

Family Entry

Important Reminders

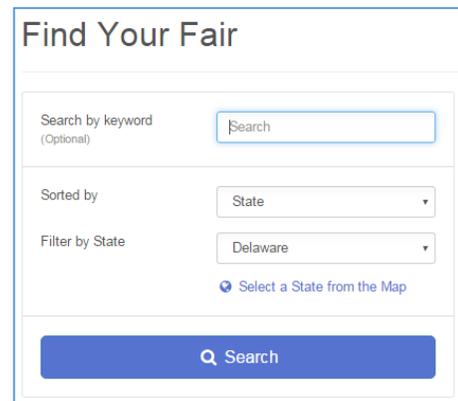
1. Your fair probably has dates when entry is accepted into the fair. Be sure to complete your entry (including the final "Submit" step) prior to the cut-off date.

Steps

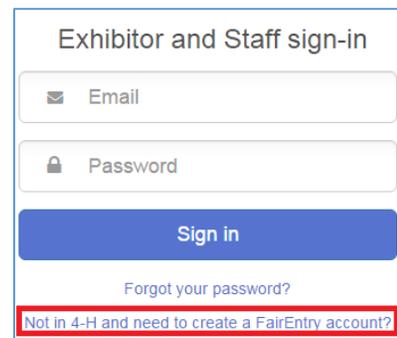
1. Go to <http://www.fairentry.com> and click "Find Your Fair".



2. Filter by your state, click Search, and then click on the correct fair.
3. **4-H Online Exhibitors:** Sign in using your 4-H Online account email and password. Continue to step 7.



4. **Non-4-H Online Exhibitor:** (First time) Click on the link to create a FairEntry Account. *(After that, if you are logging back in, enter the email & password that you created and click the Sign in link.)*
5. 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.
6. On the Account Creation page, the information requested (all fields are required): Account Name, Phone, Password (enter twice to confirm). Click Create Account.



<p>7. Click “Begin Registration”</p>	
<p style="text-align: center;">Exhibitor Information</p> <p>Click “Individual”</p> <p>4-H Online Exhibitors: Select a member and click “Continue” and step 11.</p> <p>Non-4-H Online Exhibitor: Click “Create an Exhibitor from Scratch” and proceed to step 8.</p>	
<p>8. Enter the information into the four fields—all fields are required. Click Continue when all information is entered.</p>	
<p>9. <i>(If you entered/spelled something incorrectly on the previous screen, you have the option to Delete this Exhibitor on this screen.)</i> Enter the information on the Contact Info screen—the only required field is the top 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. That number can be the same as the Home Phone Number entered above, or different. Click Continue when you are finished entering data.</p>	



10. 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.

11. 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.

12. 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.

13. 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.

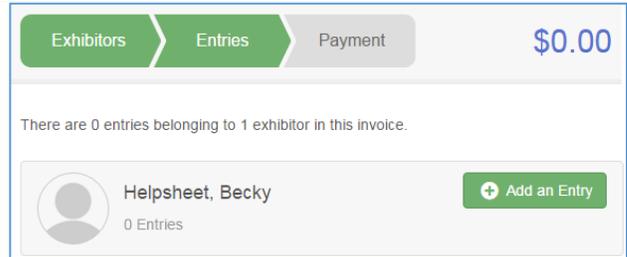
Personal Details		Contact Info	
First Name	Becky	Email	
Last Name	Helpsheet	Home Phone	555-123-4444
Date of Birth	8/05/2000	Cell Phone	
Gender	Female	Cell Phone Carrier	



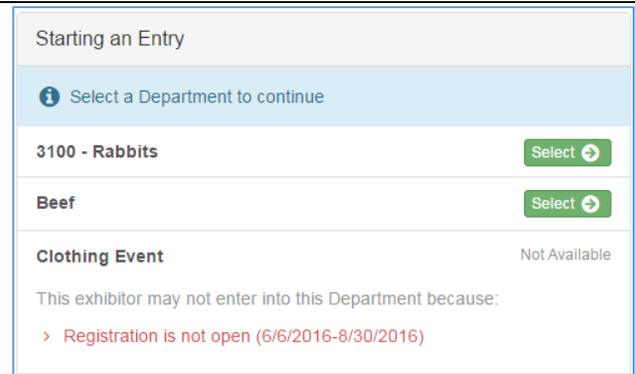
Creating Entries

Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc. For example, if an exhibitor is bringing two photographs, two entries into the photography class must be created. Only one entry entered per lot number. **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). Do NOT push "Submit" until all entries for all family members' (including any open class exhibitors) are selected.**

