

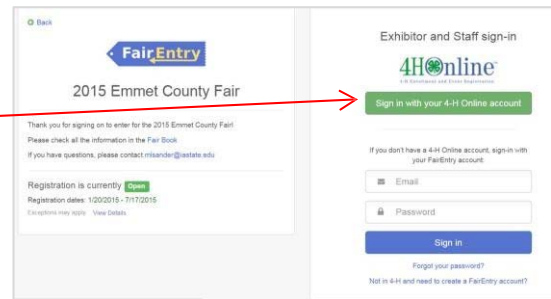
How to Register for Fair (4-H Family)

For the Bremer County Fair this can be done:

***between May 16th -June 15th for communications, clothing event, crops and all animals except swine.**

****between May 16th & July 15th for Static (non-livestock), horticulture and swine exhibits.**

1. Go to <http://bremer.fairentry.com>
2. Select your “Sign in with your 4-H Online account” option – the **GREEN** box



3. A separate box will pop up where you can enter the login email address and password from 4HOnline.
(If you don't remember your password, you will need to select the "I forgot my password" option to get a temporary one emailed to you. If your email address has changed, log in using the old email address and change it in 4HOnline.)
4. Click the “Login” box.



5. This will take you to the Welcome screen, where you will need to select the green box to “Begin Registration”

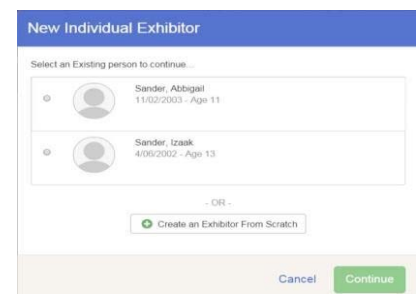


SECTION 1 - EXHIBITORS TAB

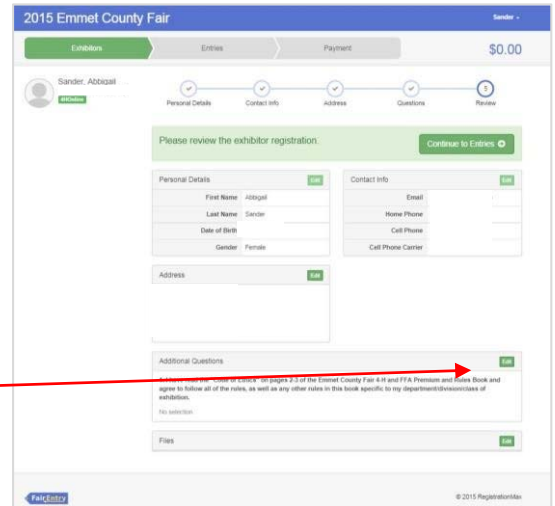
6. Choose if you would like to register an individual or a team and click that green box



7. Choose the dot next to the name of the 4-H'ers you would like to register and then click the green “continue” box



8. Review the exhibitor registration information
9. Make any necessary corrections (using the edit boxes). Remember that any corrections made here DO NOT transfer back to your 4-H Online Account
10. Click the green “Edit” box under Additional Questions.



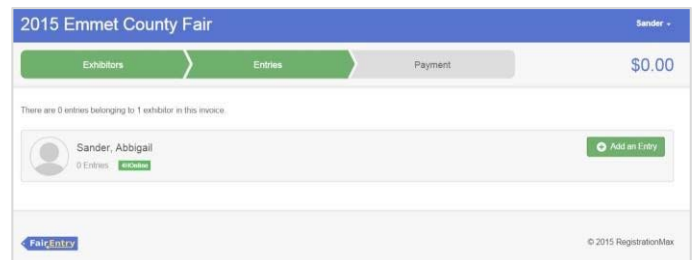
11. A page with instructions followed by some questions will show up. Once you reach the animal stall/pen questions, you will need to select the number of stalls/pens you need for each species. If you do not show that species, ignore the question. Click continue when you are finished. **This does not apply to Bremer County 4-H members, so skip this step!**



