

# 2023 Appanoose County Fair 4-H/FFA Livestock Entry

## FairEntry Help Sheet

**ENTRY DEADLINE: June 30th @ 5:00 PM!!**

### AGAIN FOR 2023:

- **All Appanoose County 4-H and FFA Livestock exhibitors will make fair entries online through the FairEntry system. <https://appanoosecounty.fairentry.com>**
- **ALL Stall Fees, whether by Check or Cash, must be submitted in-person to the Appanoose County Extension Office. If you will be submitting your payment via check, please make checks payable to "Appanoose County Fair". We do not accept any online payments. All payments must be received by 5:00 p.m. on June 30<sup>th</sup> for your entries to be approved.**
- **ALL ENTRIES ARE TO BE COMPLETED ONLINE. Families are more than welcome to stop in the Extension Office to make the entries online; the entry process and staff support will be accessible. Please come prepared with your 4-H Online Log-In and YQCA Info.**
- **If you run into any issues or have difficulties with the entry system, please notify us at (641)856-3885 or [shaylam@iastate.edu](mailto:shaylam@iastate.edu) so we can resolve the issues. Thanks!**

- 
- Internet Explorer is not the preferred browser. Google Chrome, Firefox, and Safari are the best browsers to use when signing into FairEntry.
    - Chrome: <https://www.google.com/chrome/index.html>
    - Firefox: <https://www.mozilla.org/en-US/firefox/new/>
  - All 4-H animals must have been properly identified in 4-H Online and all FFA animals have been properly identified on a paper identification form by May 15<sup>th</sup> to complete the fair entry.
  - Substitution of animals will be allowed during fair check-in if the animal has been properly identified in 4-H Online!
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### Step-by-step Instructions for FairEntry

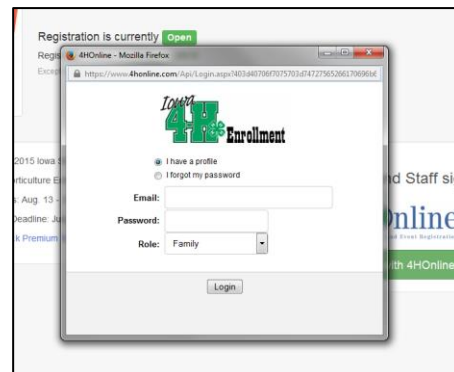
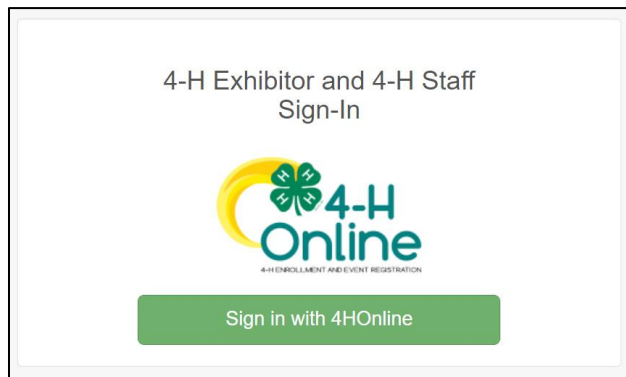
***\*Step-by-step images shown below are for reference only, some images may not reflect the current year.\****

