

## How to Register for an Event in 4-H Online

### 4-H Contests and Events at the Maryland State Fair

Maryland 4-H hosts a number of contests and events at the Maryland State Fair, including judging contests, communications and performance events, engineering events, and the Robotics Challenge.

The State Fair has its own online entry system that 4-Hers must use to register their exhibits and animals for State Fair competition. However, certain 4-H competitive and performance events cannot be registered using the State Fair’s online system. Many of these events have restrictions, qualifications, or additional requirements that must be verified and approved by the local 4-H Educator. These events are registered through 4-H Online.

The 4-H events at the 2021 Maryland State Fair that are registered in 4-H Online are:

4-H Dairy Goat Judging & Skills Event	4-H Fashion Revue	4-H Bicycle Safety Event
4-H Dairy Judging Contest	4-H Presents!	4-H Electricity/Energy Event
4-H Livestock Judging Contest	4-H Top Chef!	4-H Small Engine Event
4-H Poultry & Egg Judging Contest	4-H Club Booths & Banners	4-H Lawn Tractor Event
4-H Rabbit Judging Contest	4-H Horticultural Judging Contest	4-H Tractor Operator Safety Event
4-H Dog Show	4-H Horticultural Communications Contest	4-H Robotics Challenge

4-H members who want to participate in these events will submit their entries through the 4-H Online event registration process. There is a separate registration portal for each event listed above. Individuals who wish to participate as contestants or coaches should follow the steps below.

See the chart on the last page of this guide for more information about registering in 4-H Online for the 4-H State Fair events listed above. If you want to participate in a State Fair exhibit opportunity or event that is not listed here, you can find the State Fair online entry system on the [Maryland State Fair website](#).

To submit your entry for a 4-H event at the Maryland State Fair, follow these steps:

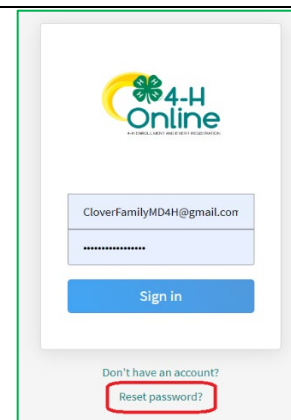
#### 1. Log in to 4-H Online

Sign into your family’s 4-H Online profile using your family email and password.

If you forgot your password, you can reset it from the home screen. The reset link will be sent to the email address associated with your profile.

Your County 4-H Online Manager can also reset your password, if necessary.

Your profile will open to your family’s **Member List**.

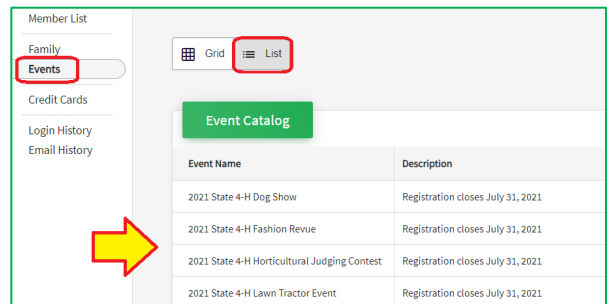
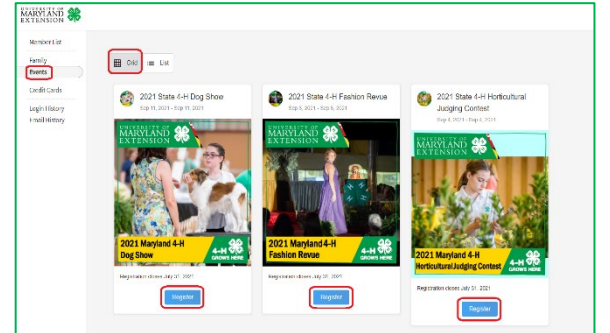
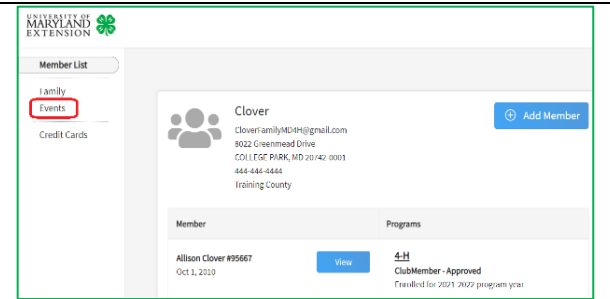