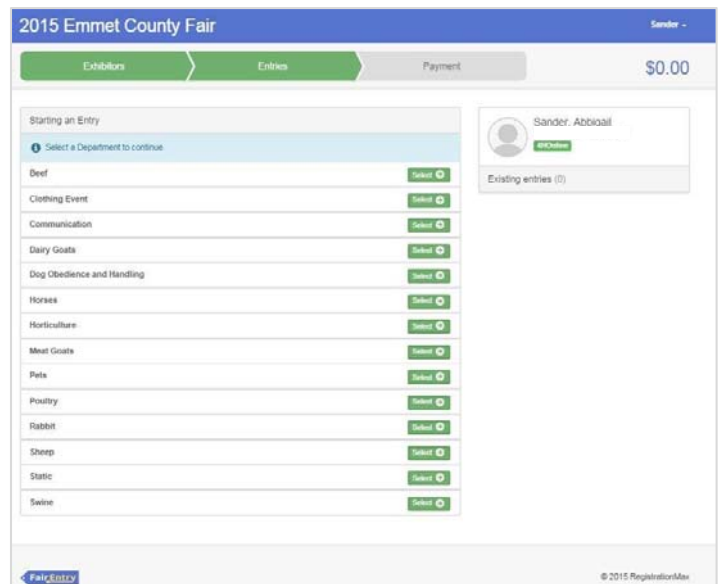
12. When you are taken back to the Exhibitor information page, click the green “Continue to Entries” box.

SECTION 2 - ENTRIES TAB

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



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

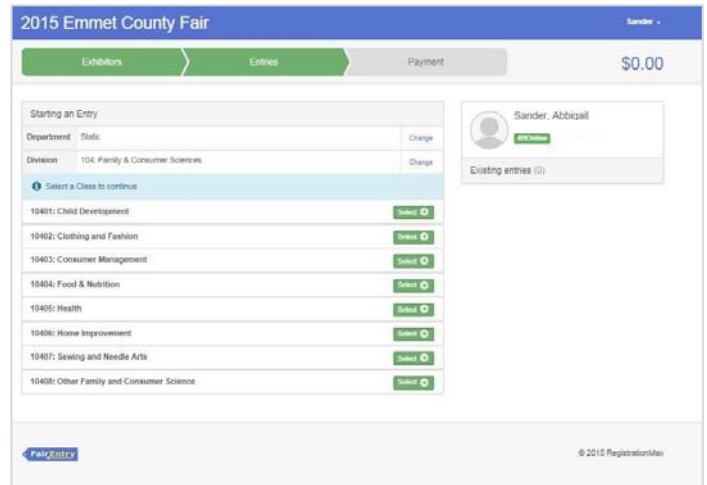


16. Click the green “Select” box next to the Division you would like to enter

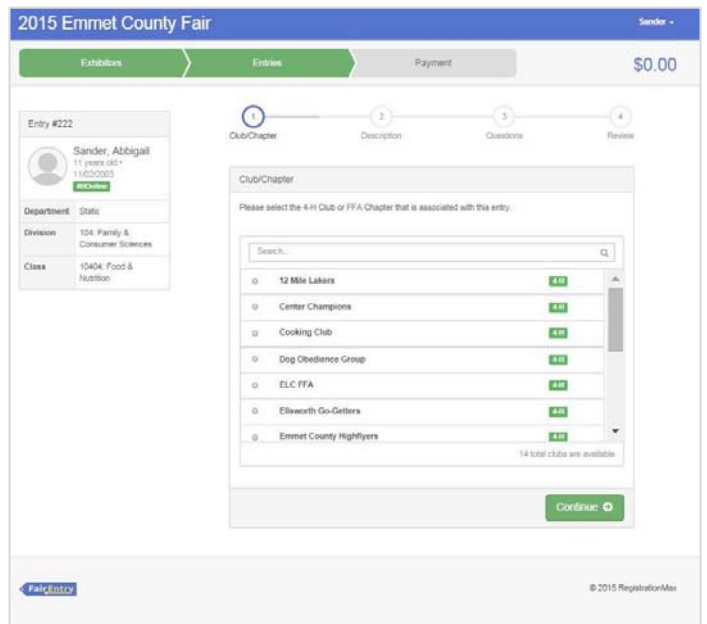


17. Click the green “Select” box next to the Class you would like to enter.

(Check the Bremer County Fair 4-H and FFA Fair Book for class numbers and rules)