1. Go to <https://appanoosecounty.fairentry.com>.

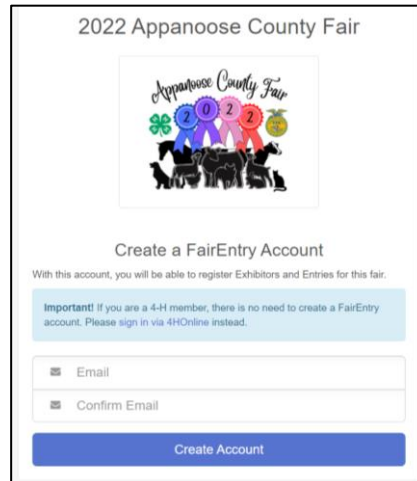
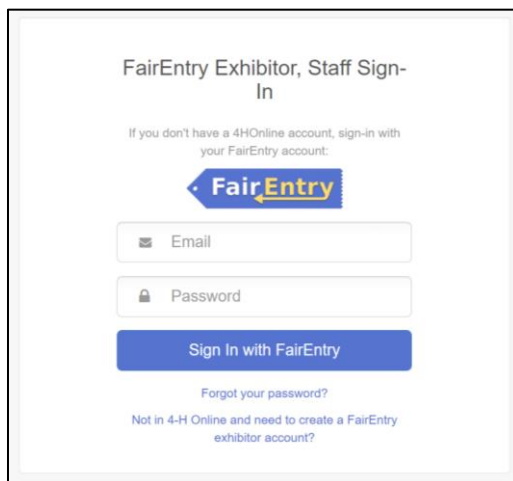
The screenshot shows the '2022 Appanoose County Fair' FairEntry website. At the top, it says 'Registration is currently Open' with dates '6/15/2022 - 7/22/2022'. Below this, there are two main sign-in sections. The first is '4-H Exhibitor and 4-H Staff Sign-In' with a '4-H Online' logo and a 'Sign in with 4-H Online' button. The second is 'FairEntry Exhibitor, Staff Sign-In' with a 'FairEntry' logo and a 'Sign in with FairEntry' button. There are also links for 'Forgot your password?' and 'Not in 4-H Online and need to create a FairEntry exhibitor account?'. On the left side, there is a 'View Public Results' link and a welcome message from the Appanoose County Fair.

## 2. Sign-In to FairEntry

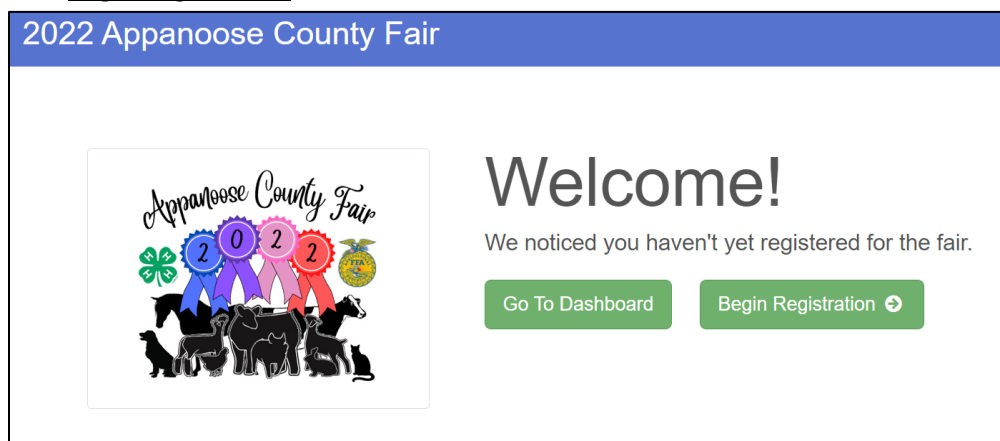
- If you are a 4-H member or a family with both a 4-H and FFA member, click sign in with the 4-H Online option.
  - Enter your family 4-H Online Email and Password
  - If you can't remember your password, **DO NOT** select the "Reset Password" option here. Instead, login to your 4-H Online account at <https://v2.4honline.com/#/user/sign-in>, and select the "Forgot my password" option to reset it there first. Then go back to FairEntry with your new temporary password.



