2016 State Fair 4-H Livestock Entry
FairEntry Help Sheet – For Staff
(Approving Entries, Invoices)

FAMILY ENTRY DEADLINE: July 1
County Staff Deadline (Mailing Entry Invoice/Checks to State Fair): July 8

- Internet Explorer is not the preferred browser. Google Chrome, Firefox, or Safari are the best browsers to use when signing into FairEntry.
- New for 2016 – Approve the exhibitor’s entry as soon as submitted by the family. THEN, when payment arrives, enter the payment details in FairEntry. Read on.....

   - In the upper, right corner, click on Staff Sign-in
2. On the Staff Sign-in screen, under the 4HOnline sign-in, select “Iowa 4-H Youth Development” as the organization, and “County” as the role. Click Sign in with 4HOnline
3. On the pop-up screen, type in your county email, with county4h@iastate.edu (with “county” being your county name); for example story4h@iastate.edu
4. Enter your password (same password as you would normally login to 4HOnline as a county manager)
5. Click/Select 2016 Iowa State Fair 4-H Livestock & Horticulture
6. Click on the Invoices tab at the top of the screen
7. On the screen, you will see your county’s invoices “Awaiting Approval”. Click Review next to an invoice.
8. On the below screen, you will see a 1) Colored $ amount – click on to view the invoice detail, and 2) Approve drop-down option next to the exhibitor’s name and also next to each entry for that exhibitor 3) Print your Invoice.
   - This is where you can Approve or Reject an entire exhibitor’s entries (next to their name), or you could Approve/Reject a specific class entry (next to the class).
   - In most cases, you will select Approve next to the exhibitor’s name.
   - If you need to Reject an entry, a pop-up screen will appear in pink. You can then type in a specific message with the error that needs corrected.
   - You are able to print the Invoice either on this screen, or before you submit the check details. As long as the invoice is printed, it is irrelevant which screen you print on.

![Submitted Invoice #520 Image]

- Scroll down and select Submit Approvals/Rejections
  - If you reject an entry and hit Submit, an email will be sent to the exhibitor containing the message you typed in the pink section.
  - The exhibitor can then login, make the correction and re-submit
  - The county can then Approve the entry/exhibitor
- You can also click View next to their name or next to their class. This will show specific information for that exhibitor (answers to fair-level questions), or for that animal (animal ID info.)

9. 
   **We recommend approving the exhibitor (if the entries are correct) as soon as it’s submitted by the family.**

10. 
    **Then, when payment arrives at your office, enter the payment detail by doing the following:**

11. Once you have the check in hand, click on the Invitations Tab.
12. Click on the Pending Check Payment tab.

13. You will be taken to the Payment-Pending Invoice screen. If the family did not bring in a printed invoice, right under the Payment-Pending Invoice heading, there will be a Print Invoice button. Click this button BEFORE you enter the payment details. This will allow you to print the summary of the invoice with a total at the bottom.
   - **PAPERCLIP** this to the check you have in hand. Be sure all invoices are printed (i.e. if a family submits/adds entries to a kid after their initial one is submitted, multiple invoices will be created).

14. On the Payment-Pending Invoice screen, you will be able to:
   - View a Summary of the money owed per exhibitor,
   - View the Detailed Summary,
   - Enter check Details; this is where you enter the payment information. Enter the check number in the blue highlighted box, as well as any notes you think you may need in the Notes section.

15. Click **Save Check Details** when you have finished printing the invoice and have the check details entered.

16. **By July 8th**, package ALL invoices PAPERCLIPPED to each check, and send to the State Fair Office.

   **Iowa State Fair**
   4-H Entry Department
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   Des Moines, IA 50317

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

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