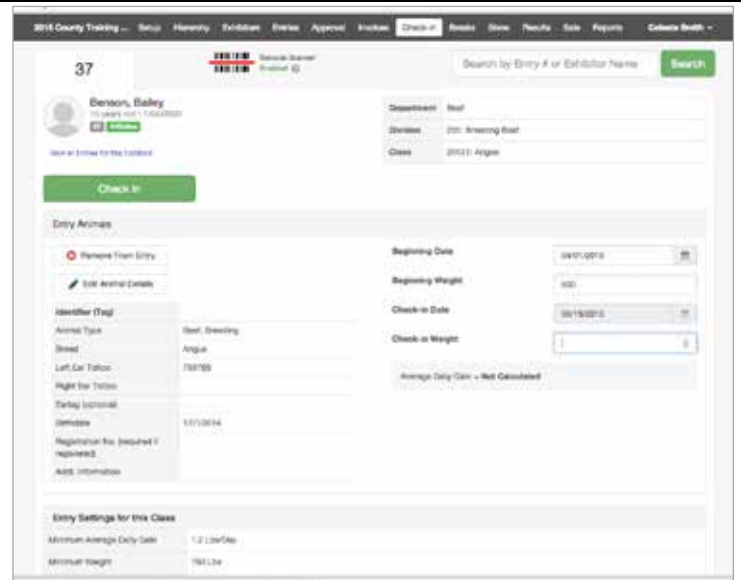


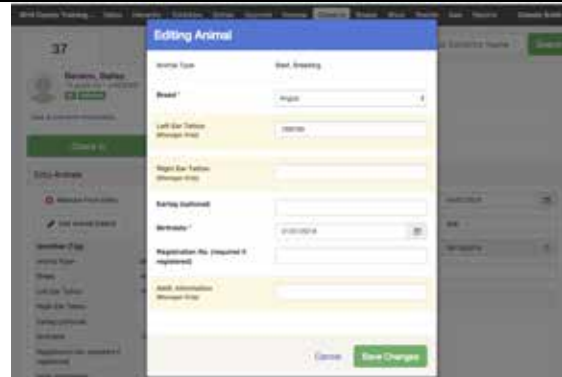
Entry Check-In

1. Click on the Check-In tab from the right drop down menu (three lines button).
2. If you are using a scanner, click in the search box before scanning the first entry and then scan the entry barcode.
3. If no additional check-in information is needed, click check-in.
4. If additional check-in information is needed, enter the required information (used for animal entries to record weight/height information) and click check-in.
5. If needed, click View All Entries for this Exhibitor to view a list of all of the exhibitor's entries with their check-in statuses.



How to Edit Animals at Check-In

1. Click Edit Animal Details to change any of the animal's information (often used in cases where an ID tag has been replaced).
2. Edit the information and click Save Changes



How to Change the Animal on an Entry at Check-In

1. Click Remove from Entry to remove the existing animal.
2. Then Click Add Animal to add the new animal.
3. Click Add Existing Animal to choose an animal from 4HOnline or one that has been created in FairEntry. The 4HOnline note in green indicates 4HOnline animals.
4. Click Create a New Animal to add a new animal that has not been previously created.