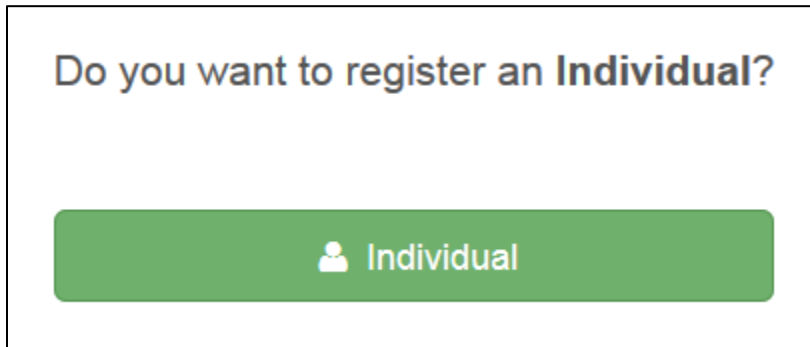
- If you are only a FFA member, click sign in with the **"FairEntry Exhibitor, Staff Sign-In" Option.**
  - If this your first year using FairEntry, you will need to then click "Not in 4-H Online and need to create a FairEntry exhibitor account?". This will then allow you to create a new account.



## 3. Click **Begin Registration.**



4. Click **Individual**.

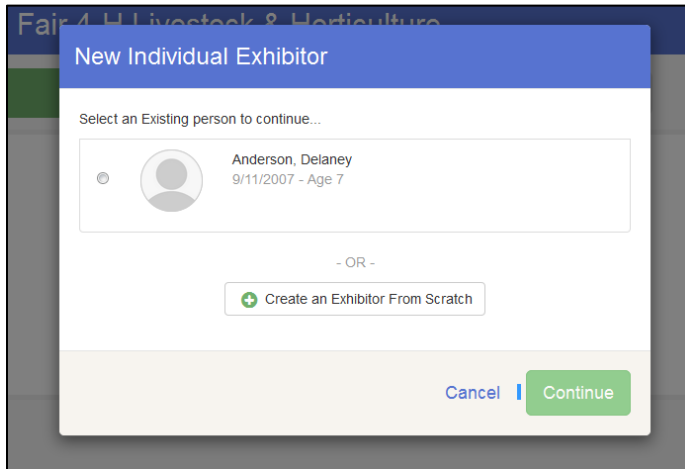


Do you want to register an Individual?

Individual

5. Select the **exhibitor** and click **Continue**.

- **4-H Members:** Select an Existing person.  
*(\*If you are entering animals in both 4-H and FFA please still select from an Existing person; you will be able to determine club/chapter when you pick your classes.)*
- **Only FFA Members (not both 4-H and FFA):** Click “Create an Exhibitor From Scratch”.
  - Then enter all exhibitor information.



New Individual Exhibitor

Select an Existing person to continue...

