Static Entry Steps:
1. Go to fairentry.com
2. Sign in with your country credentials for Iowa 4-H
3. Once you are signed in, scroll down to 2019 Iowa State Fair Exhibits and Communications
4. Search for your exhibitor’s name in the search box
5. Select view next to the correct individual in the search results
6. Then click register exhibitor via invoice - Only shows for new exhibitors, if existing exhibitor choose new entry
7. Confirm the exhibitor once the blue box pops up
8. If you unanswered questions please answer them, if all answers are complete select continue
9. Confirm profile information and the select continue to entries
10. Then select add an entry
11. Select the department
12. Select the division
13. Confirm the department and the division are correct by clicking choose
14. Select your class and click continue
15. Confirm selections and click create entries
16. A blue box should appear to the right, click “Review/complete outstanding records”
17. Please add a description of your entry: be brief but detailed, as this will be used to differentiate between similar exhibits. Then click continue.
18. Another blue box should appear towards the bottom of the screen, click “Review/complete outstanding records”
19. Please indicate number of items for the exhibit and number of years in that project area then click continue
20. Again, a blue box should appear towards the bottom of the screen, click “Review/complete outstanding records”
21. You will be prompted to provide a photo of the entry. Once uploaded, please click continue
22. The next page will ask if you would like to add another entry
   a. If yes: repeat these steps if it’s a static entry for the same exhibitor
   b. If it’s: Clothing or Static Exhibits, please refer to those help sheets for further instructions.
23. If you are finished with all entries for that exhibitor continue to invoice review. And then click submit. A green box should appear in the right hand corner indicating approval.
24. If you wish to enter another exhibitor, select the “exhibitors” tab in the upper right toolbar and repeat the process

*** Please note: Entries are due within 7 days of your county fair and absolutely no later than August 1st, 2019. If you have a late fair date (i.e. your county fair ends after the 1st), please contact us at 4hexhibits@gmail.com. Please send a confirmation email once all your entries are complete.