### 2. Locate the Contest Registration

Click **Events** on the left sidebar.

When the Events page opens you will see the event information for all 18 of the 4-H events at the Maryland State Fair. Each event has its own registration process. Depending on the view setting you have chosen, the events may display as a box with a graphic or on a list. You can change the view by clicking **Grid** or **List** at the top of the page.

To open an event, click the **Register** button (grid view) or click on the **event name** (list view).



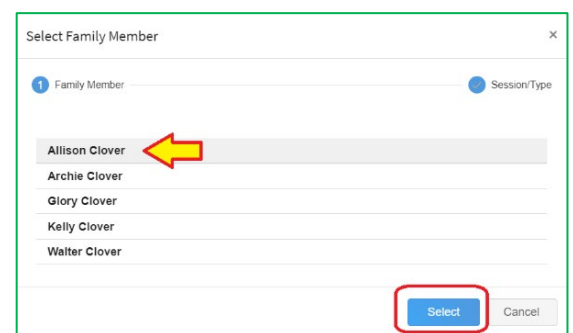
### 3. Identify the Participant

The Family Member list will display all youth and adult members who are of an eligible age for the event or contest.

- **Club Booth and Banner** entries should be registered by the **4-H Club leader** in his/her Volunteer profile.
- **Robotics Challenge** adult and senior-age youth **Team Coaches** must register using their member/Volunteer profiles

Identify the 4-H member who is entering the event by clicking to highlight their name on the list. Click the **Select** button to continue.

**NOTE:** If a member's name does not appear on the participant list, verify that their enrollment status is **approved**. Only 4-Hers and Volunteers who are enrolled for the current year can register for 4-H State Fair events.



### 4. Choose the Member's Participant Type

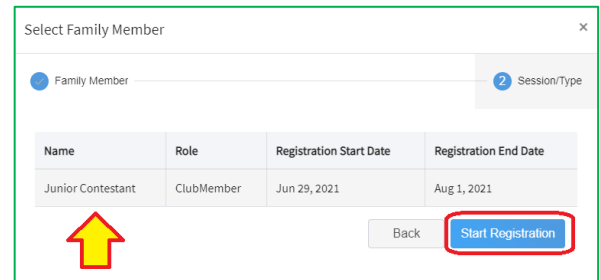
The participant type(s) will display based on the member's eligibility:

If more than one participant type displays, select the correct one by clicking on the row.

If no participant type displays, the member is not eligible to participate in the event.

Click **Start Registration** to proceed.

**NOTE:** If there is more than one participant type displayed, the **Start Registration** button will not activate until one type is selected.



Name	Role	Registration Start Date	Registration End Date
Junior Contestant	ClubMember	Jun 29, 2021	Aug 1, 2021

### 5. Complete the Contest Registration

The registration steps are:

1. Questions
2. Consents
3. Payment
4. Confirmation

Read the **entry instructions** at the top of the page.

Answer the questions in the **Registration** section. Different events will have different questions. All events will require you to select the class/division the 4-Her will enter.

If you enter a team-based contest, you will **not** need to identify your team when you register. Your 4-H Educator will add your team information when they review your registration.

#### 2021 State 4-H Fashion Revue

September 6, 2021

**This contest takes place during the Maryland State Fair**

By completing this registration, you agree to allow the 4-H State Fair Coordinator to add this contest to your State Fair Exhibitor profile. If you do not already have a State Fair Exhibitor Number, one will be assigned to you.

