

# 2017 State Fair 4-H Livestock Entry

## FairEntry Help Sheet

**ENTRY DEADLINE: July 1 @ 11:59 PM!!**

### NEW FOR 2017:

- 4-H Livestock entries will **NOT** go through your County Extension Office this year
- All 4-H Livestock exhibitors will make entry online through the Fair Entry system
- **ALL** payments, whether by Check or Credit Card will go directly to the State Fair Office
- You need to send a copy of your invoice along with your personal check if you use that payment method – **MAKE SURE THE TOTAL AMOUNT ON THE INVOICE MATCHES YOUR CHECK PAYMENT!!**
- Credit Card payments will be processed automatically online by 4-H/State Fair Staff

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- Internet Explorer is not the preferred browser. Google Chrome, Firefox, and Safari are the best browsers to use when signing into FairEntry.
    - Chrome: <https://www.google.com/chrome/index.html>
    - Firefox: <https://www.mozilla.org/en-US/firefox/new/>
  - Be sure all the animals you are entering have been properly identified in 4HOnline for State Fair exhibition
    - For example (Breeding beef tattoo (all heifers), Reg. # for purebreds; Retinal images for market beef, all sheep, and all meat goats; DNA punch tag # for all swine)
  - Substitution of animals will be allowed during fair check-in as long as the animal has been properly identified in 4HOnline

1. Go to <https://iowastatefair4hlivestock.fairentry.com>.

- Click **Sign in with 4HOnline**
- Enter your family 4HOnline Email and Password
- If you can't remember your password, **DO NOT** select the "Forgot my password" option here. Instead, login to your 4HOnline account at <http://iowa.4honline.com>, and select the "Forgot my password" option to reset it there first. Then go back to FairEntry with your new temporary password.

Registration is currently **Open**

4HOnline - Mozilla Firefox

<https://www.4honline.com/Api/Login.aspx?403d40706f7075703d74727565266170696bf6>

**Iowa 4H Enrollment**

I have a profile  
 I forgot my password

Email:

Password:

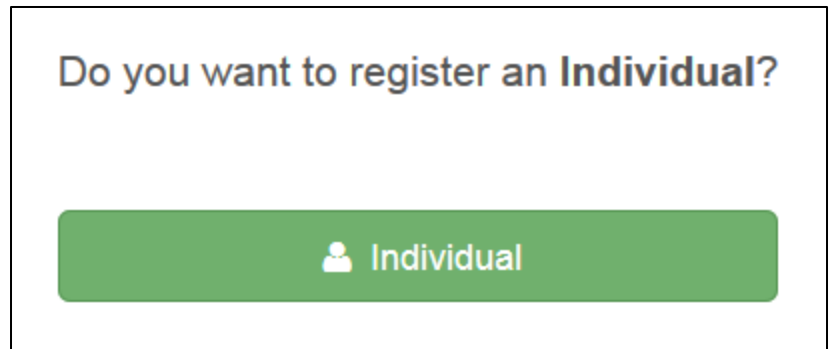
Role: Family

Login

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

Begin Registration

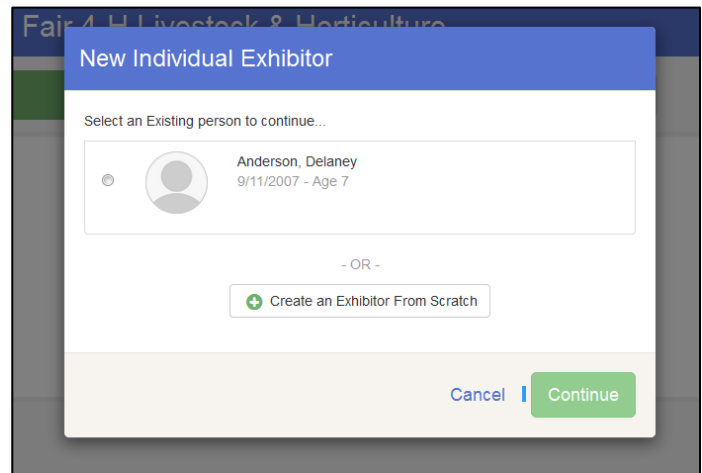
2. Click **Begin Registration**.



