

How to Register for Fair (Clover Kids, 4-H and FFA Families)

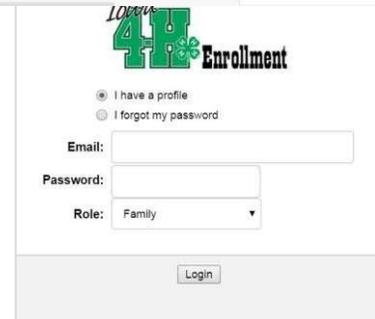
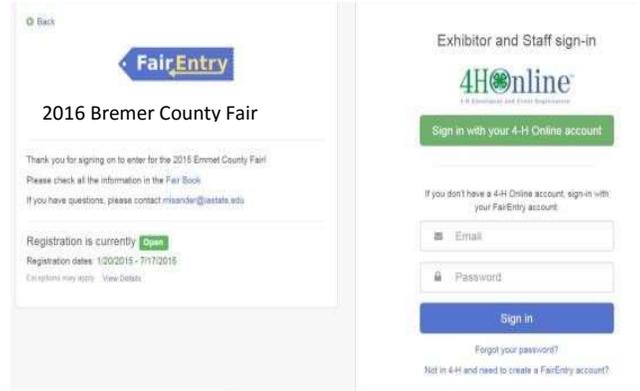
FFA animal identification form deadline May 9.

For the Bremer County Fair this can be done:

****between May 17 and June 15 for animals/livestock**

****between May 17 and July 15 for static (building) exhibits**

1. Go to <https://bremer.fairentry.com>
2. **4-H and Clover Kids** select your “**Sign in with your 4-H Online account**” option – the **GREEN** box
OR if you are an **FFA member**, below the 4hOnline sign-in, you will need to create an account. Look for “**Not in 4-H and need to create a FairEntry account**”. Once created, you may login.
3. **4-H and CK:** 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.

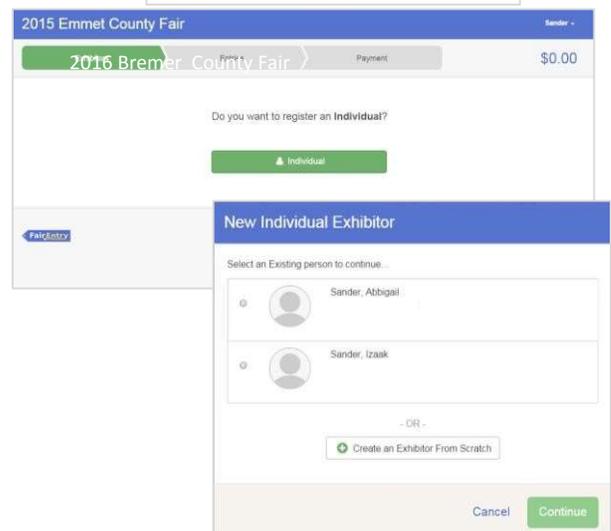


5. This will take you to the **Welcome** screen, where you will need to select the green box to “**Begin Registration**”

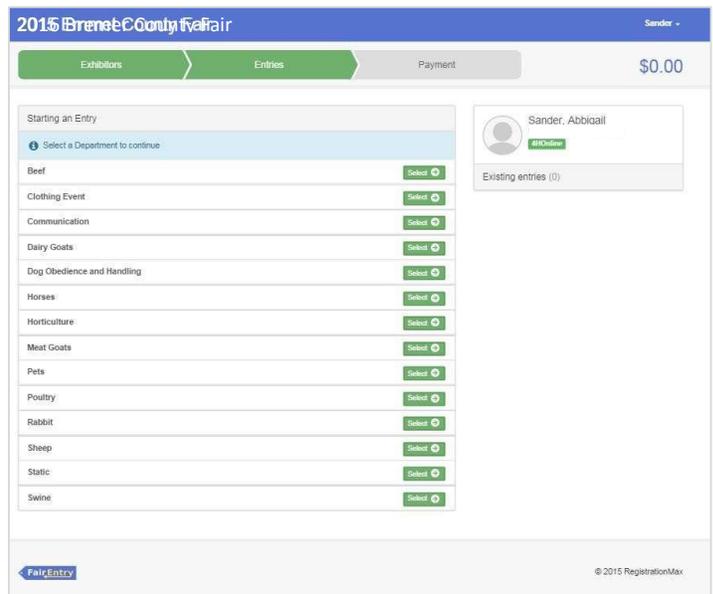
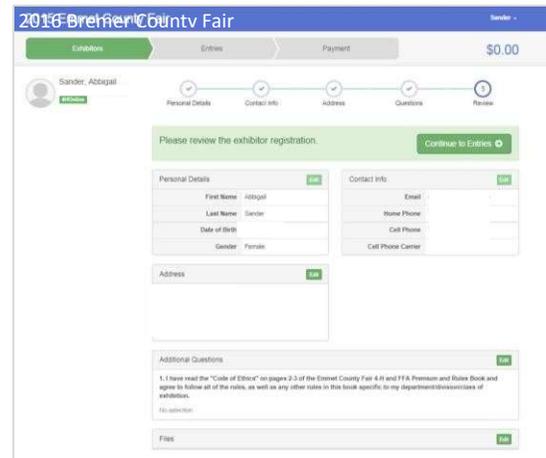


