Butler County FFA Fair Entry

4-H entries – view 4-H Family Help Sheet

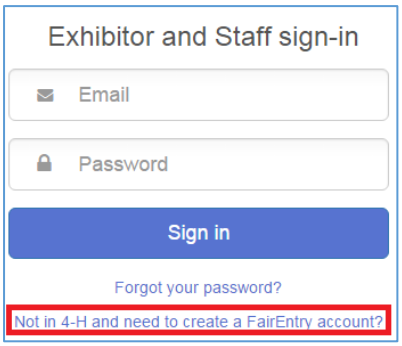
Important Reminders

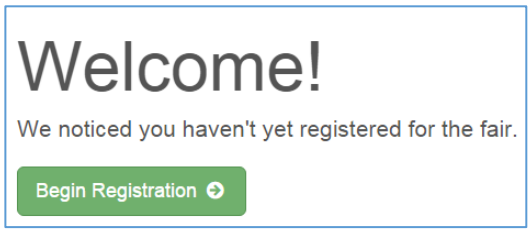
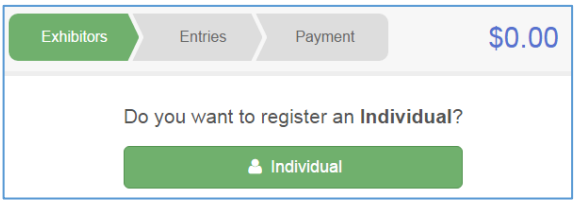
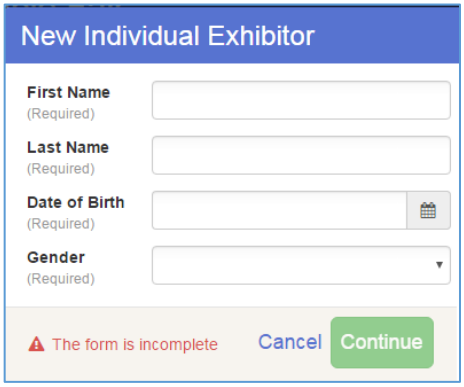
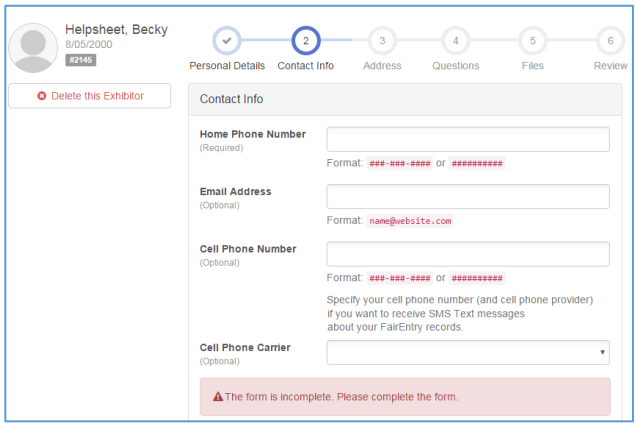
- Entries are due:
  ****between May 20th and June 1st for animals, clothing, and communications entries**
  ****between May 20th and June 16th for static (non-living) exhibits**
- Recommended browsers: Google Chrome or Mozilla Firefox. Older versions of Internet Explorer may cause unexpected results.
- Some steps may vary from the process described below. Follow the prompts on your screen.
- 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.**
- **You will receive a second email when your entries have been approved by your fair.**

Steps

1. Go to https://butlercounty.fairentry.com.

2. (First time) Click on the link to create a FairEntry Account. *(After that, if you are logging back in, enter the email & password that you created and click the Sign in link.)*
3. Enter your email address twice and click Create Account. ***IMPORTANT:*** *This must be a valid email address, so that you can receive the necessary confirmation messages.*
4. On the Account Creation page, enter information into the fields (all are required). Account Name, Phone, Password (enter twice to confirm).
5. Click Create Account.

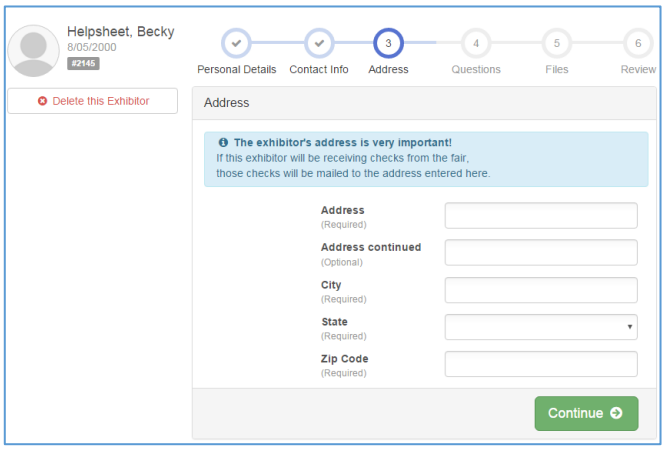


6. Click “Begin Registration”	
Exhibitor Information Choose to register an individual.	
1. Enter the information into the four fields—all fields are required. Click Continue when all information is entered.	
2. *(If you entered/spelled something incorrectly on the previous screen, you have the option to Delete this Exhibitor on this screen.)* 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. If you wish to receive text messages, enter your 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.	