Anderson, Delaney  
9/11/2007 - Age 7

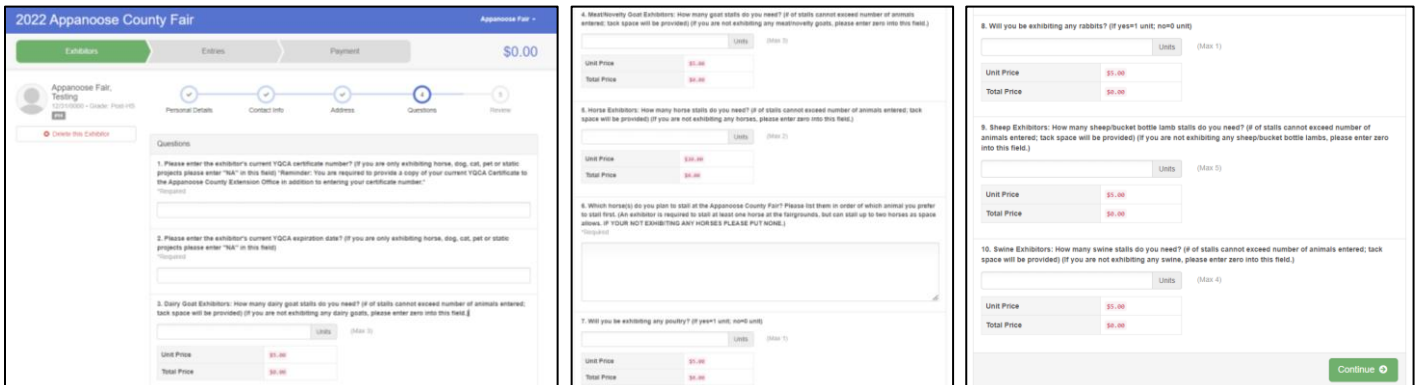
- OR -

Create an Exhibitor From Scratch

Cancel | Continue

6. Then you will be taken to the Questions tab. **Answer ALL Questions** then click **Continue**.

- **Please be prepared with your current YQCA Certificate Number and Expiration Date.** *If you are only showing horses, dogs, cats and/or pets put NA in this field since it is not required for these species. If you need help accessing your YQCA certificate, please reach out and we can assist you or if you have already turned in a copy of your certificate, we can share that information with you.*
- **Read through all questions carefully.** Some questions may not apply to you but please answer them with **0 or NA** if it doesn't apply to you. This will be how all stall fees will be applied except for Beef, Bucket Bottle Calf and +1, and Cow/Calf *(these species' stall fees will apply at the time of class entry since it is based per head)*.



2022 Appanoose County Fair

Exhibitors | Entries | Payment | \$0.00

Appanoose Fair, Testing

Questions

1. Please enter the exhibitor's current YQCA certificate number? (If you are only exhibiting horse, dog, cat, pet or static projects please enter "NA" in this field. \*Reminder: You are required to provide a copy of your current YQCA Certificate to the Appanoose County Extension Office in addition to entering your certificate number.)

2. Please enter the exhibitor's current YQCA expiration date? (If you are only exhibiting horse, dog, cat, pet or static projects please enter "NA" in this field.)

3. Dairy Goat Exhibitors: How many dairy goat stalls do you need? (If of stalls cannot exceed number of animals entered; back space will be provided) (If you are not exhibiting any dairy goats, please enter zero into this field.)

4. Meat/Hotly Goat Exhibitors: How many goat stalls do you need? (If of stalls cannot exceed number of animals entered; back space will be provided) (If you are not exhibiting any meat/hotly goats, please enter zero into this field.)

5. Horse Exhibitors: How many horse stalls do you need? (If of stalls cannot exceed number of animals entered; back space will be provided) (If you are not exhibiting any horses, please enter zero into this field.)

6. Which horse(s) do you plan to show at the Appanoose County Fair? Please list them in order of which animal you prefer to show first. (An exhibitor is required to show at least one horse in the background, but can show up to two horses in space allows. IF YOUR NOT EXHIBITING ANY HORSES PLEASE PUT NONE.)

7. Will you be exhibiting any poultry? (If yes=1 unit; none=0 unit)

8. Will you be exhibiting any rabbits? (If yes=1 unit; none=0 unit)

9. Sheep Exhibitors: How many sheep/buck/bottle lamb stalls do you need? (If of stalls cannot exceed number of animals entered; back space will be provided) (If you are not exhibiting any sheep/buck/bottle lambs, please enter zero into this field.)

10. Swine Exhibitors: How many swine stalls do you need? (If of stalls cannot exceed number of animals entered; back space will be provided) (If you are not exhibiting any swine, please enter zero into this field.)