All contestants of the 2021 State 4-H Fashion Revue must comply with all applicable State Fair rules and regulations, as well as all Maryland 4-H rules, regulations, policies, and procedures. You can review the contest rules & regulations for this contest (Division X) on the [Maryland State Fair website](#).

This contest registration must be approved by your local 4-H Educator. Your 4-H Educator will verify that you meet contest eligibility requirements before approving your registration. Local 4-H Educators have the discretion to deny contest registrations that do not meet requirements.

#### Contestants

Each county/city 4-H program may enter a maximum of two 4-H contestants in each class.

Contestants will compete in a class open to their age on January 1, 2021 (4-H age):

- Senior contestants – ages 14-18 – Constructed Garment & Ready-to-Wear Classes
- Intermediate contestants – age 13 only – Non-Competitive Class

This contest is not open to 4-H youth ages 8-12. Junior and Intermediate youth may enter the **4-H Fashion Showcase Event** by registering through the [Maryland State Fair Internet Entry System](#).

#### Fees

There is a \$5.00 entry fee to participate in this contest. Follow your 4-H Educator's instructions on how to pay the fees.

#### Registration

Contestants may compete in **one class**. Select the class you want to enter below. Class descriptions can be found in the [State 4-H Fashion Revue Rules & Regulations](#) on the Maryland State Fair website (Division X).

Select one class **required**

- X3001 - Constructed Garment - Sports/Lounge Wear
- X3002 - Constructed Garment - Costume
- X3004 - Constructed Garment - Recycled Design
- X3005 - Constructed Garment - Formal Wear
- X3006 - Constructed Garment - Business Professional
- X3007 - Constructed Garment - Outer Wear
- X3008 - Constructed Garment - Dress
- X3009 - Constructed Garment - Separates
- X3015 - Ready-to-Wear Garment - Sports/Lounge Wear
- X3016 - Ready-to-Wear Garment - Costume
- X3017 - Ready-to-Wear Garment - Formal Wear
- X3018 - Ready-to-Wear Garment - Business Professional
- X3019 - Ready-to-Wear Garment - Outer Wear
- X3020 - Ready-to-Wear Garment - Dress
- X3021 - Ready-to-Wear Garment - Separates
- X3022 - Ready-to-Wear Garment - Wearable Art

How many years have you been enrolled in a 4-H Clothing or Fashion project? **required**

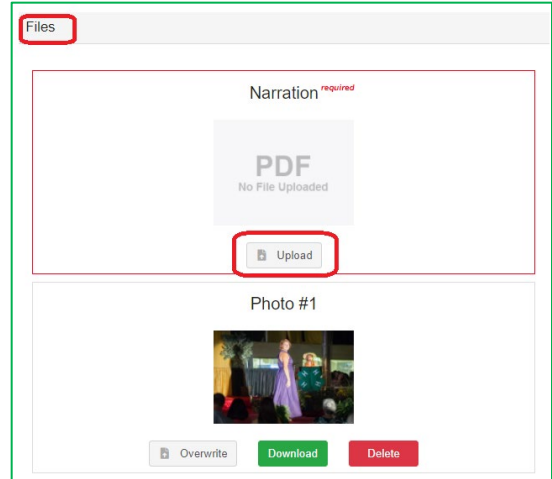
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Several events require the member to upload documents or photos as part of their registration. They are:

- **Fashion Revue** – member must upload photo(s) of the outfit they will model
- **Dog Show** – member must upload proof of rabies vaccination for each dog they will show

Refer to the contest/show rules and regulations on the Maryland State Fair website for more information. Links to the event rules and regulations can be found in the **entry instructions**.

When you have answered all registration questions, click the **Next** button to continue.