18. Select the dot next to the 4-H Club that you belong to and then select the green “Continue” box.



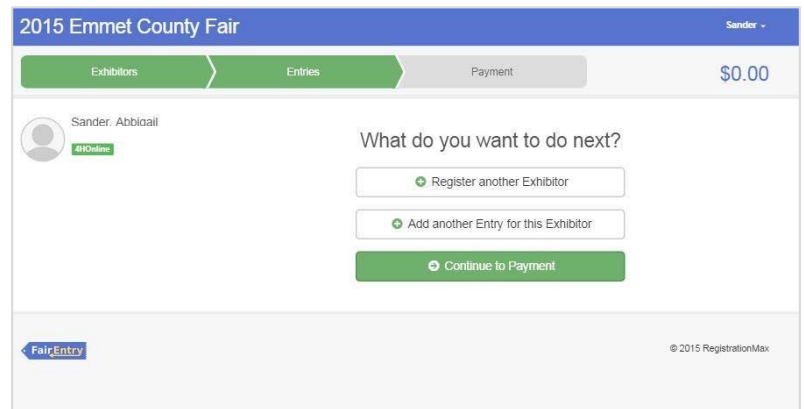
19. If required, enter in a description of your entry – please be specific as this description for static exhibits will be used to distinguish between exhibits, example – don't just type in "photo", type in more description, such as "Butterfly on leaf photo."



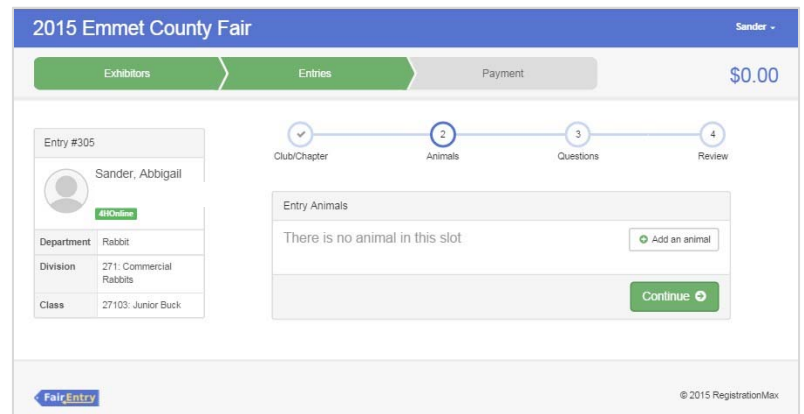
20. Answer any other Additional Questions required for that entry ***there will not be any questions to answer, so click continue!**



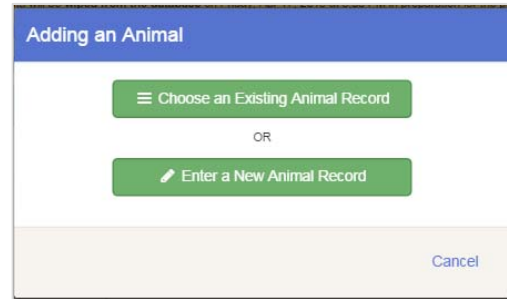
21. Decide if you would like to:
 >Register another Exhibitor
 >Add another Entry for this Exhibitor
 >Continue to Payment
 and select that appropriate box



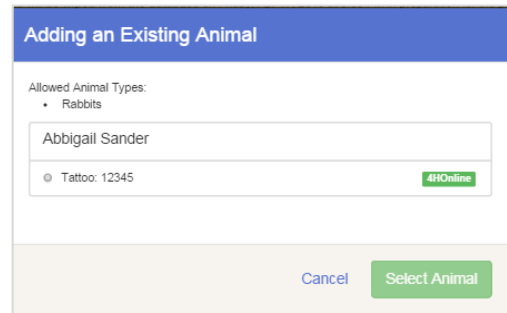
22. To register a livestock entry that you import from 4-H Online, you will select the white "add an animal" box during the entry process.



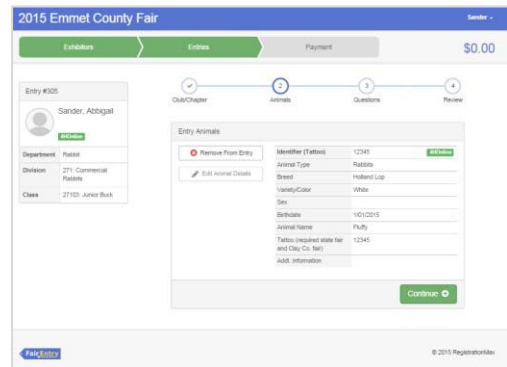
23. A smaller box with two options will pop up. Choose the green “Choose an Existing Animal Record” box



24. A list of those animals that you have previously ID'd in 4-H Online that are eligible for that class are listed. Select the circle next to the animal you would like to enter. Then select the green “Select Animal” box.



