Be sure the project links are created between 4-H projects and fair classes before entering 4-H exhibits. See the 4-H Project Links tip sheet for more information.

**CAUTION** All 4-H exhibitors **must** be entered using this method. The Year in Project information prints on the item tag when the projects are entered this way.

1. Click **Go to > Exhibitors/Items > Exhibitors > Individual (Normal Method)**.

   This assumes the 4-H members are imported as 4-H exhibitors. See the Exhibitors tip sheet for more information.

2. Click the **4-H Exhibitor** radio button. A list of 4-H exhibitors displays.

3. Highlight a **member**. The member’s information displays in the Exhibitor Data section.

   When a member is enrolled in more than one club, a different club can be selected by clicking the **Representing Club** down arrow. Highlight the desired club.

4. Click the **Enter Project** button. See Figure 1.

   **Figure 1. Enter Project Items**

   5. Highlight the **project** in the **Exhibitor Projects** section.
6. Double click the **appropriate class** in the *Project Class Links* section. The entry displays in the *Project Class Entries* section.

7. Continue to add all exhibits for the 4-H member.

8. Click **Return** after items for the 4-H member are entered.

**Optional Information**

The program automatically displays the optional information screen when an item is entered in a class using a method asking for this information. For example, the optional information displays for a livestock class when tied to a livestock method asking for additional information.

Click the **Optional Info** button or the **Livestock Info** button located in the lower-left hand corner of the Exhibitors screen to add this information. See Figure 2 for an example. Be sure to highlight an exhibitor and an item to activate these buttons.

![Figure 2. Optional & Livestock Information](image-url)