### 6. Sign the Consent

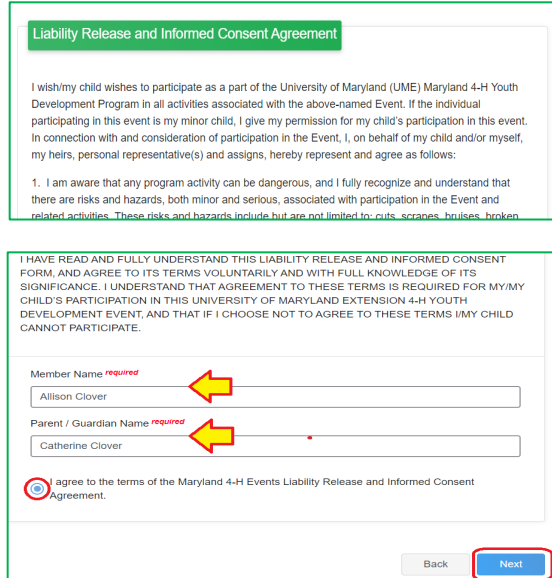
All youth and adults are required to sign the **Maryland 4-H Event Liability Release and Informed Consent** to participate in this event.

Once you have read the consent, type the required names into the signature field(s) at the bottom. For youth participants, a parent/guardian must also sign.

Click the bubble next to the agreement statement.

Click **Next** to continue.

**NOTE:** The **Next** button will not activate until all signatures are completed and the agreement statement is selected.



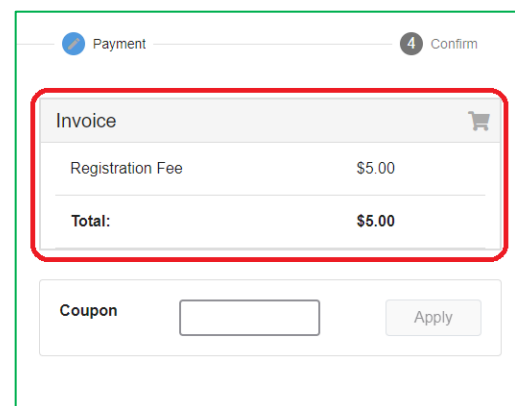
### 7. Select Payment Method

**NOTE:** The Payments page will not display for events or Coach registrations where no fee is required. Go to **Step 8**.

Most 4-H State Fair contests charge an **entry fee**. There is no fee for a 4-Her/club to participate in these events:

- 4-H Presents!
- 4-H Top Chef!
- 4-H Dog Show
- 4-H Club Booth & Banner

The entry fee for the event will display in the invoice section of the page.



The member must choose a payment type to pay the fee. The two payment options are:

- **Pay by Card** – the fee is paid **by the family** through 4-H Online, using a credit/debit card attached to the family profile.
- **Pay by Check** – the fee is paid **by the county/city 4-H program**, outside of 4-H Online.

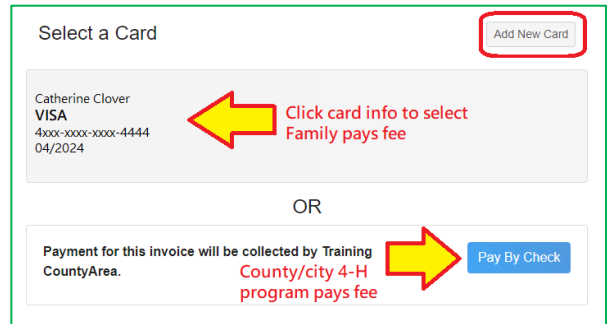
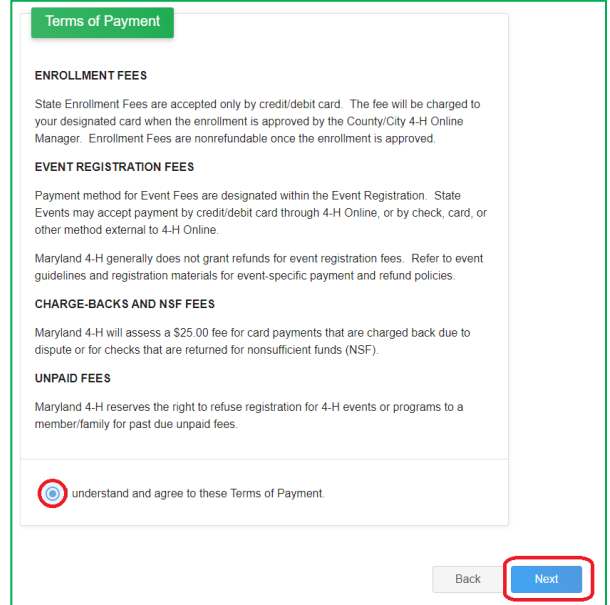
**Contact your 4-H Educator before selecting a payment method.** Your local 4-H program may pay your entry fee. Follow the payment selection instructions provided by your 4-H Educator.