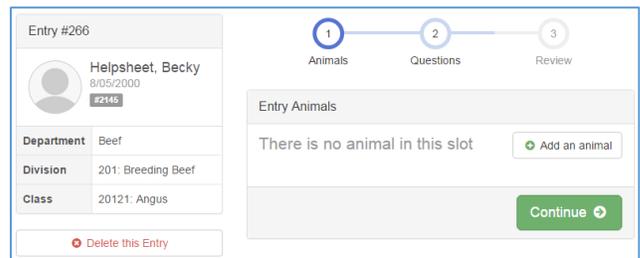
1. Click Add an Entry beside the correct exhibitor (if more than one has been created).

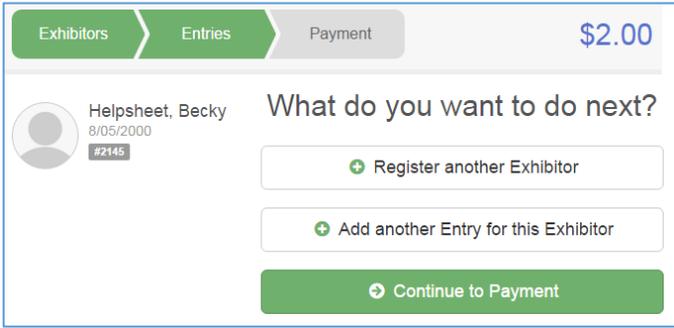


2. Click Select beside the first department you wish to enter. Any departments that are not available for entry will be noted as "Not Available" with a short explanation.
 3. After you select a department, you will see a list of classes to select from, and then a list of available lots. *Also notice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

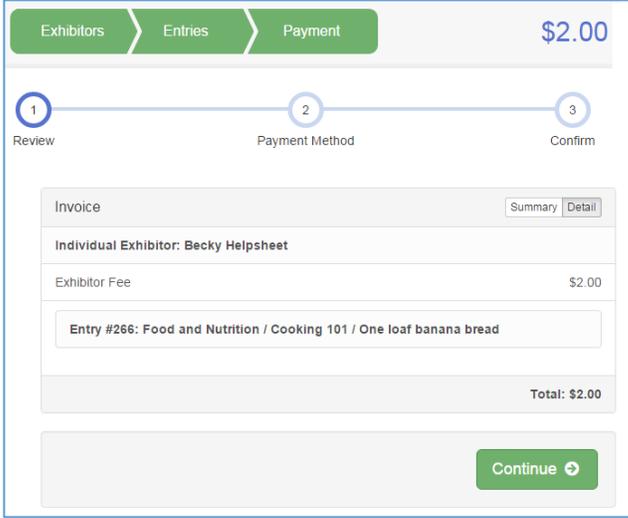


- You will be required to specify which animal will be exhibited in each class or lot. Click "Add an animal". Then, click, "Enter a New Animal Record" (FFA youth only) or "Choose an Existing Animal Record" (4-H members) when you've already entered the animal data. The Existing Animal Records are automatically integrated from 4HOnline. For example, you created an animal card for your horse for Western Pleasure. Now, when you are entering in the Showmanship lot, you may select the same animal record from the existing list.
- Fill in all of the fields with information about the animal you intend to exhibit. Click Create and Add Animal when finished.



<ul style="list-style-type: none"> 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. 	
<ol style="list-style-type: none"> Select which youth organization you will exhibit in for this lot. Any questions or file uploads related to entry in this class will be next. Click Continue after answering those questions or uploading documents. 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 lot entry is complete. 	



<p>8.</p> <p>9. When each lot entry is complete, you have 4 choices for what to do next:</p> <ul style="list-style-type: none"> a. If all entries have been completed for one exhibitor, you can Register another Exhibitor in this family. b. If this exhibitor has more lot entries to make in a different department, you can Add another Entry for this Exhibitor. c. If this exhibitor has more lot entries to make in the same department, you can Add another Entry for this Division. d. If all entries for all exhibitors in the family have been completed, Continue to Payment to finalize and submit your entries. 	
<p>10. Review your entries for completeness and accuracy. <i>Notice the Summary and Detail buttons at the top of the list on the right.</i> If there are errors, click on the green Entries section at the top of the page. Click Continue when all information is correct.</p>	



11. Read the payment instructions and select your method of payment. Some fairs allow credit card payments, and others do not.
NOTE: Even if you owe no money (no fees are charged) you must click Continue to the last "Confirm" step to submit your entries.

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