Continue

6. Verify your exhibitor information and click **Continue to Entries**.

2022 Appanoose County Fair

Appanoose Fair

Exhibitors Entries Payment \$0.00

Appanoose Fair, Testing 12/31/0000 • Grade: Post-HS 4-H

Delete this Exhibitor

Please review the exhibitor registration. Continue to Entries

Personal Details Edit

First Name: Testing

Last Name: Appanoose Fair

Birthdate: 12/31/0000

Gender:

Contact Info Edit

Email:

Home Phone: 641-656-3685

Cell Phone:

Cell Phone Carrier:

Address Edit

501 N. 12th Street, Suite #4

Centerville, IA 52544

Additional Questions Edit

1. Please enter the exhibitor's current YGCA certificate number? (If you are only exhibiting horse, dog, cat, pet or static projects please enter "NA" in this field) \*Reminder: You are required to provide a copy of your current YGCA Certificate to the Appanoose County Extension Office in addition to entering your certificate number!

7. Click **Add an Entry** to the exhibitor.

Anderson, Delaney

0 Entries 4HOnline

Add an Entry

8. Select the desired **Department**.

- If you are a 4-H member showing as 4-H, be sure you have animals identified in 4-H Online for the Department.

Choose Department and Division

Beef Select

Cats Select

Clothing Event Select

Communication Select

Dairy Cattle Select

Dairy Goats Select

Dogs Select

Goats Select

Horse Select

Pets Select

Poultry Select

Rabbits Select

Sheep Select

Static Select

Swine Select

Cancel Choose

9. Select the **Division**.

Choose Department and Division

Department: Beef Change

0101: Breeding Beef Select

0102: Market Beef Select

0103: Bucket Bottle #1 Select

0104: Bucket Bottle Calf Select

0105: Cow-Calf Select

0106: Beef Showmanship Select

Cancel Choose

10. Select the desired **Class**. Then select a sub-class if applicable for your species.

- Class changes can be made during fair check-in if applicable pending approval of 4-H staff and superintendents.
- Verify that the entry is correct. If something is incorrect, simply click “Change” and it will allow you to change whichever one is incorrect. If everything is correct, click **Continue**.

2022 Appanoose County Fair

Appanoose Fair

Exhibitors Entries Payment \$0.00

Starting an Entry

Department: Beef Change

Division: 0105: Cow-Calf Change

Select a Class to continue

10511: Halter Cow-Calf (2-3 Year Olds) Select

10512: Halter Cow-Calf (3-5 Year Olds) Select

10513: Halter Cow-Calf (5 Years and Older) Select

10521: Production Cow-Calf Select

10522: Production Cow-Calf (dam previously shown) Select

Appanoose Fair, Testing  
1/01/0001 • Grade: Post-HS  
#16

Existing entries (0)

Starting an Entry

Department: Beef Change

Division: 0105: Cow-Calf Change

Class: 10513: Halter Cow-Calf (5 Years and Older) Change

Continue

11. Select your **4-H or FFA Chapter** and click **Continue**.

1 Club/Chapter 2 Details 3 Animals

Club/Chapter

Please select the 4-H Club or FFA Chapter that is associated with this entry

Selected Club: None Suggested Club: (Last Club Selected) Select this Club

Search...

4-H Connect (Appanoose) 4-H

Appanoose County Cooking Club (Appanoose) 4-H

B.V. Sodbusters (Appanoose) 4-H

Centerville FFA FFA

Clover Buddies (Appanoose) 4-H

Dandy Doers (Appanoose) 4-H

Davis County FFA FFA

27 total clubs are available  
Note: no more than 50 clubs are shown at once, so use the search feature to find your club.

Continue

12. Complete **Entry Details**.

- Choosing “Enable Public Viewing” will allow us to share the exhibitor’s show results with the public (ex. Local Newspapers). If you don’t wish for your name & results to be shared click “Disable Public Viewing”. This question will be asked at every class entry.

