

Benton County 4-H/FFA Fair Entry Help Sheet

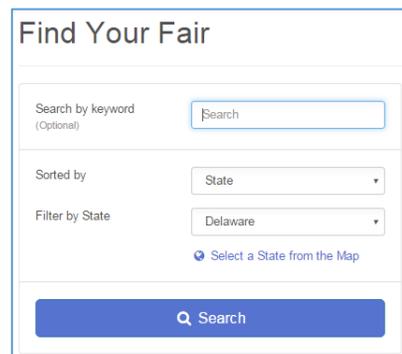
Important Reminders

- Fair Entry is open June 2-June 30. Be sure to complete your entries (including the final “Submit” step) prior to the cut-off date.
- Register all entries for each exhibitor in the family before proceeding to the Payment section.
- Be sure to click the “Submit” button when you have completed your entries. Entries are not final until they have been submitted.
- Check your email inbox for a confirmation email with a list of your entries and any related fees.
- **Questions? Call Emily or Shelby at 319-472-4739**

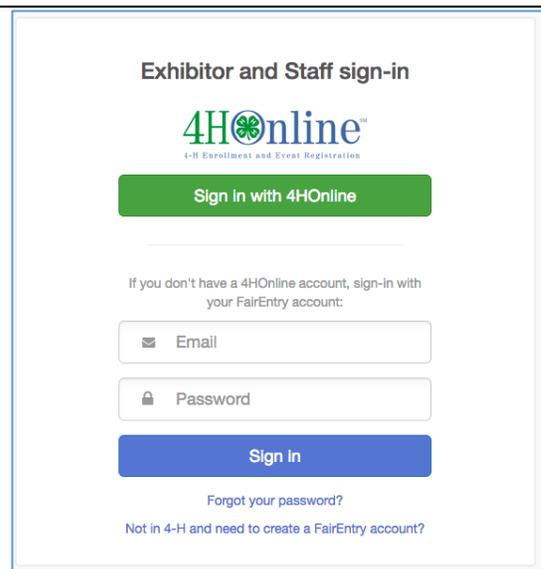
1. You may access your Fair or Show from their direct link or go to <http://www.fairentry.com> and click “Find Your Fair”.



2. Filter by your state, click Search “Benton County Fair”, and then click on the correct fair.



3. **4-H Members:** Select to “Sign in with 4HOnline” and enter your login information.
NOTE: If you forgot your password for your 4HOnline account, you will need to go to 4HOnline to set a new password. Then use the new password (not the temporary password) to log in to FairEntry.
4. **4-H Members Exhibiting Certain Projects as FFA:** Select to “Sign in with 4HOnline” and enter your login information. Select your chapter (not your club) when creating entries that will be shown as an FFA entry.



<p>5. Returning FFA Only Member: Enter your login information from the previous year.</p> <p>6. New FFA Only Member: If you are an FFA only member and do not have a 4HOnline account or have not registered for the fair before: Select create account.</p>	
<p>7. Click "Begin Registration"</p>	
<p style="text-align: center;">Exhibitor Information</p> <p>If your fair is configured to accept both individual and team entries, click on the appropriate choice for your entry. Some fairs may only be configured for individual entries. Benton only allows individuals to register at this time.</p>	
<p>1. Enter the exhibitor information into the required fields. This step is already completed if you are logged in with your 4-H Online account.</p>	

2. Enter the information on the Contact Info screen—the only required field is the top Home Phone Number. You can use the same email address that you used to create the account, or an alternate one unique to the exhibitor. If they wish to receive text messages, enter the cell phone number and carrier. That number can be the same as the Home Phone Number entered above, or different. Click Continue when you are finished entering data. This step is already completed if you are logged in with your 4-H Online account.

3. Enter the mailing address. All fields, except Address continued, are required. If the exhibitor has the same address as another exhibitor in the Exhibitor Group, simply click “Copy” to add the address to the current Exhibitor record. Click Continue when all information is entered correctly. This step is already completed if you are logged in with your 4-H Online account.