SECTION 1 - EXHIBITORS TAB

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 or member** you would like to register and then click the green “**continue**” box



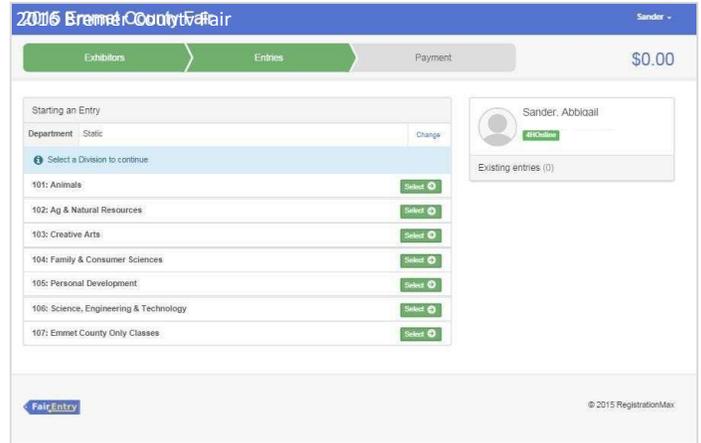
8. A page with instructions followed by some questions will show up. **READ THIS CAREFULLY.** Once you reach the animal stall/pen questions, you will need to select the number of stalls/pens you need for each species. If you do not show that species, ignore the question. Click **continue** when you are finished.
9. On the next page, **review** the exhibitor registration information.
10. Make any necessary corrections (using the **edit boxes**). Remember that any corrections made here DO NOT transfer back to your 4-H Online Account
11. When you are taken back to the Exhibitor information page, click the green **“Continue to Entries”** box.



SECTION 2 - ENTRIES TAB

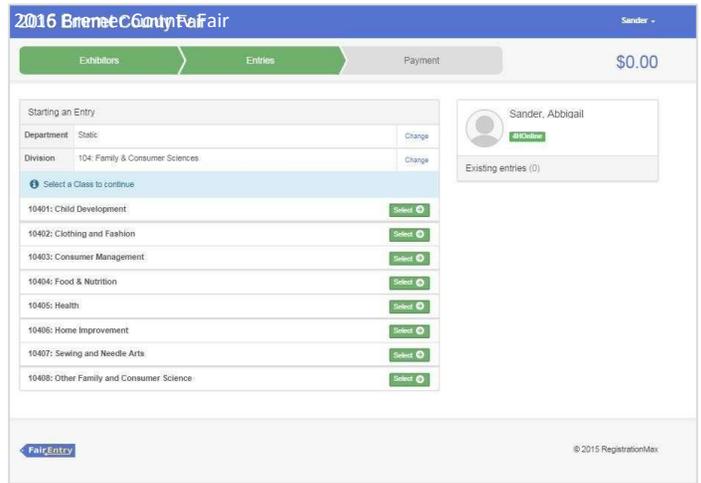
12. Click the green **“Add an Entry”** box to the right of the exhibitor’s name
14. Click the green **“Select”** box next to the Department you would like to enter

