1. Click **Go to > To State Fair/Registration-Items > Registration Forms**. See Figure 1.

![State Fair Registration Form](image)

Figure 1. State Fair Registration

2. Click the **Last Name** or **Club/Last Name** radio button.

3. Click the **List 4H Members** or the **List 4H Clubs** button to list the 4-H members.

4. Enter the **deadline date** when the registration forms are due in the **Form Return Date** field.
5. Select the **Use text below** or **Use custom text** for the instructions. Enter instructions when the **Use custom text** option is selected.

6. Click the **All** button or individual exhibitors.

7. Click the **Print Registration Form** button. See Figure 2 for a sample registration form.

**Figure 2. State Fair Registration Form**