

Exhibit Entry

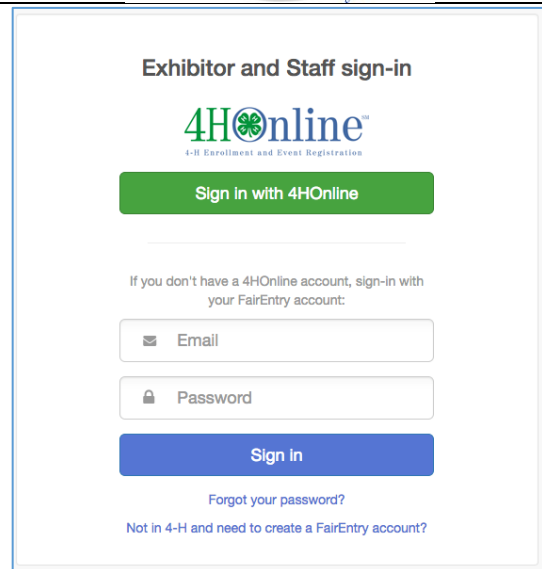
Important Reminders

- Fair Entry will be available from May 16th through July 1st for Livestock/Small Animal and Fashion Day Entries. Communications Day Entries are due June 1st.
- Fair Entry will be available from May 16th through July 16th for Static Exhibit Entries.
- **Recommended Browsers:** Google Chrome or Mozilla Firefox. Older versions of Internet Explorer may cause unexpected results.
- **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. Don’t hit “Submit” until all entries for all exhibitors in your family are complete.
- Check your email inbox for a confirmation email with a list of your entries and any related fees.
- You will receive a second email when your entries have been approved by your fair or show.

Find a link to Boone County Fair Entry on the Boone County ISU Extension – County Fair Page <https://www.extension.iastate.edu/boone/county-fair>



1. **4-H Members** will use their 4HOnline family account, 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.
2. **FFA Members** that have registered for a Fair with FairEntry before, enter your login information.
3. **FFA members** that have not registered with FairEntry before, select to Create a New Account. Follow the instructions to create your account.



<p>4. Click “Begin Registration”</p>	
<p>Exhibitor Information</p> <p>Click on Individual.</p>	
<p>1. 4-H Members: Choose Exhibitor from list provided, then Skip to step 4. FFA Members: Enter the exhibitor information into the required fields. Some forms may require different information depending on the Fair or Show.</p>	
<p>2. FFA Members: <i>(If you entered/spelled something incorrectly on the previous screen, you have the option to Delete this Exhibitor on this screen.)</i> 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.</p>	



3. **FFA Members:** 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.

4. **Answer questions:** Each exhibitor will be asked the following questions once. If the questions don’t apply to you, click 0 or No and move onto the next question.

- What size of Official Exhibitor Shirt do you need?
- Are you YQCA Certified?
- How many horse stalls do you need?
- Are you showing any horses in halter only that will not be stalled?
- Will you be bringing any mare/foal pairs?
- How many rabbit cages do you need?
- Swine Exhibitors: How many pigs will you be bringing to the county fair?
- Swine Exhibitors: How many stalls are you requesting?

5. 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**.

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).
If you want to purchase extra exhibitor shirts, you will add them, just like an entry.

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" with a short explanation.
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

5. Static Exhibits and Horse classes use a Multi Entry Process. 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).
6. Click Change to select the Club to which these entries will be associated.
7. If this is an Animal Entry, click Add Animal and enter the Animal's details.
8. If this is a pen or group entry, Add multiple animals and then select to Enter a pen of animals.

9. 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).
Check the box next to each class this animal will enter.

10. If this is not an animal entry, simply select the classes and number of entries in each class that you would like to create for this exhibitor. Click Continue. For static exhibits, you will need to go into each Entry and add a description of the exhibit. Make the description detailed. If the exhibit entry says "Photo", this entry will be rejected. A better description would be "5x7 photo of a green tractor in a corn field in a black matt".

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

11. 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.
12. If all entries are complete, click Continue to Payment.
13. If you need to add more entries for an existing exhibitor, click Add an Entry

Single Entry Process

14. If your screen does not resemble the picture on the right, your fair may have used the multiple entry process in this area. Repeat steps 5-9.
15. If your screen does resemble this one, select the Class.
16. Click Continue.

17. Select a Club or Chapter for this entry.
18. 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.

19. If this is an **animal class entry**, you may be required to specify which animal will be exhibited in this class; that may be optional; or you may NOT be able to specify the animal at entry time. If you are able to do that, you will see the option to “Add an animal”.
20. You will have two choices. **4-H Members:** Select “Choose an Existing Animal Record” to import and select animals from 4HOnline. **FFA Members:** Choose “Enter a New Animal Record” to enter new animal information.
21. 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.



<p>22. Any questions or file uploads related to entry in this class will be next. Click Continue after answering those questions.</p>	<p>Photo uploads are available for Fashion Day entries and Auction Entries. There are additional questions for Static, Communications Day, Fashion Day and Auction Entries.</p>
<p>23. 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. If this exhibitor has more class entries to make, you can Add another Entry for this Exhibitor. <p>If all entries for all exhibitors in your family have been completed, Continue to Payment to finalize and submit your entries.</p>	
<p>24. 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>25. Once all entries have been entered for exhibitors in your family, submit the invoice for approval.</p> <p>26. You will receive an email message when the entries have been submitted for approval. You will receive a second email when the entries have been approved.</p>	
<p>Club or Team Entries: If you have a group exhibit, all exhibitors must enter the group exhibit individually.</p>	
<p>If you are eligible and would like to participate in the Market Livestock Auction, don't forget to add the Auction to your entries and upload a photo of yourself into Fair Entry by July 1st. If you don't upload the photo and description, you will not be eligible.</p>	<p>Don't forget to submit an Entry for the Auction and for any additional exhibitor shirts you would like to purchase.</p>