To select your payment method, click your **card information** or the **Pay by Check** button. You may add credit/debit card to your profile by clicking the **Add New Card** button.

When the **Terms of Payment** screen appears, click the bubble next to the agreement statement.

Click **Next** to proceed.

**NOTE:** The **Next** button will not activate until the agreement statement is selected.

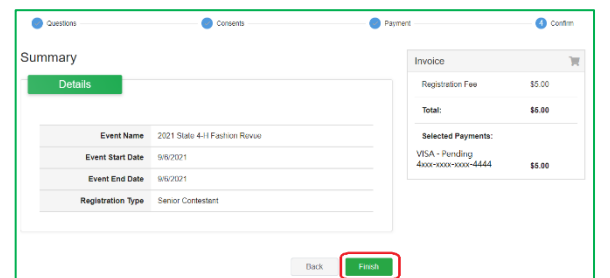



## 8. Confirm and Submit the Registration

Review the registration summary. Click the **Finish** button to submit your entry.

If you selected **Pay by Card** as your payment option, your credit/debit card will be verified when you submit your registration. Your card will be charged when your 4-H Educator approves your registration.

Once you have submitted your entry, it may not be changed unless it is sent back by your 4-H Educator for correction.



### 9. Entry Confirmation and Processing

After you submit your entry you will be returned to the **Events** page of the member profile. You will see the contest/event name displayed, and your registration status as **Pending Approval**.

You will also receive an email verifying that your contest registration was received.

Your registration is not complete until it is approved. Your entry will be reviewed by your 4-H Educator\* to verify your eligibility based on contest/event rules, regulations, and requirements. 4-H Educators have the discretion and responsibility to deny contest registrations that do not meet eligibility requirements.

**\*NOTE: 4-H Presents! and Top Chef! registrations do not require 4-H Educator approval. They will be automatically approved when submitted by the member.**

If your 4-H Educator notices something in your registration that is incomplete or needs to be corrected, they may send it back to you for correction and resubmittal. You will be notified by email if your registration is sent back. The registration must be resubmitted before the event registration close date.

If you selected **Pay by Check** as your payment option, you will receive a payment due notification email when your 4-H Educator approves your registration. **You can disregard this notice.** If your 4-H Educator approves your **Pay by Check** registration, the county/city 4-H office will pay your entry fee for this event.


You will be notified by email as your registration moves through each step of the review and approval process. You can also check your registration status on the **Events** tab of your member profile in 4-H Online.

**Events I have Registered For**


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2021 State 4-H Robotics Challenge - 2021-2022  
University of Maryland - Incomplete

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2021 State 4-H Fashion Revue - 2021-2022  
University of Maryland - Pending Approval 

**Submitted Registration confirmation**

UNIVERSITY OF MARYLAND EXTENSION 

Dear Allison Clover,


Your registration to participate in the **2021 State 4-H Fashion Revue** has been received. It will be reviewed by your local 4-H Educator. You will receive another email when your registration has been approved.