4. The Benton County Fair has two custom questions this year: shirt size and self-stalling capabilities. Answer these questions to the best of your ability and select “Continue”.

Review the exhibitor information. If any information is incorrect, click the green Edit button in the appropriate group to change it. When all information is correct, click Continue to Entries.

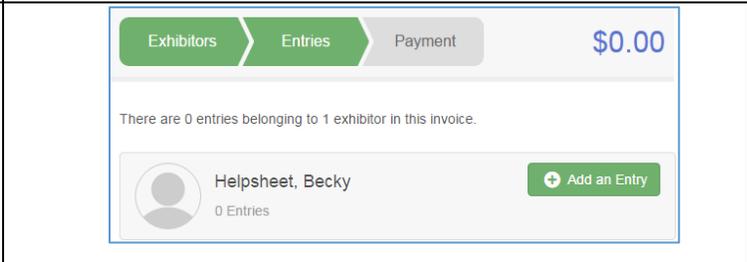
Personal Details		Contact Info	
First Name	Becky	Email	
Last Name	Helpsheet	Home Phone	555-123-4444
Date of Birth	8/05/2000	Cell Phone	
Gender	Female	Cell Phone Carrier	

Creating Entries

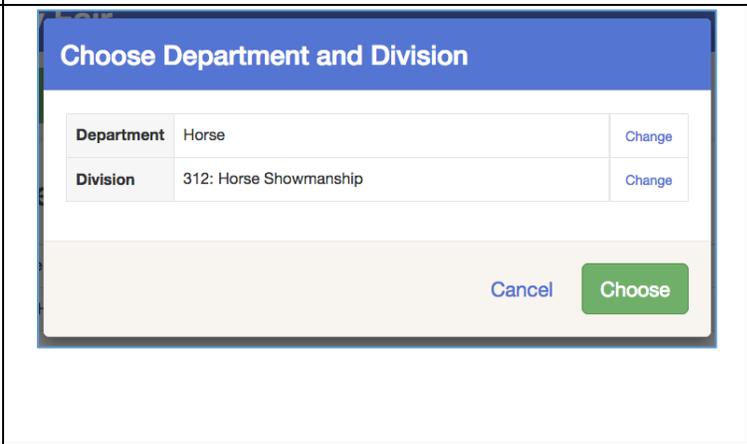
Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc. For example, if an exhibitor is bringing 2 photographs, two entries into the photography class must be created. If an exhibitor is showing one horse in 5 events, five class entries must be

created. Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this exhibitor group (and entries) or proceeding to check-out (submitting the entries, whether or not fees are charged).

1. Click Add an Entry beside the correct exhibitor (if more than one has been created).

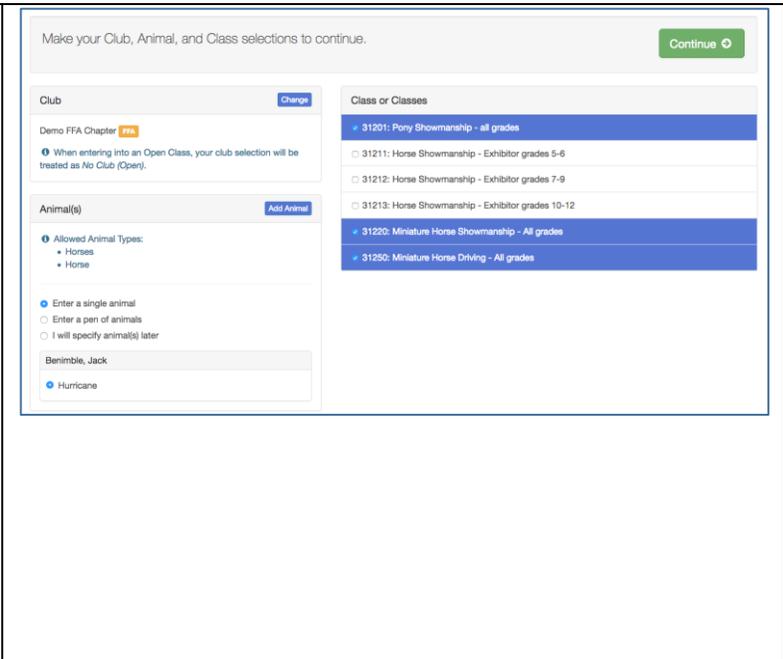


2. Click Select beside the first department you wish to enter. Any departments that are not available for entry will be noted as "Not Available".
3. After you select a department, you will see a list of divisions to select from, and then a list of available classes. *Also notice that there are blue "Change" links in case you mistakenly select an incorrect department, division, or class.*
4. After you have selected the class, click the green Choose button.