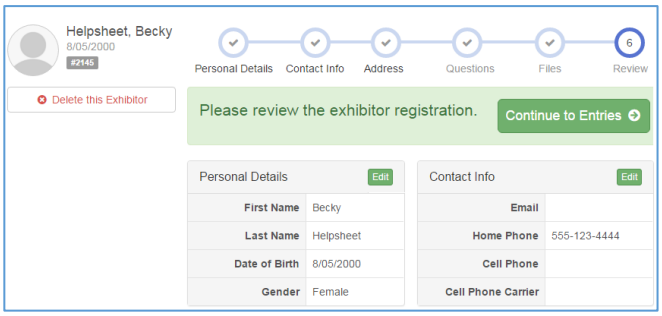
3. Enter your mailing address. All fields, except Address continued, are required. As the on-screen help states, the address entered here will be used for mailing premium checks, etc. Click Continue when all information is entered correctly.

4. Step 4 of the progress bar is a page with instructions followed by some questions. 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. You will only be asked these once per exhibitor. <u>Answer them NOW</u>.

5. If the fair requires you to upload any files for your entry, those will be step 5 on the progress bar. Upload requested files, and click Continue.



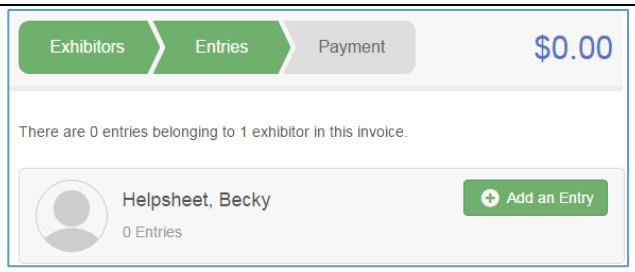
6. Review your exhibitor information. If any information is incorrect, click the green Edit button in the appropriate group to change it. When all information is correct, click Continue to Entries.



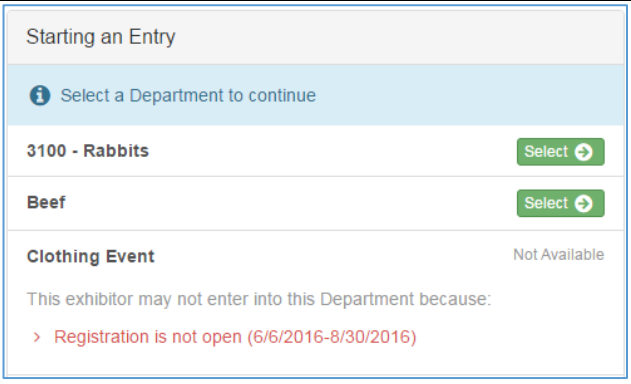
Creating Entries

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 family (and entries) or proceeding to check-out (submitting the entries, whether or not fees are charged).

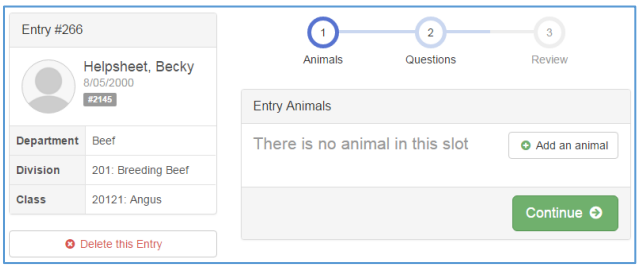
1. Click Add an Entry beside the correct exhibitor (if more than one has been created).

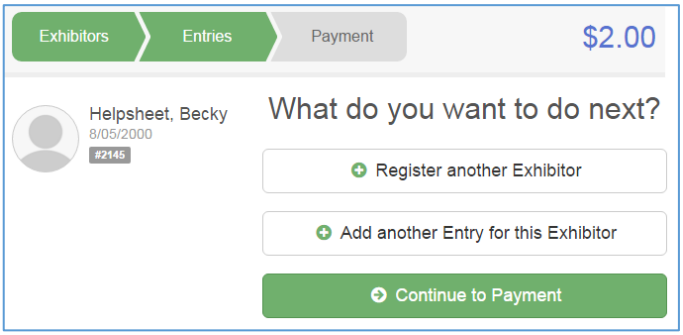
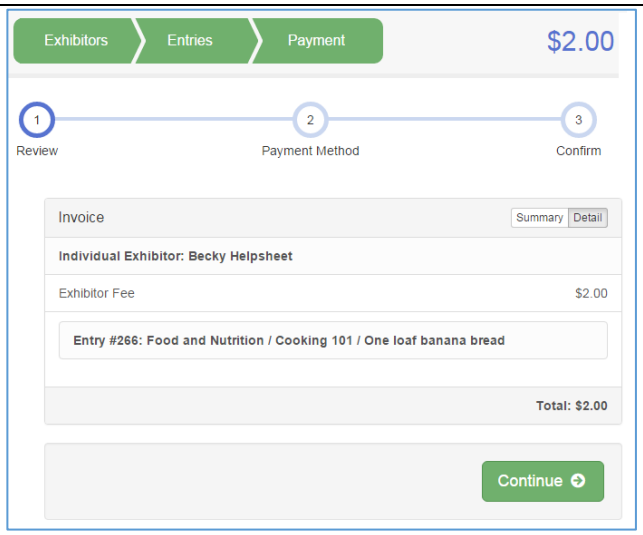


2. Click Select beside the first department you wish to enter. Any departments that are not available for entry will be noted as "Not Available" with a short explanation.
3. After you select a department, you will see a list of divisions to select from, and then a list of available classes. *Also notice 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 Continue button.



