How to Register for Fair ~ 4-H Entries

FFA entries will have a different process
For the North Iowa Fair, Fair Entry will open May 25
ALL Livestock Entries are DUE June 15
Static Exhibits will close July 13

1. Go to [https://northiowafair.fairentry.com](https://northiowafair.fairentry.com)

2. Select the “Sign in with your 4-H Online account” option – the GREEN box.

   NOTE: Most graphics pulled from Emmet Co Fair.

3. A separate box will pop up where you can enter the login email address and password from 4HOnline.
   (If you don’t remember your password, you will need to select the “I forgot my password” option to get a temporary one emailed to you. If your email address has changed, log in using the old email address and change it in 4HOnline OR email xcerrogordo@iastate.edu to change your email address in 4hOnline.)

4. Click the “Login” box.

5. This will take you to the Welcome screen, where you will need to select the green box to “Begin Registration.” (The blue bar will say “2016 North Iowa Fair”.)

SECTION 1 - EXHIBITORS TAB

6. Choose if you would like to register an individual or a team and click that green box.

7. Choose the dot next to the name of the 4-H’ers you would like to register and then click the green “continue” box.
8. A page with instructions followed by some questions will show up. **READ THIS CAREFULLY.** Once you reach the animal stall/pen questions, you will need to select the number of stalls/pens you need for each species. If you do not show that species, ignore the question. Click continue when you are finished. **You will only be asked these once per exhibitor. Answer them NOW.**

9. On the next page, review the exhibitor registration information.

10. Make any necessary corrections (using the edit boxes). Remember that any corrections made here DO NOT transfer back to your 4HOnline Account. **Go back and make those corrections after you finish your fair entries.**

11. When you are taken back to the Exhibitor information page, click the green “Continue to Entries” box.

**SECTION 2 - ENTRIES TAB**

12. Click the green “Add an Entry” box to the right of the exhibitor’s name.

   *If you are entering a team entry, only one person should make the entry. You should list all members involved when asked.

13. Click the green “Select” box next to the Department you would like to enter. (Non-livestock classes are located in the “Static” Department or Horticulture Department. You do not need to enter Communications, Clothing Event, OR Grown in Iowa this year ~ that’s a paper registration for SpringFest.)
14. Click the green “Select” box next to the Division you would like to enter.

15. Click the green “Select” box next to the Class you would like to enter.
   (Check the North Iowa Fair 2016 4-H & FFA Handbook for class numbers and rules.)

16. Select the dot next to the 4-H Club that you belong to and then select the green “Continue” box. (If you belong to more than one club, select the club you want this exhibit to be entered with.)
17. If required, enter in a description of your entry – please be specific as this description for static exhibits will be used to distinguish between exhibits, example – don’t just type in “photo”, type in more description, such as “Butterfly on leaf photo.”

18. Answer any other Additional Questions required for that entry.

19. Decide if you would like to:
   > Register another Exhibitor (Make entries for all exhibitors before switching. You will be locked out after submitting entries until extension staff approve or reject your entries.)
   > Add another Entry for this Exhibitor and select that appropriate box

   (Static Entries – skip to step #24)

20. To register a livestock entry that you import from 4HOnline, you will select the white “add an animal” box during the entry process.
21. A smaller box with two options will pop up. Choose the green “Choose an Existing Animal Record” box.

22. A list of those animals that you have previously ID’ed in 4HOnline that are eligible for that class are listed. Select the circle next to the animal you would like to enter. Then select the green “Select Animal” box.

23. All of the information about that animal will be pulled over from 4-H Online, so that you can check to make sure that is the correct animal. If you want to switch to a different animal, click on the “remove from entry box”. If it is correct, click the green “Continue” box. Then you will be taken to the Additional Questions page listed in step #18. (Go back to Step #18)

**SECTION 3 - PAYMENT TAB**

24. Review your invoice, either in summary format or detail format. If it looks correct, click the green “Continue” box. If not, go back to the entries tab and fix what you need to.

Please print and keep the detailed invoice for your records.
25. Confirm your entry one last time. Read the text in the Terms box. Click the box next to the “I agree to the above statement” and then select the green “Submit” box.

**NOTE:** Once you hit submit, you cannot edit your entry. **Be sure ALL 4-H members in the family have fair entries made BEFORE you hit “Submit”**.

28. You will receive a “Thanks!” message. You can choose the button to “Visit Dashboard” to see your entry.

29. You can view the entry summary or details from the Dashboard screen.

You will receive an email from Fair Entry after your entry has been submitted. **If you do not receive this email (check your junk mail), you have NOT submitted your entry correctly.**

You will also receive an email from Fair Entry letting you know if your entry was approved or rejected by the Extension Staff. You are now able to make additional entries. If part of a previous entry was rejected, a reason will be listed and you will be able to log in and fix the problem before submitting that entry again.

Please contact the Cerro Gordo County Extension Office if you have any problems with this process at 641-423-0844 or email xcerрогordo@iastate.edu

Thank you for being patient as we work with a new system for managing the North Iowa Fair.

One of the best parts of this system is that if something is “broken”, we can fix it and it will automatically update when you refresh your screen.

If something doesn’t look right, please let us know right away. We are here to help you!