How to Register for Fair (4-H Family)

**between June 1 and July 1, 4:30 PM for all livestock, communications events, clothing and fashion events, table setting and static.**

1. Go to montgomerycountyfair.fairentry.com.

2. Select your “Sign in with your 4hOnline” account options – the GREEN box.

3. A separate box will pop up where you can enter the login email address and password from 4hOnline.

   **Your email address in 4hOnline is:______________________________________**

   (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.)

4. Click the “Login” box.

5. This will take you to the Welcome screen, select the green box to “Begin Registration”.

SECTION 1 - EXHIBITORS TAB

6. You will be registering one individual at a time, so click the green box “Individual”.
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. *(Do NOT create an exhibitor from scratch – there are separate FFA member instructions.)*

8. A page showing a question “Parent/Guardian Names (as you would like read on show programs). Please write out the 4-H’ers parent’s names as you would like them listed in all show programs, then select the green “Continue” box.

9. Next you will see the exhibitor registration information that was brought over from 4hOnline, please review this information. You can edit information that may need to be updated by clicking the green edit button in the corner of the boxes. *(If you are editing information, you will also need to login to 4hOnline later and update that same information!)*

10. Click on the green “Continue to Entries” box.
SECTION 2 - ENTRIES TAB

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

12. Now you will enter one animal at a time. Click the green “Select” box next to the Department you would like to enter first.

13. Click the green “Select” box next to the Division you would like to enter.

14. Click the green “Select” box next to the Class you would like to enter. *(Check the 2016 Montgomery County Fair 4-H and FFA Fair Book for class numbers and rules). Fair books will be distributed at your June 4-H club meeting or are available at the Extension office.*

15. Review the Department, Division, and Class that you selected and select the green “Continue” box if all is correct.
16. Select the dot next to the 4-H Club that you belong to and then select the green “Continue” box.

17. Enter a description of your entry.

   **Livestock** – enter the tag or tattoo number

   **Horses/Dogs** – enter the animal name

   **Communications/Clothing/Fashion Show/Table Setting** - enter the name of your project

   **Static** – please be specific and enter the project description that you would like written on your project tag such as “Butterfly on leaf photo”

18. Entry Animals. You will now add your animal from 4hOnline. Select the “Add an Animal” box.
19. A list of existing animals will appear. Select the dot next to the animal you are entering. (You may view all information about the animal by clicking “View info”) Then click the green “select animal” button.

20. Select the green “continue” button IF all information is correct. If you have selected the wrong animal, you can “remove from entry” to restart.

21. Questions. Some livestock and events will have questions to answer. Please answer all questions that are prompted before selecting the green “continue” box.
22. Review the information. If all information is correct select the green "continue" box. If you need to edit some of your information, select the green "edit" box in the upper right hand corner.

23. What do you want to do next?
   If you still need to continue adding entries for the same 4-H member, select “add another entry for this exhibitor”.

   If you would like to add entries for another family member select, “register another exhibitor”.

   If you are done with all entries select, “Continue to payment”.

   *All entries submitted must be approved by the Montgomery County Extension Office before you can log back in and enter more entries for an individual exhibitor. (If you submit now, and log back in to add more, you may have to wait on the Extension Staff to approve them first, before adding more.)*

24. If you have chosen to “add another entry for this exhibitor” use the same steps 12-23 from above.

   If you have chosen to “register another exhibitor” use the same steps 7-23 from above.
SECTION 3 - PAYMENT TAB

25. If you have chosen to “continue to payment” you will need to review your invoice in either “Summary or Detail” view. (Detail view will lay out each entry separately.) **All entries except beef are free.** So you will see $0.00; beef will be $10.00 per head for bedding fees. If this looks correct, select the green “continue” box.

26. Instructions to Pay: For all beef fees we will be accepting cash or check that can be dropped off or mailed into the Extension Office by 4:30 PM on July 1, 2016.

27. Select the green “continue” box.

28. Agree to Terms: Read all terms and entry deadlines. **Confirm your entry one last time.** 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.

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

**ATTENTION**

Entries are not submitted until you receive the “Thanks!” message! You will receive an email from Fair Entry after your entry has been submitted. You will also receive an email from Fair Entry letting you know if your entry was approved or rejected by the Extension Staff. If part of your 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 Montgomery County Extension Office if you have any problems with this process at (712) 623-2592 or ccousins@iastate.edu