3. Click **Individual**.

4. Select the exhibitor and click **Continue**.

- **DO NOT** "Create an Exhibitor From Scratch"



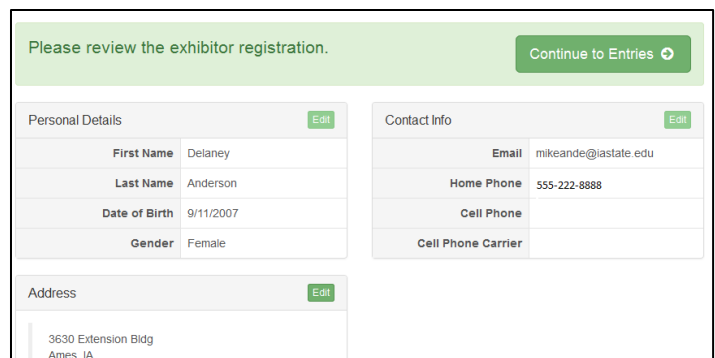
5. Then you will be taken to the Questions tab.

- Read through the reminders and answer the required questions (i.e. T-shirt size), then click **Continue**.



6. Verify your information is correct and click **Continue to Entries**.

- You may edit exhibitor's address (this address is where all premium money will be sent).

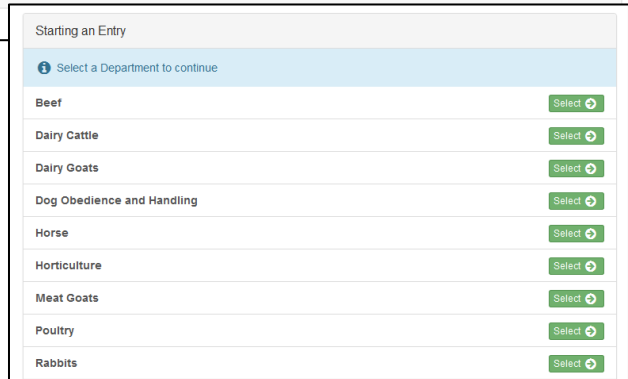


7. Click **Add an Entry** to the exhibitor.



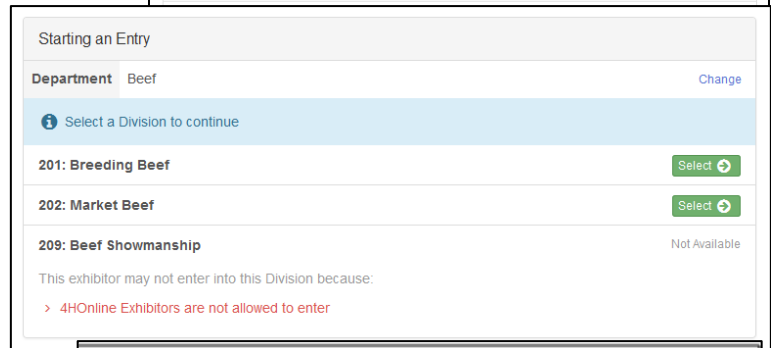
8. Pick the desired Department.

- Be sure you have animals identified in 4HOnline for the Department.



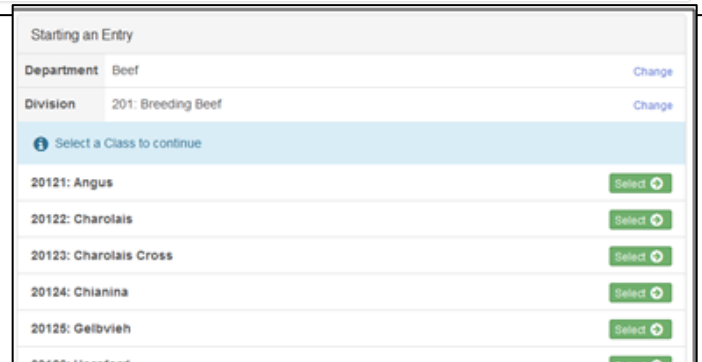
9. Select the Division

- Showmanship Class entries (except Horses) are registered at fair check-in.



