How to Register for Fair (FFA Members)

**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](http://montgomerycountyfair.fairentry.com).

2. Click ‘Not in 4-H and need to create a FairEntry account?’

3. Enter your email address and confirm it. This will be your permanent account information, so please retain it for your records.
4. Create your account name, phone number, and password. Once you are finished, click "Create Account".

5. You will see a Welcome Screen. Click the green "Begin Registration" box.

**SECTION 1 - EXHIBITORS TAB**

6. You will be registering one individual at a time, so click the green box "Individual".

7. Create a new individual exhibitor by entering the youths first and last name, date of birth, and gender. Click "Continue" when it is complete.
8. Enter the individual exhibitor's contact information. Click the green “continue” box when finished.

9. Enter the individual exhibitor's mailing address. Click the green “continue” box when finished.

10. A page showing a question “Parent/Guardian Names (as you would like read on show programs). Please write out the FFA parent's names as you would like them listed in all show programs, then select the green “Continue” box.
11. 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.

12. Click on the green “Continue to Entries” box

SECTION 2 - ENTRIES TAB

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

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

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

16. 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)
17. Review the Department, Division, and Class that you selected and select the green “Continue” box if all is correct.

18. Select the dot next to the FFA Chapter that you belong to and then select the green “Continue” box.

19. 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”

20. Entry Animals. You will now add your animal. Select the “Add an Animal” box.
21. You will have the option of choosing an existing animal record or entering a new animal record. Choose “Enter a new animal record”.
   All animals (exception of poultry, rabbits, feeder calves) should have had paperwork completed with the Extension Office by May 15th.

22. Select the animal type in the drop down menu that you are wanting to enter.

23. Using the information you have provided the Extension Office with – or take a look at your pink sheet given back to you at weigh in – complete all the information. Then click the green “Create and Add Animal” button.

24. Verify all information is correct and select the green “continue” button.
25. Please answer any questions you are prompted with. (Some animals will have more than others.) Select the green "continue" button.

26. 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.

27. What do you want to do next?
If you still need to continue adding entries for the same FFA member, select “add another entry for this exhibitor”. If you would like to add entries for another family member select, “register another exhibitor”. 4-H members have different instructions. 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.)

28. If you have chosen to “add another entry for this exhibitor” use the same steps 13-27 from above.
If you have chosen to “register another exhibitor” use the same steps 6-23 from above.
SECTION 3 - PAYMENT TAB

29. 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.

30. 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 4:30pm on July 1, 2016. Select the green “continue” box.

31. 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 your FFA Advisor if you have any questions.