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

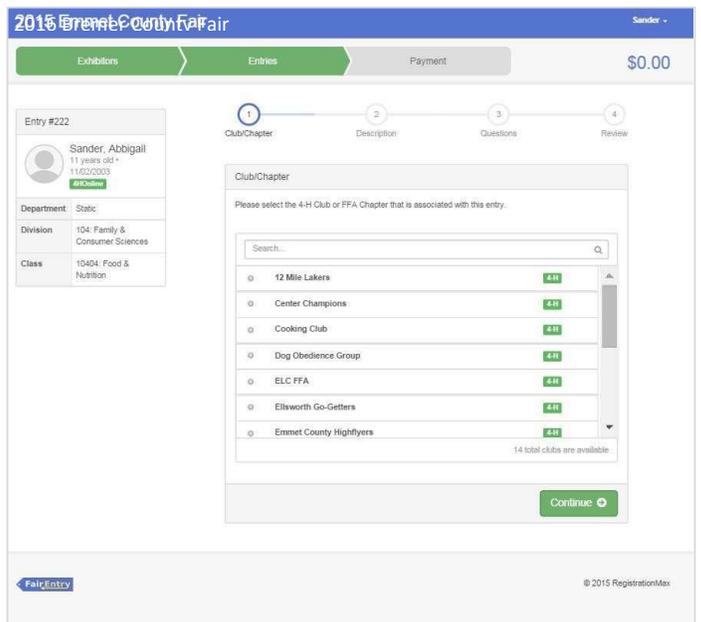


16. Click the green **“Select”** box next to the Class you would like to enter.

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

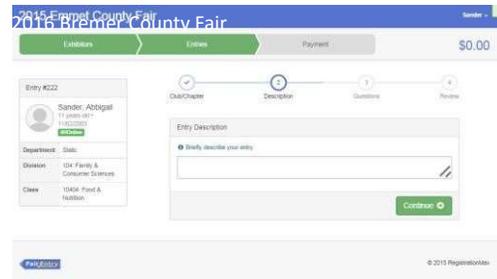


17. Select the dot next to the 4-H Club that you belong to and then select the green **“Continue”** box.

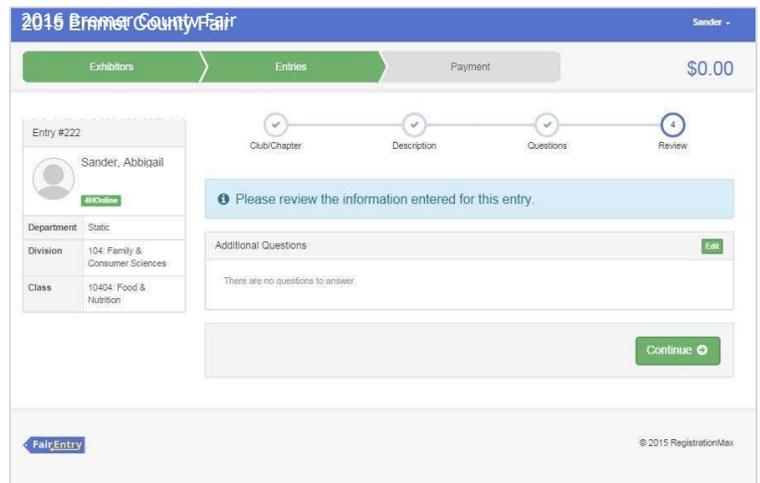


(Animal entries have additional instructions beginning at #21)

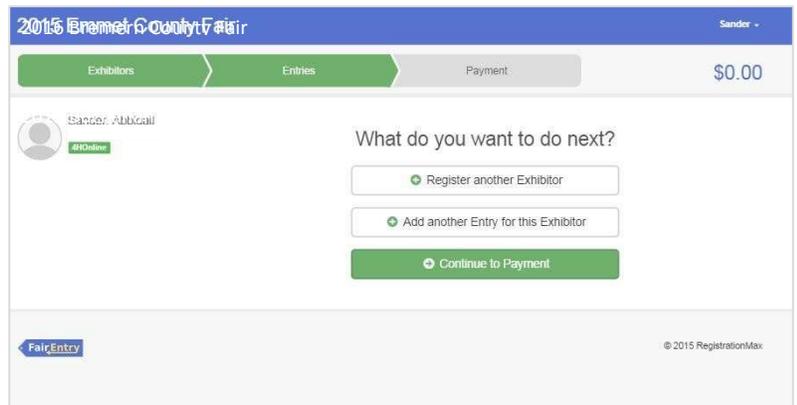
18. If required, enter in a description of your entry – please be specific as this description for static or building exhibits will be used to distinguish between exhibits, example – don't just type in "photo", type in more description, such as **"Butterfly on leaf photo."**



