

IMPORTANT REMINDERS

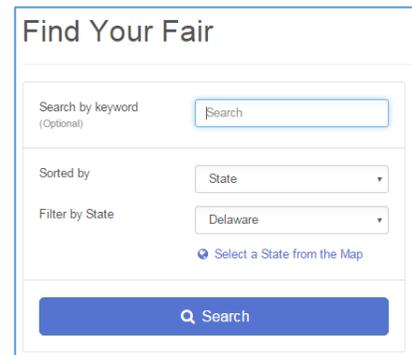
- Complete Junior Fair Entries no later **than JULY 15, 2017**. Be sure to complete your entry (including the final “Submit” step) prior to the cut-off date.
- Recommended browsers: Google Chrome or Mozilla Firefox. Older versions of Internet Explorer may cause unexpected results.
- Register all entries for each exhibitor in the family before proceeding to the Payment section.
- Be sure to click the “Submit” button when you have completed your entries. Entries are not final until they have been submitted.
- Check your email inbox for a confirmation email with a list of your entries and any related fees.
- You will receive a second email when your entries have been approved by your fair.

STEPS

1. Go to <http://www.fairentry.com> and click “Find Your Fair”.



2. Filter by your state, click “Search”, and then click on the correct fair.



- 4-H Families:** Use your 4HOnline email and password.
- Non 4-H Registrants (including FFA, Scouts and Junior Breeders Association):** The first time you enter projects, you will need to click “Not in 4-H and need to create a FairEntry account?”. *(After that, you will log-in by entering the email & password for the account you created and click “Sign in”.)*
- Enter your email address twice and click Create Account. **IMPORTANT:** *This must be a valid email address, so that you can receive the necessary confirmation messages.*
- On the Account Creation page, enter the following required information: Account Name, Phone, Password (enter twice to confirm).
- Click “Create Account”.

Exhibitor and Staff sign-in

Email

Password

Sign in

[Forgot your password?](#)

Not in 4-H and need to create a FairEntry account?

- Click “Begin Registration”.

Welcome!

We noticed you haven't yet registered for the fair.

Begin Registration

EXHIBITOR INFORMATION

If your fair is configured to accept both individual and team entries, click on the appropriate choice for your entry. Some fairs may only be configured for individual entries.

Exhibitors Entries Payment \$0.00

Do you want to register an Individual?

Individual

- Personal Details:** Enter the information into the four fields; all fields are required. Click “Continue” when all information is entered.

New Individual Exhibitor

First Name (Required)

Last Name (Required)

Date of Birth (Required)

Gender (Required)

The form is incomplete Cancel Continue



2. **Contact Info:** When you get to this screen, if you notice that you entered or spelled something incorrectly on the previous screen, you have the option to “Delete this Exhibitor”. If the information is correct, fill in the fields on this screen; the only required field is the Home Phone Number. You can use the same email address that you used to create the account, or an alternate one. If you wish to receive text messages, enter your Cell Phone Number and Carrier. The Home Phone and Cell Phone Numbers can be the same. Click “Continue” when you are finished entering data.

3. **Address:** Enter your mailing address. All fields, except Address continued, are required. As the on-screen help states, the address entered here will be used for mailing premium checks, etc. Click “Continue” when all information is entered correctly.

4. **Questions:** If your fair set up custom fields/questions for you to answer, those will be step 4 on the progress bar at the top. Answer any questions, and click “Continue”.

5. **Files:** If your fair requires you to upload any files for your entry, those will be step 5 on the progress bar. Upload requested files, and click “Continue”.

6. Review your exhibitor information. If any information is incorrect, click the green “Edit” button in the appropriate group to change it. When all information is correct, click “Continue to Entries”.

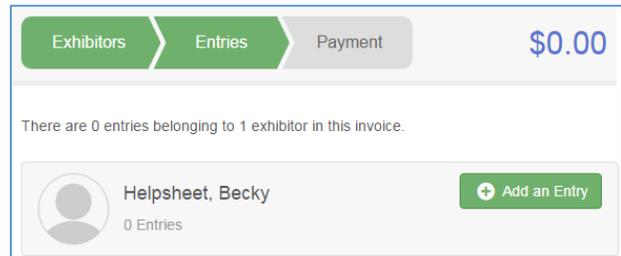
Personal Details		Contact Info	
First Name	Becky	Email	
Last Name	Helpsheet	Home Phone	555-123-4444
Date of Birth	8/05/2000	Cell Phone	
Gender	Female	Cell Phone Carrier	



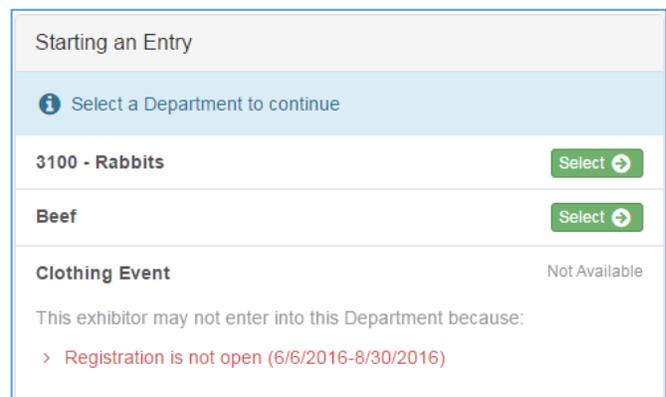
CREATING ENTRIES

Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc. For example, if an exhibitor is bringing 2 photographs, two entries into the photography class must be created. If an exhibitor is showing one horse in 5 events, five class entries must be created. **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 check-out (submitting the entries, whether or not fees are charged).**

