2019 Registration Help Sheet

The State 4-H Shooting Sports contest will be held over three weekends and at four separate locations (see below). It will be important to note these locations and distances during your registration of each entry in the contest. Registrations are non-refundable.

- **August 17**: Skeet – Gateway Gun Club, 13547 Missouri Bottom Road, Bridgeton, MO 63044
- **August 24**: Trap – Missouri Trapshooters Association, 51 Trapshooters Road, Linn Creek, MO 65052
- **August 24**: Archery 300 – Prairie Grove Shotgun Sports, 1420 County Road 276 Columbia, MO 65202
- **August 25**: Archery 300 – Prairie Grove Shotgun Sports, 1420 County Road 276 Columbia, MO 65202
- **September 21**: Participant may register for 2 events on Saturday. (3 events if one is Hunting Skills) Air Pistol/Rifle; Archery 600, Smallbore Pistol/Rifle, Hunting Skills - Prairie Grove Shotgun Sports, 1420 County Road 276 Columbia, MO 65202
- **September 21**: Archery 3D, Muzzleloading - Prairie Grove Shotgun Sports, 1420 County Road 276 Columbia, MO 65202
- **September 22**: Sporting Clays – River Hills Sporting Clays, 22701 Rocheport Road, Boonville, MO 65233

All Rules and Registration information can be found on the State Shoot webpage at [http://4h.missouri.edu/shooting-sports-events/state-shoot#gsc.tab=0](http://4h.missouri.edu/shooting-sports-events/state-shoot#gsc.tab=0)

Following pages are Step by Step instructions to assist in the registration process for the State Shooting Sports Contest.
Family Member(s) into Discipline Entries

5 things to know about registering using 4HOnline’s FairEntry for the Shooting Sports Contest

1. Your information from 4HOnline will be integrated into this registration system and youth must be enrolled in at least one shooting sports project. You will log in with your 4HOnline family log in.
2. This system allows the family to enter ALL entries for each discipline for each member of the shooting sports contest at one time.
3. This system allows for 1 payment for all member’s entries and t-shirts (and additional shirts) of the family if registered all at the same time (don’t submit payments one at a time – this will delay the process of enrolling additional youth for the family until approvals on previous occur).
4. This system does NOT allow families to create team entries; each family must login with their 4HOnline email log in and register separately.
5. The event has dates when entry is accepted into the contest. Be sure to complete your entry (including the final “Submit” step) prior to the cut-off date and make payment or your entries will be cancelled. No refunds will be issued.

IMPORTANT: Final participation in the contest will be contingent upon approval of the county 4-H Faculty/Staff (in consultation with the Missouri 4-H certified shooting sports instructor) after registration closes. If you are not sure if your youth is a member in good standing or qualifies for this contest, contact your local county office and Missouri Certified 4-H Shooting Sports instructor before registering.

Steps to Get Started

1. Open a Chrome or Firefox web browser and navigate to:

   http://moshootingsports.fairentry.com
2. Read all information throughout the registration process.

3. Important note: this year there are 4 DIFFERENT locations around the state this event is taking place at, over 2 weekends in August and September. Make sure you have read/printed these locations along with the rules and regulations.

4. Click on the link SIGN IN WITH 4HONLINE

5. **Forgot your password?** If you do not remember your password, use the Forgot password button rather than calling your local extension office.

**Forgot your 4HOnline log in?** If you do not remember your 4HOnline Family email information log in, contact your local Extension office (http://extension.missouri.edu/directory/Places.aspx)
### Exhibitor Information

This contest accepts individual entries, this means each youth will be an “exhibitor” in the contest.

Click Register an Exhibitor.

Next screen click Individual.

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6. Because this system registration is fully integrated with 4HOnline enrollment, the youth of the family will appear as options to select to register as an “exhibitor”

Select youth needing to register then click Continue

**DO NOT CREATE AN EXHIBITOR FROM SCRATCH- this will disqualify the registration**
7. You will now be taken to step 4 the custom questions that must be answered for this exhibitor
   a. Click Continue when you are finished entering data.
   b. If you selected the wrong youth, you have the option to Delete this Exhibitor on this screen where the red arrow is pointing.

8. Answer all required questions

9. T-SHIRT OPTIONS
   c. Enter the amount of t-shirts you wish to order in each size (leave blank if none). The total price will update automatically.

   **NOTE: ALL T-SHIRTS MUST BE PREORDERED.** All t-shirts will be available at Prairie Grove Shooting Sports during the SEPTEMBER event ONLY – unclaimed t-shirts will be sent to the county or others from your county shooting sports program may pick them up on your behalf.
10. Click Continue.

11. Review your exhibitor information. If any questions or shirts information is incorrectly entered, click the green Edit button in the appropriate group to change it. (You will not be able to change the basic 4HOnline profile information).

12. When all information is correct, click **Continue to Entries**. At the top of the registration page...
Creating the Registration Entries

- **It is VERY important for families to pay close attention to the proper birthdate range listed to select the correct 4-H Age division for EACH youth.** If you select the wrong age division you will likely lose the time you select when corrections must be made.

  - Each youth exhibitor in the Shooting Sports Contest can have multiple entries.
  - One entry must be made for each discipline (i.e. Muzzleloading, Archery 300, etc),
  - Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this family (and entries) or proceeding to checkout (submitting the entries, whether or not fees are charged).

1. Click **Add an Entry** beside the correct youth shooting sports exhibitor (if more than one youth is in the family it will show all youth).

   If a youth is not enrolled in a 4-H Shooting Sports Project, the youth will not be able to register for an entry. A message will appear stating the exhibitor is not registered in a project.

2. Click **Select** beside the Shooting Spots Contest

   ![Image of a webpage interface with options to add an entry and select a contest name and 4-H Age Division]
3. Click Select beside the correct age division

   Once this is done click Choose.

   (note the birthdate range to ensure your youth is in the right age division birthdate shows up in the profile box to the upper right)

4. Once the proper age division is selected click Choose.

   This will bring up the Starting an Entry Page.

5. Select an Entry(s).

   Only disciplines that are available for entry will be listed. All Disciplines for the age group will be listed Select the disciplines that the member will be participating in. Remember there are limits on how many events each member can shoot in.
6. After you select the entry click Select, you will be able to select the Class for the event then click the Select button.

7. Review that all information of age, event, and class are correct, if so click on the Continue Button

8. Verify Club membership information

9. Continue to Select the time slot to participate in and any other event specific questions

Once all fields have been answered click the Continue button at the bottom of the screen

If the discipline was selected in error, you have the option to delete the entry.
10. Click the first button, if you need to register the same youth for another entry on a different month/date.

Click the 2nd button to be able to register another youth exhibitor in the
## Shooting Sports Contest

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<td><strong>family. To register another exhibitor follow the instructions above.</strong></td>
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<td><strong>Once completed ALL FAMILY MEMBERS then select the green Continue to payment button.</strong></td>
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<td><strong>11. The Payment screen allows you to view each youth exhibitor in summary and if you click the Detail button, you will see all registration fees related to each individual. Click Continue.</strong></td>
<td><img src="image" alt="Payment Screen" /></td>
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