Please contact your local 4-H office if you have questions about this registration. You can view event information here:

[Maryland State Fair Special 4-H Programs \(Division X\)](#)

This email was sent to [CloverFamilyMD4H@gmail.com](mailto:CloverFamilyMD4H@gmail.com) by 4-H Online.  
RegistrationMax LLC - 4301 W. William Cannon Drive Austin, TX 78749

**Registration Sent Back notification**

UNIVERSITY OF MARYLAND EXTENSION 

Dear Allison Clover,

Your registration for **2021 State 4-H Fashion Revue** has been returned. Please contact your county/city 4-H office as soon as possible for assistance in correcting and resubmitting your event registration.


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Comment

**Please correct your class number. You selected the wrong class for your entry.**

This email was sent to [CloverFamilyMD4H@gmail.com](mailto:CloverFamilyMD4H@gmail.com) by 4-H Online.  
RegistrationMax LLC - 4301 W. William Cannon Drive Austin, TX 78749

**Payment Due email for Pay by Check registrations**

UNIVERSITY OF MARYLAND EXTENSION 

Dear Allison Clover,

Your registration has been approved, however payment is required before your registration will become active. Please follow the instructions below to submit your payment.

Please follow your county/city 4-H program's instructions to pay this fee.

**Amount Due: \$5.00**

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Please pay Training extension office \$5.00

Sign in at any time to manage your account.

[Sign in](#)

This email was sent to [CloverFamilyMD4H@gmail.com](mailto:CloverFamilyMD4H@gmail.com) by 4-H Online.  
RegistrationMax LLC - 4301 W. William Cannon Drive Austin, TX 78749



To access your member profile, click the **View** button next to the name on the **Member List**. Once the profile opens, click **Events** on the left sidebar menu to view the member's event registrations.

Member		Programs
Allison Clover #95667 Oct 1, 2010	<a href="#">View</a>	4-H ClubMember - Approved Enrolled for 2021-2022 program year

### 10. Finishing an Incomplete Registration

If you start a contest registration but do not finish it, you can return to it later. To access an incomplete registration, go to your family's **Member List** and click the blue **View** button next to the member's name. The member profile will open.

Member		Programs
Allison Clover #95667 Oct 1, 2010	<a href="#">View</a>	4-H ClubMember - Approved Enrolled for 2021-2022 program year

Click the **Events** tab on the left sidebar. A list of all events the member has accessed will display. You will see the registration status for the event is **Incomplete**.

Member List	
<ul style="list-style-type: none"> <li>Profile</li> <li><b>Events</b></li> <li>4-H</li> <li>Enrollment</li> <li>About You</li> <li>Activities</li> <li>Animals</li> <li>Awards</li> <li>Units</li> </ul>	<p><b>Events I have Registered For</b></p> <ul style="list-style-type: none"> <li>2021 State 4-H Robotics Challenge - 2021-2022 University of Maryland - Incomplete</li> <li>2021 State 4-H Fashion Revue - 2021-2022 University of Maryland - <u>Incomplete</u></li> </ul>

Click on the event name to open the registration page. You can then resume registration from where you left off.

**NOTE:** You will not be able to submit an incomplete registration after the entry deadline has passed.

### 11. Correcting and resubmitting a Sent Back Registration

If your 4-H Educator sends back your registration for correction, its status changes to **Resubmit**. Follow the instructions in **Step 10** to access, correct, and resubmit your returned registration.

**You must resubmit your corrected registration before the entry deadline.**

Events I have Registered For
<ul style="list-style-type: none"> <li>2021 State 4-H Robotics Challenge - 2021-2022 University of Maryland - Incomplete</li> <li>2021 State 4-H Fashion Revue - 2021-2022 University of Maryland - <u>Resubmit</u></li> </ul>