10. Select the Class.

- Class changes can be made during fair check-in

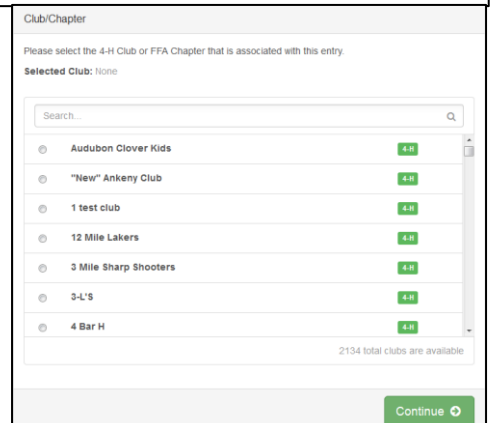


11. Verify that the entry is correct. If something is incorrect, simply click "Change" and it will allow you to change whichever one is incorrect. If



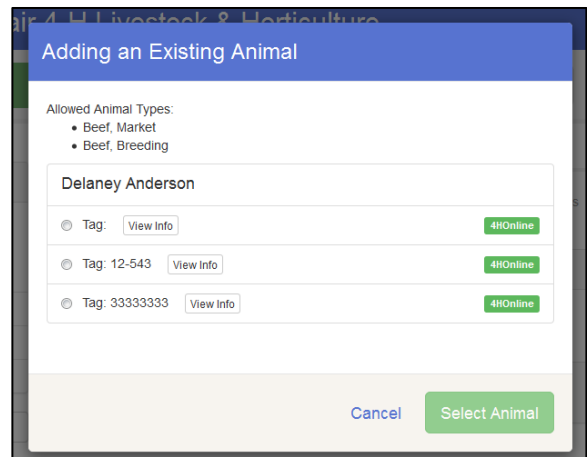
everything is correct, click **Continue**.

12. Select your 4-H club, click **Continue**.



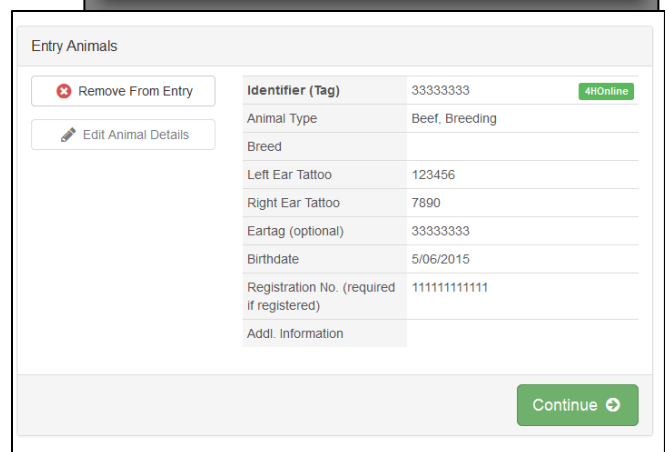
13. Select **Add an Animal**.

- This will bring up a list of animals that you have identified in 4HOnline that would fit into this Department.
- Make sure to click **View Info** and verify that this animal is properly identified for the Iowa State Fair.
  - i.e Retinal image=true (market beef, sheep, meat goat)
  - Swine (State Fair DNA tag # is filled)
- Once you have your animal chosen, click **Select Animal**.

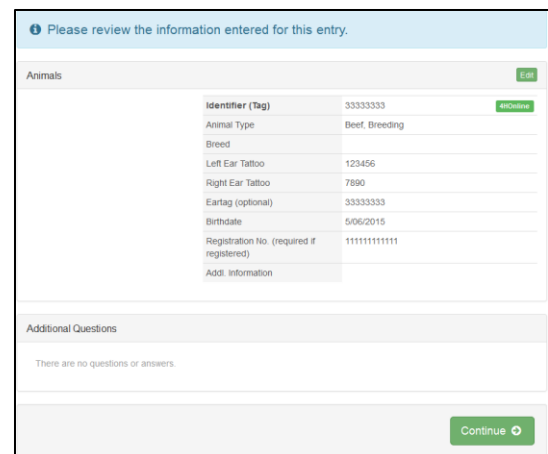


14. The selected animal will then appear with all the information you entered on that animal. If this is the correct animal, click **Continue**.