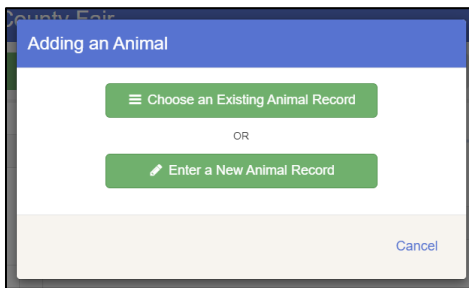
Entry Details

☒ Enable Public Viewing

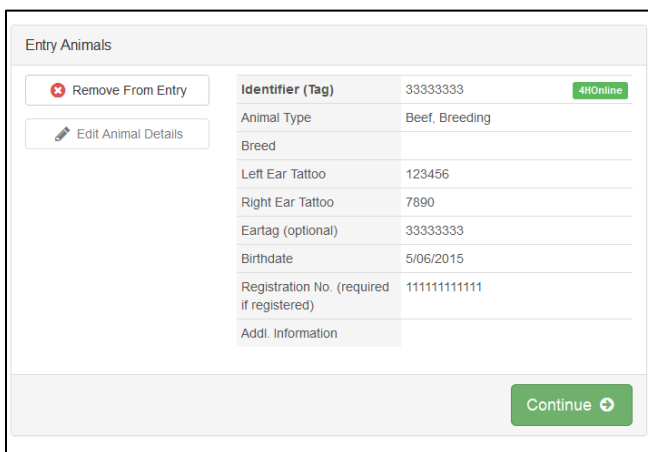
☐ Disable Public Viewing

Continue

13. Click **Add an Animal**.

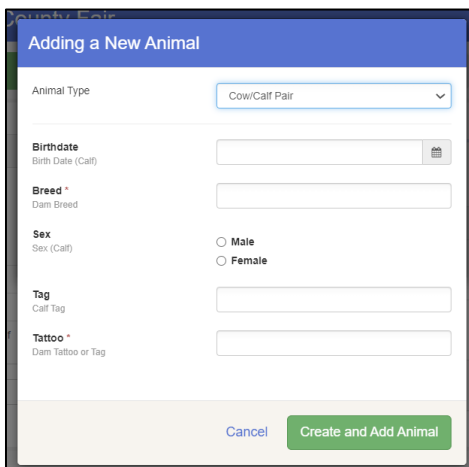


- **4-H Animals:** Click **Choose an Existing Animal Record**. This will then pull over the animals that was identified in 4-H Online.
  - This will bring up a list of animals that you have identified in 4-H Online that would fit into this Department.
  - Make sure to click **View Info** and verify that this animal is properly identified.
  - Once you have your animal chosen, click **Select Animal**.



Identifier (Tag)	33333333
Animal Type	Beef, Breeding
Breed	
Left Ear Tattoo	123456
Right Ear Tattoo	7890
Ear tag (optional)	33333333
Birthdate	5/06/2015
Registration No. (required if registered)	111111111111
Addl. Information	

- **FFA Animals ONLY:** Click **Enter a New Animal Record**.
  - Choose an Animal Type from the drop-down menu.
  - Enter all required information for the Animal Record.



- The selected animal will then appear with all the information you entered on that animal. If this is the correct animal, click **Continue**.
- If this is not the correct animal, click **Remove from Entry**.
- Substitution of animals will be allowed during fair check-in as long as the animal has been properly identified in 4-H Online or on the FFA ID Form.
- If applicable, there may be additional questions or reminders specific to the department/division/class.

14. Review the classes and animals you have entered. Check that you have read/answered additional information. Click **Continue**.

Please review the information entered for this entry.

Animals Save

Identifier (Tag)	33333333	<span>Save</span>
Animal Type	Beef, Breeding	
Breed		
Left Ear Tattoo	123456	
Right Ear Tattoo	7890	
Eartag (optional)	33333333	
Birthdate	5/06/2015	
Registration No. (required if registered)	111111111111	
Add. Information		

Additional Questions

There are no questions or answers.

Continue

15. Choose whether you would like to **Register another Exhibitor** or **Add another Entry for this Exhibitor**, be sure you have entered all classes for all exhibitors before clicking **Continue to Payment**. If you have other exhibitors in your family then choose whether you would like to **Register another Exhibitor** or **Add another Entry for this Exhibitor**, be sure you have entered all classes for all exhibitors before clicking **Continue to Payment**.