Multiple Entry Process- Enabled for Horse

1. If your fair or show has turned on the Multiple Entries option for this area, you will see a screen similar to the view at the right. If you do not see checkboxes next to each class, this area uses the single-entry process (see step 14).
2. Click Change to select the Club to which these entries will be associated.
3. If this is an Animal Entry, click Add Animal and enter the Animal's details.
4. Select which animals will be part of this entry (NOTE: these animals will be available for this exhibitor to use in other entries, if needed).
5. Check the box next to each class this animal will enter.



Review the entries. If you need to make any changes, click Cancel. If everything is correct, click Create Entries.

Review your selections

Before we actually create your entries, please review your selections.

If you continue with your current selections, 3 entries will be created with the following information:

Department	2016 Demo Fair
Division	Horse
Club	Demo FFA Chapter FFA
Animal(s)	• Hurricane

Entry Classes

- 31201: Pony Showmanship - all grades
- 31220: Miniature Horse Showmanship - All grades
- 31250: Miniature Horse Driving - All grades

Cancel Create Entries

- If you need to add another exhibitor, click on the Exhibitors button at the top left and repeat the steps to create a new exhibitor.
- If all entries are complete, click Continue to Payment.
- If you need to add more entries for an existing exhibitor, click Add an Entry.

Exhibitors **Entries** Payment \$112.00

There are 4 entries belonging to 2 exhibitors in this invoice.

Everything looks good!

Continue to Payment

Benimble, Jack
4 Entries Add an Entry

Choose Department and Division

Department: Meat Goats Change

231: Breeding Meat Goats	Select
232: Market Meat Goats	Select
239: Meat Goat Showmanship	Select

Cancel Choose

Single Entry Process

1. All other divisions: single entry.
2. Repeat steps 5-10.
3. If your screen does resemble this one, select the Class.
4. Click Continue.

5. Select a Club or Chapter for this entry. If this is an open class entry a Club or Chapter may not be required.
6. If this is not an animal class entry, follow the instructions on-screen to enter any additional information such as Entry Description, Custom Questions or Custom Files associated with that entry.

7. If this is an **animal class entry**, you will be required to specify which animal will be exhibited in this class; you will see the option to “Add an animal”.
8. You will have two choices. Select “Choose an Existing Animal Record” to import and select animals from 4HOnline or animals already entered in FairEntry. Choose “Enter a New Animal Record” to enter new animal information.
9. Fill in all of the fields with information about the animal you intend to exhibit. Click Create and Add Animal when finished. If the animal information was entered incorrectly, you have the option to either Remove From Entry (creating a new animal) or Edit Animal Details. When it’s correct, click Continue.

10. Any questions or file uploads related to entry in this class will be next. Click

<p>Continue after answering those questions or uploading documents.</p>	
<p>11. When each class entry is complete, you have three choices for what to do next:</p> <ol style="list-style-type: none"> If all class entries have been completed for one exhibitor, you can Register another Exhibitor in this exhibitor group. If this exhibitor has more class entries to make, you can Add another Entry for this Exhibitor. If all entries for all exhibitors in the exhibitor group have been completed, Continue to Payment to finalize and submit your entries. 	
<p>12. Review your entries for completeness and accuracy. <i>Notice the Summary and Detail buttons at the top of the list on the right.</i> If there are errors, click on the green Entries section at the top of the page. Click Continue when all information is correct.</p> <p>13. Once all entries have been entered for exhibitors in your family, submit the invoice for approval.</p> <p>14. You will receive an email message when the entries have been submitted.</p>	