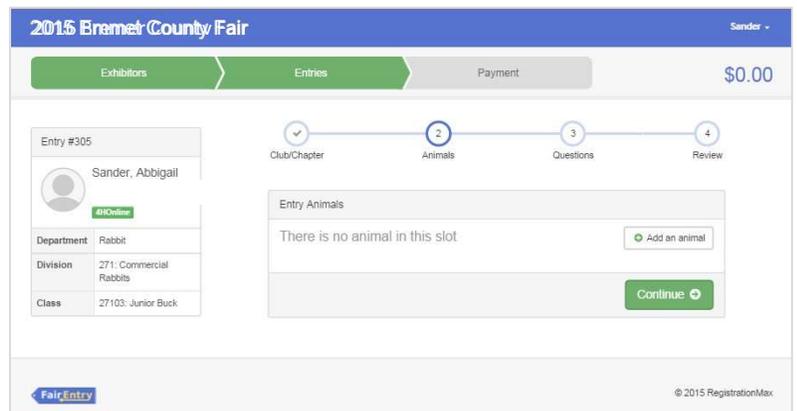
19. Answer any other Additional Questions required for that entry
****Horse** – I recommend you record on paper which classes you will be choosing before entering so that you do not forget.
****Swine** – There will be some important reminders. PLEASE READ THEM THOROUGHLY.



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



21. **CK and 4-H'ers** to register a livestock entry that you import from 4hOnline, you will select the white **"add an animal"** box during the entry process.



23. **FFA Members:** A smaller box with two options will pop up.

Choose the green “**Enter a New Animal Record**” box. You can use the identification forms and the documents printed off by Extension to help you create your entries. Remember, only animals identified by the first deadline will be allowed to show.

24. **Clover Kids and 4-H’ers:** A list of those animals that you have previously ID’d in 4hOnline 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. **Clover Kids and 4-H’ers:** 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.

Please print and bring the detailed invoice with your payment if dropping off at office. At least record the species’ pen/stall you requested and the payment total.

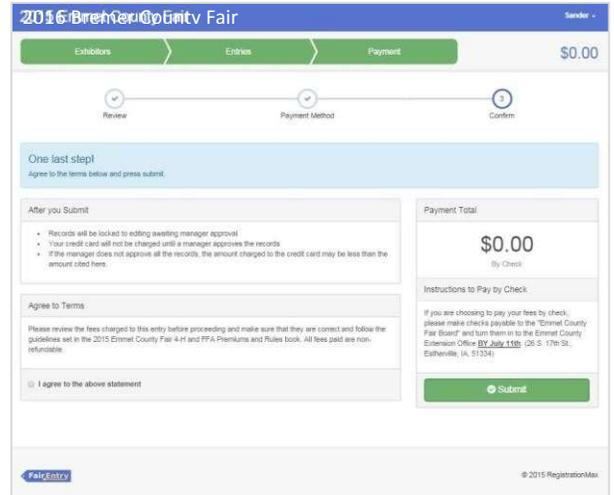
26. Read the Instructions to Pay by Check, then click Continue.

****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 15.**

****If mailing, payments must be postmarked by June 15**

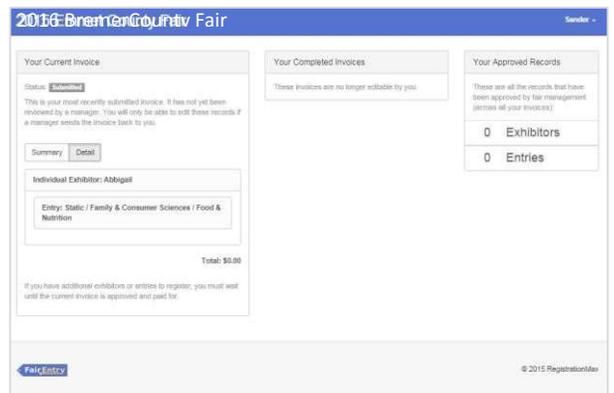
27. If you have more kids to make entries for, **DO NOT** click **submit** until all kids have their entries made. If you do, you will be locked out until Extension staff have approved or rejected the entries.
28. **Confirm** your entry one last time. Read the text in the Terms box. Click the box next 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.



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



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



You will receive an email from FairEntry after your entry has been submitted.

You will also receive an email from FairEntry 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 kdiemer@iastate.edu