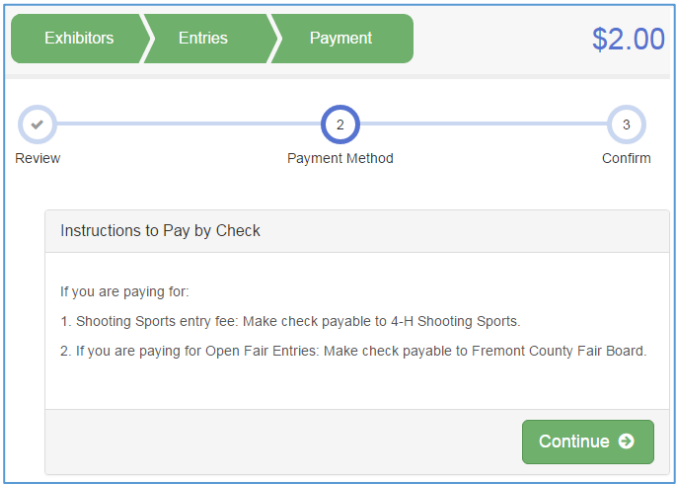
5. If this is an **<u>animal class entry</u>**, you may be required to specify which animal will be exhibited in this class; that may be optional; or you may NOT be able to specify the animal at entry time. If you are able to do that, you will see the option to "Add an animal".
6. Fill in all of the fields with information about the animal you intend to exhibit. **<u>The information MUST match that of animals you ID'd with the extension office by May 15th.</u>** Click Create and Add Animal when finished.
7. 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.



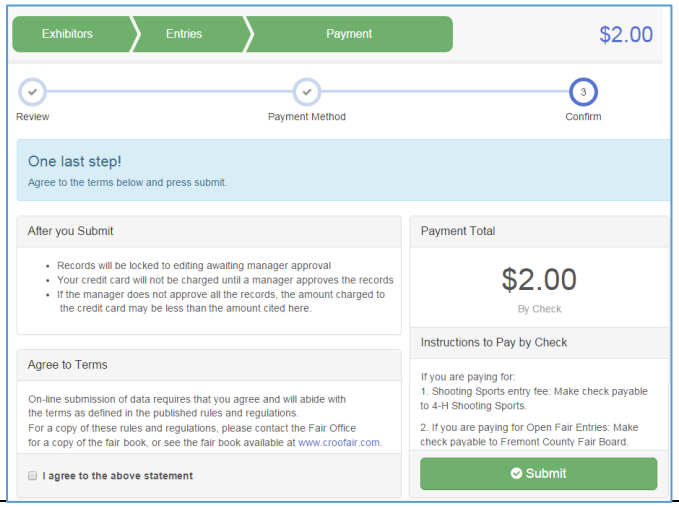
8. Any questions or file uploads related to entry in this class will be next. Click Continue after answering those questions or uploading documents. 9. The Review screen allows you to double check this entry for accuracy, and make any changes necessary. When the information is correct, click Continue and that class entry is complete.	
10. When each class entry is complete, you have 3 choices for what to do next: a. If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this family. b. If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**. c. If all entries for all exhibitors in the family have been completed, **Continue to Payment** to finalize and submit your entries.	
11. Review your entries for completeness and accuracy. *Notice the Summary and Detail buttons at the top of the list on the right.* If there are errors, click on the green Entries section at the top of the page. Click Continue when all information is correct. *Please try to print the detailed invoice and include it with your payment.*	

12. Read the payment instructions to pay by check. ***NOTE: Even if you owe no money (no fees are charged) you must click Continue to the last "Confirm" step to submit your entries.***

***Checks and cash are acceptable forms of payment. Checks should be made out to Butler County Fair.*
***Payments should be received in the Extension Office or postmarked by June 1st.*



13. Read the information in the "After you Submit" section. You may also have to check a box to "Agree to Terms". Click Submit to finalize the entries for the exhibitors in this family. ***After you click Submit, no changes are possible to these entries.***



You will receive an email from Fair Entry after your entry has been submitted. **If you do not receive this email (check your junk mail), you have NOT submitted your entry correctly.**

You will also receive an email from Fair Entry letting you know if your entry was approved or rejected by the Extension Staff. You are now able to make additional entries. If part of a previous 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 Butler County Extension Office if you have any problems with this process at 319-267-2707.