25. All of the information about that animal will be pulled over from 4-H Online, so that you can check to make sure that is the correct animal. If you want to switch to a different animal, click on the “remove from entry box”. If it is correct, click the green “Continue” box. Then you will be taken to the Additional Questions page listed in step #20.



SECTION 3 - PAYMENT TAB

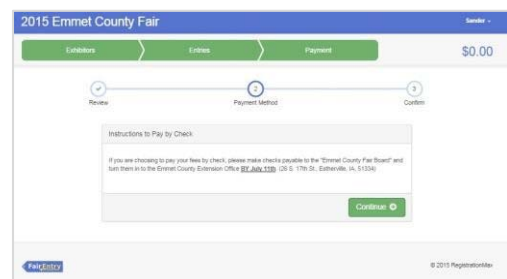
26. Review your invoice, either in summary format or detail format. If it looks correct, click the green “Continue” box. If not, go back to the entries tab and fix what you need to.



27. Read the Instructions to Pay by Check, then click Continue.

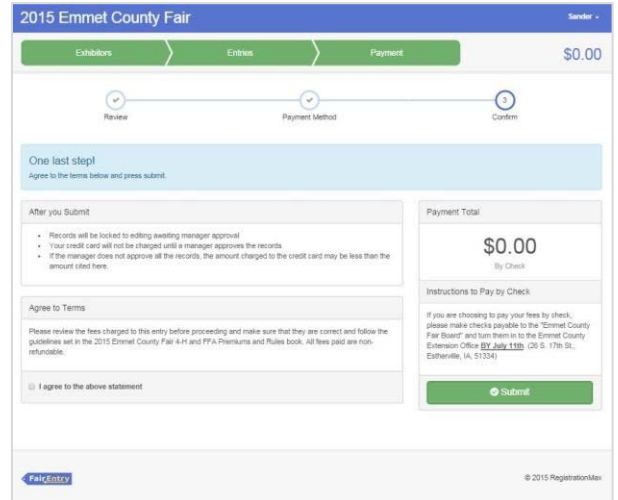
***Check and cash are acceptable forms of payment. Checks should be made out to Bremer County Fair.*

***Payments should be received in the Extension Office on or before June 15th.*

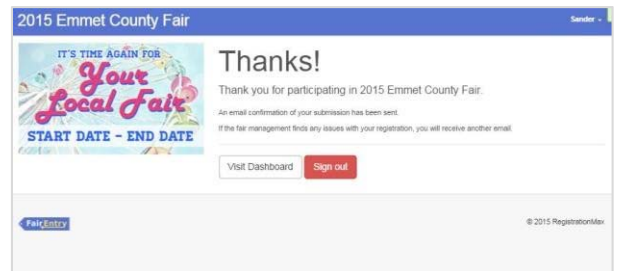


28. Confirm your entry one last time. Read the text in the Terms box. Click the box next to the “I agree to the above statement” and then select the green “Submit” box.

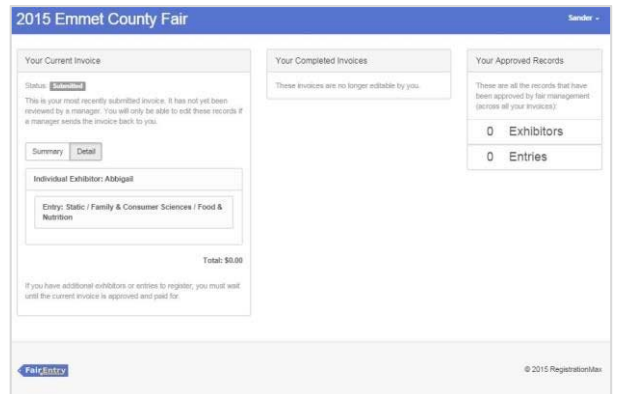
NOTE: Once you hit submit, you cannot edit your entry.



31. You will receive a “Thanks!” message. You can choose the button to “Visit Dashboard” to see your entry.



32. You can view the entry summary or details from the Dashboard screen.



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 the Bremer County Extension Office if you have any problems with this process at 319-882-4275 or email Katie at kdiemer@iastate.edu