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| Requesting and Approving 4-H Online Integration | |
| *Before You Start*  Integrating with your county/state 4-H Online data allows you to import Members, Clubs, Projects, and Animal Types from 4-H Online.  **Members:** The entry process for families will be much faster/smoother if you integrate with your county/state 4-H Online data, saving them from re-entering data that is already entered in 4-H Online.  **Projects:** Importing the Project list from 4-H Online 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 4-H Online in order to make an entry into the Baked Goods class at the fair, for example).  **Clubs:** Importing the Club list from 4-H Online saves setup time in creating that list of clubs for exhibitors to link to their entries. (Once imported, the clubs from 4-H Online cannot be deleted or edited in the current fair year).  **Animal Types:** (If your state uses Animal ID in 4-H Online) 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 4-H Online Integration   1. In FairEntry, use the Setup menu, 4-H Online 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 4-H Online manager(s) in the unit(s) you selected. 6. Click “Continue with Integration”. The integration status will show Pending until the 4-H Online manager approves the request. When it’s approved, you can import. |  |

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| Approving 4-H Online Integration (4-H Online Primary Hierarchy Managers)   1. When you log in to 4-H Online, you will see the FairEntry integration request on the Home page. Click Review to approve requests as needed. | |
| C:\Users\Becky\Downloads\FE IntegrationRequest.png | |
| 1. You will see an informational screen. Click the blue button to Approve data integration. | C:\Users\Becky\Downloads\image (1) (1).png |
| 1. In the lower right is a section “Fair Integrations” that lists the fair(s) that are integrated with your county’s 4HOnline data. | C:\Users\Becky\Downloads\image.png |
| *Tips*  Each year, when the fair manager begins setting up the new year’s fair, 4-H Online integration will need to be requested and approved. | |