



How to Enter Exhibits in Fair Entry for the Floyd County Fair

Registration Opens: Now!

Registration Closes: Friday, June 23, 2017 (at 11:59 p.m.)

1. Go to <https://floydcounty.fairentry.com>
2. Click 'Sign in with 4HOnline'. If you are 4-H and FFA, still use your 4HOnline log-in for both.
3. A separate box will pop up. Enter your 4HOnline family e-mail address and password. The role is 'Family'. Click 'Login'. You will need to allow pop-ups at this point.
4. This will take you to the welcome screen. Click 'Begin Registration'.
5. Click 'Individual'.
6. Choose the 4-H'er you wish you to enter an exhibit for. Click 'Continue'.
7. Answer any question fields that appear. Click 'Continue'
8. The 4-H'er's profile will appear. The Personal Details and Contact Info is exported from 4hOnline. If you'd like to make changes, please log into your 4hOnline account at <https://iowa.4honline.com>
9. Click 'Continue to Entries'.
10. Click 'Add an Entry'.
11. Click 'Select' next to the Department you would like to enter. *To enter a Static Exhibit, you must click 'Static (Non-Livestock)' to view all of the Departments in that area.*
12. Click 'Select next to the Division you would like to enter.
13. Click 'Select' next to the Class you would like to enter.
14. Review the entry and then click 'Continue'.
15. Select the 4-H Club that you belong to. If this is an FFA entry, select your chapter at this point. Click 'Continue'.
16. If this is an animal entry, you will be asked to "Add an Animal" at this point.
 - Adding an animal identified in 4-H Online, click 'Select Animal'. Chose the animal for this entry. Then click 'Continue'.
17. The next screen will have questions specific to the entry. Answer and click 'Continue'.
18. Review the information. Click 'Continue'.

19. You will now have four options:

- **Add another Entry** - Select this to add entries in other categories
- **Add another Entry in this Division** - Select this to add multiples in the same area.
- **Register another Exhibitor** - Select when finished with one member to move to another
- **Continue to Payment** – Select this when finished with **ALL** family members.

20. When finished entering exhibits for all the 4-H'ers in your family, click 'Continue to Payment'. Review the entries submitted. Click 'Detail' for more information. Click 'Continue' when ready.

21. The Floyd County Fair has a \$1.00 flat entry fee. This fee will be collected through the club. Click 'Continue'.

22. Click 'Submit'. Once submitted, the family will be locked out until the entry is approved. *The staff at the Floyd County Extension Office will review the entries and either approve the entries or send them back to the families with necessary revisions.* If your entry is sent back, there will be comments attached as to why. You may need to make changes and resubmit.

If you have any questions, contact the Floyd County Extension Office.

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