**Important Reminders**

Black Hawk County Fair’s entry process closes on July 13\(^{th}\) at noon. No late Static or Livestock Entries will be accepted after July 13\(^{th}\). Be sure to complete the entry process completely prior to the cut-off date.

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Visual</th>
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<tbody>
<tr>
<td>• To begin, visit Blackhawk.fairentry.com</td>
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<tr>
<td>• Sign by selecting the green “Sign in with 4HOnline” button. Use your 4-HOnline information</td>
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<tr>
<td>• <strong>Note</strong>: if you are a 4-H member showing livestock as an FFA member, still sign in with 4-H online</td>
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<tr>
<td>• <strong>Note</strong>: if you are only an FFA member and not a 4-H member, sign in where it says “If you don’t have a 4HOnline account, sign-in with your FairEntry account”</td>
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<tr>
<td>• Select “Edit” under your desired exhibitor</td>
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<td>• Update all Personal Information, Contact Information, and Address</td>
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<tr>
<td>• <strong>Note</strong>: Fill out all information honestly, the address will be used to mail premium checks after fair</td>
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<tr>
<td>• <strong>Note</strong>: It is very important to read ALL information carefully on this page.</td>
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<tr>
<td>• Custom Questions: Select all livestock pen requests for THIS exhibitor (not for your entire family), if no pens are needed, select “0”</td>
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<tr>
<td>• Select the T-shirt Size for THIS exhibitor</td>
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</table>
• Review exhibitor registration information carefully before selecting “Continue to Entries”

• Select “Add an Entry” for your desired exhibitor
• **Hint:** This process will be easiest if you complete one 4-H’er at a time, it is suggested that members complete entries with the guidance of a guardian if needed

Livestock Entry Example (Step 1)
• Select livestock of choice, for this example we used Dairy Cattle
• Select the division desired (ex: Dairy Cattle Bucket/Bottle Calves)

Livestock Entry Example (Step 2)
• Select the desired class for this entry (ex: 7-8th grade Dairy Bucket/Bottle Calf)
• **Note:** Each entry is for ONE class. If you have an animal that is being shown in 5 classes, you will need to make 5 entries for that animal

Livestock Entry Example (Step 3)
• Review Department, Division, and Class for this entry; select the green “Continue” Button
• Select the club this entry is being shown under.
• **Note:** If you are showing animals 4-H and FFA, specify this by registering your 4-H animals under your 4-H club and your FFA livestock entries
**Note:** Only standard clubs should be used to register projects, do not register an entry under specialty clubs such as “Shooting Sports” or “Lego League”

**Livestock Entry Example (Step 4)**
- Add an animal to entry by selecting “Add Animal”
- For animals verified on 4-H online, select “Choose an Existing Animal Record”
- **Note:** If you did not verify your animals on 4-Honline an entry should not be made and the animal will not be accepted at the fair.
- The only time the “Enter a New Animal Record” should be used is for FFA Livestock Entries

**Livestock Entry Example (Step 5)**
- Once an animal is selected, continue to the questions associated with that livestock entry. Complete questions.
- Review the entry; make sure all fields are correct. Once an entry is submitted it cannot be changed.
- Finish entry and begin the next project or livestock class entry

**Static Entry Example (Step 1)**
- Select “Add Entry”
- **Note:** Departments for non-livestock projects include Static, Communication, and Clothing Event
- For this example, we made a static entry
### Static Entry Example (Step 2)
- Select the 4-H club this entry is being created for
- Provide a complete, brief description of your entry
- **Note**: this description MUST correspond with the project you are bringing. Simply saying “Photo” will not be accepted.

### Static Entry Example (Step 3)
- After submitting a description for the project, read the information about member’s goals, judging times, and release times.
- **Note**: Unregistered static projects will not be accepted on the day of static judging
- Select continue and choose from available menu

### Submitting Entries (Step 1)
- Review Entries for the exhibitor, proceed to payment

### Submitting Entries (Step 2)
- There are no fees for the BHC Fair. Make sure all entries are complete and select “Continue”
- Select “continue” twice on the payment method screen if it does not continue on the first try
- Follow the prompts to the ending Confirmation Screen
Complete!
- Select “Submit”
- 4-H Staff will “approve your entries”
- **Note: if more entries need to made after initial entries are approved (1) log back in to select the individual (2) add projects (3) follow process to the “Submit” step

General Notes on Fair Entry

**ALL ENTRIES FOR ALL AREAS OF FAIR ARE DUE ON JULY 13TH.**
- There will be no exceptions for late entries. Entries must be complete and submitted by July 13th at noon.
- If you need help entering projects, please contact the extension office so we can help you or arrange a time to meet and complete entries.
- If there is something you are questioning while making an entry, call the extension office and we will help!
- We suggest entering all possible entries, if you decide not to bring something to fair it is fine! However, late entries will not be accepted.

Forms/Fair Packets
- There are no forms for the Poster Contest, Working Exhibits, Educational Presentation, Share the Fun, Garden Plot, or Crop Plot. FOR THIS REASON, please complete the questions while registering the best you can.
- The photography form is available online or via download on fair entry.

Livestock
- All livestock entries will be cross-checked with our 4HOnline list as well as our FSQA completion list before being approved by a staff member; if an exhibitor did not verify their animal by May 15th or did not complete FSQA training their livestock entries will be rejected.