What do you want to do next?

For Avery Anderson:

➕ Add another Entry

➕ Add another Entry in this Division

➕ Register another Exhibitor

➔ Continue to Payment

16. \*\*\*If you see a blue section that indicates that you need to review or complete outstanding records, and you are unable to complete them please contact Shayla Martsching at, [shaylam@iastate.edu](mailto:shaylam@iastate.edu).

There are 2 items that need your attention

➔ Review/Complete Outstanding Records

17. This is a summary of your invoice. You can select the "Detail" button which will show each specific class that you have entered. If this looks correct, click **Continue**.

Invoice Summary Detail

Individual Exhibitor: Delaney \$20.00

Total: \$20.00

Continue

18. The next screen just informs you of the payment options you have. Appanoose County does not allow electronic payments; therefore your only option is to **Pay by Check**. \*\*\*Payments must be received to the Appanoose County Extension Office by June 30<sup>th</sup> at 5:00 p.m.\*\*\* You do have the option to pay by check or cash. If you choose to pay by check, please make checks payable to “Appanoose County Fair”.

- Once you have read through and chosen your payment method, click **Continue**.

2022 Appanoose County Fair Appanoose Fair

Exhibitors Entries **Payment** \$5.00

Review Payment Method Confirm

**Instructions to Pay by Check**

All Appanoose County Stall Fees must be collected by 5:00 p.m. on July 1st, 2022 for your entries to be approved.

Stall Fees can be paid by cash or check; you may drop offmail your payment to the Appanoose County Extension Office. \*Please note that we do not have a drop box, so please only drop your payment off during office hours (8:00 a.m. - Noon and 1:00 p.m. - 5:00 p.m. Monday through Friday).

Appanoose County Extension Office  
501 N. 12th Street, Suite #4  
Centerville, IA 52544

Continue

19. This screen is a summary of the invoice and the final step.

2022 Appanoose County Fair Appanoose Fair

Exhibitors Entries **Payment** \$5.00

Review Payment Method Confirm

**One last step!**  
Agree to the terms below and press submit.

**After you Submit**

- Records will be locked to editing awaiting manager approval
- Your credit card will not be charged until a manager approves the records
- If the manager does not approve all the records, the amount charged to the credit card may be less than the amount cited here.

**Payment Total**

**\$5.00**  
By Check

**Instructions to Pay by Check**

All Appanoose County Stall Fees must be collected by 5:00 p.m. on July 1st, 2022 for your entries to be approved.

Stall Fees can be paid by cash or check; you may drop offmail your payment to the Appanoose County Extension Office. \*Please note that we do not have a drop box, so please only drop your payment off during office hours (8:00 a.m. - Noon and 1:00 p.m. - 5:00 p.m. Monday through Friday).

Appanoose County Extension Office  
501 N. 12th Street, Suite #4  
Centerville, IA 52544

Submit

- Before you hit **Submit**, remember:
  - You will no longer be able to change entries.
- Make sure everything is correct
- Make sure you are done entering all classes for all exhibitors

20. Lastly, be sure to **SUBMIT/TURN-IN your Payment** for Stall Fees to the Appanoose County Extension Office by June 30<sup>th</sup> for your entry to be approved. \*\*\*NO LATE ENTRIES/PAYMENTS WILL BE ACCEPTED AFTER JUNE 30<sup>TH</sup>.\*\*\*

- Stall Fees will be returned to the exhibitor at the conclusion of the fair if stalls are properly cleaned and approved. **There will be no refunds for any animals not brought to the Appanoose County Fair.**

If you have any questions during the entry process, please stop in the office or contact Shayla Martsching (Appanoose CYC) at (641)856-3885 or [shaylam@iastate.edu](mailto:shaylam@iastate.edu). We are here to help!