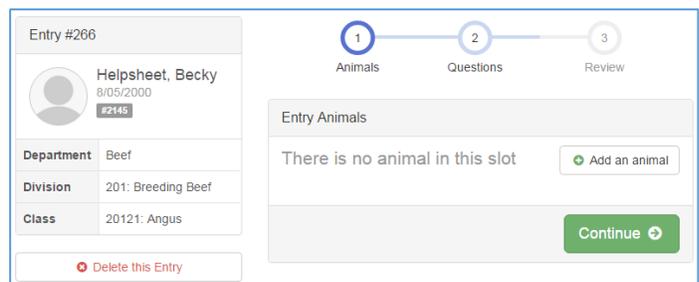
1. Click "Add an Entry" beside the correct exhibitor (if more than one has been created).



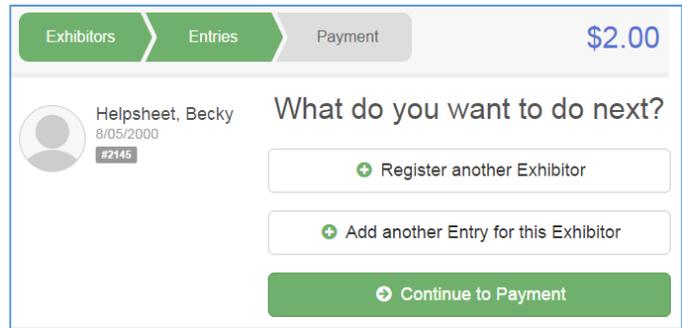
2. Click "Select" beside the first department you wish to enter. Any departments that are not available for entry will be noted as *Not Available* with a short explanation.
3. After you select a department, you will see a list of classes to select from, and then a list of available lots. *Also, notice that there are blue "Change" links in case you mistakenly select an incorrect department, class, or lot.*
4. After you have selected the class, click the green "Continue" button.



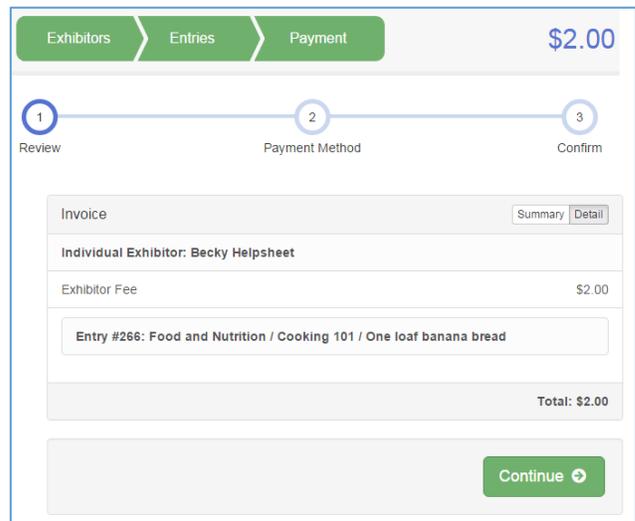
5. If this is an **animal class entry**, you may be required to specify which animal will be exhibited in this class. That may be optional, or you may NOT be able to specify the animal at entry time. If you are able to do that, you will see the option to "Add an animal".
6. Market Sale exhibitors must "Add an animal" for their market animals.
7. Fill in all of the fields with information about the animal you intend to exhibit. Click "Create" and "Add Animal" when finished.
8. If the animal information was entered incorrectly, you have the option to either Remove From Entry (creating a new animal) or Edit Animal Details. When it's correct, click Continue.



9. Any questions or file uploads related to entry in this class will be next. Click “Continue” after answering those questions or uploading documents.
10. The Review screen allows you to double check this entry for accuracy, and make any changes necessary. When the information is correct, click “Continue” and that class entry is complete.
11. When each class entry is complete, you have 3 choices for what to do next:
 - a. If all class entries have been completed for one exhibitor, you can **“Register another Exhibitor”** in this family.
 - b. If this exhibitor has more class entries to make, you can **“Add another Entry for this Exhibitor”**.
 - c. If all entries for all exhibitors in the family have been completed, click **“Continue to Payment”** to finalize and submit your entries.



12. Review your entries for completeness and accuracy. *Notice the Summary and Detail buttons at the top of the list on the right.* If there are errors, click on the green Entries section at the top of the page. When all information is correct, click “Continue”.



- 13. Payment will be made to your club or chapter.
- 14. **NOTE: Even if you owe no money (no fees are charged) you must click "Continue" until you reach the last "Confirm" screen in order to submit your entries.**

- 15. Read the information in the "After you Submit" section. You may also have to check a box to "Agree to Terms".
- 16. Click Submit to finalize the entries for the exhibitors in this family. **After you click Submit, no changes are possible to these entries.**