- If this is not the correct animal, click **Remove From Entry**.
- Substitution of animals will be allowed during fair check-in as long as the animal has been properly identified in 4HOnline

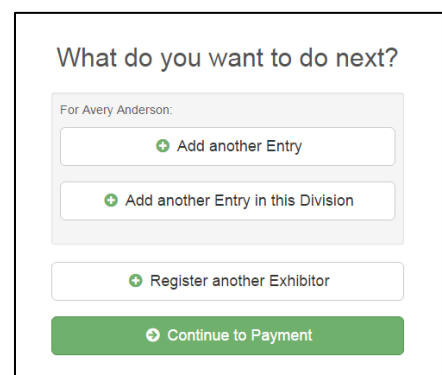


15. If applicable, there may be additional questions or reminders specific to the department/division/class.



16. Review the classes and animals you have entered. Check that you have read/answered additional information. Click **Continue**.

17. Choose whether you would like to **Register another Exhibitor** or **Add another Entry for this Exhibitor**, be sure you have entered all classes for all exhibitors before clicking **Continue to Payment**.



\*\*\*If you see a blue section that indicates that you need to review or complete outstanding records, and you are unable to complete them please contact Grace Davidson at [gkd@iastate.edu](mailto:gkd@iastate.edu).\*\*\*

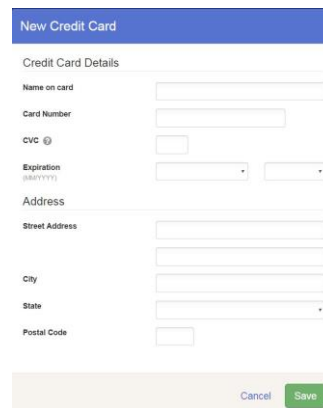
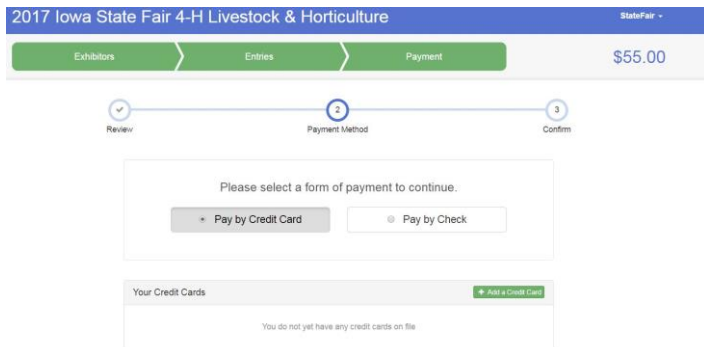
18. This is a summary of your invoice. You can select the "Detail" button which will show each specific class that you have entered. If this looks correct, click **Continue**.



19. The next screen just informs you of the payment options you have. **\*\*\*New for this year\*\*\*** you should have the option to pay your state fair entry fees online, but you may still choose to pay by Check or Cash. If you choose to pay by check or cash **DO NOT** send your entry to your county extension office.

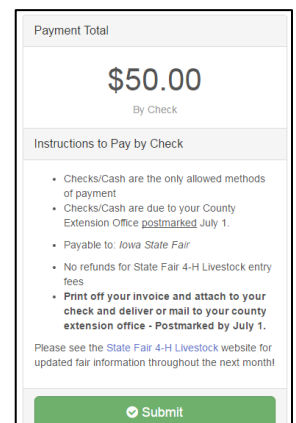
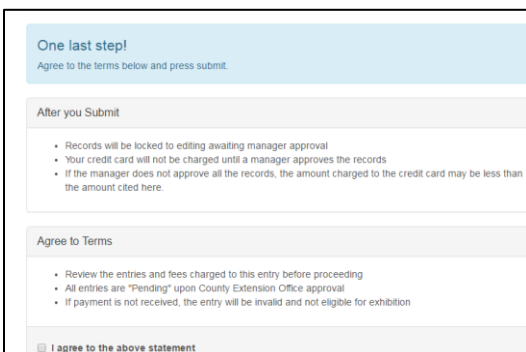
- **Mail all check or cash payments directly to:**  
**Iowa State Fair, 4-H Livestock Department, P.O. Box 57130, Des Moines, IA 50317**

Once you have read through and chosen your payment method, click **Continue**.



20. This screen is a summary of the invoice and the final step. Before you hit **Submit**, remember:

- You will no longer be able to change entries
- There will be no refunds
- Make sure everything is correct
- Make sure you are done entering all classes for all exhibitors



If you have any questions during the process, please contact:

Grace Davidson, State 4-H Office, FairEntry Assistant

Phone: 515-294-3187

Email: [GKD@iastate.edu](mailto:GKD@iastate.edu)