



How to Enter Exhibits in Fair Entry for the Carroll County Fair

Fair Entry will not work in Internet Explorer. Use Mozilla Firefox, Safari, or Google

Registration Opens:

March 15 for STATIC, Communications, Table Setting, and Clothing Event exhibit
Tuesday, May 16 for livestock and animal exhibits

Registration Closes:

June 1 (at 11:59 p.m.) for Communications, Table Setting, and Clothing Event exhibits
July 1 (at 11:59 p.m.) for livestock and animal exhibits
July 6 (at 11:59 p.m.) for STATIC exhibits

1. Using Mozilla Firefox, Safari or Google Chrome go to <https://faireentry.com/Fair/SignIn/19817>
2. Click 'Sign in with 4HOnline'.
3. A separate box will pop up. Enter your 4HOnline family e-mail address and password. The role is 'Family'. Click 'Login'. *(If you do not know your sign-on or password, contact Caylin at the Extension Office)*
4. This will take you to the welcome screen. Click 'Begin Registration'.
5. Click 'Individual'.
6. Choose the 4-H'er you are entering an exhibit for. Click 'Continue'.
7. The 4-H'er's profile will appear. The Personal Details and Contact Info is exported from 4hOnline. If you'd like to make changes, please log into your 4hOnline account at <https://v2.4honline.com>
8. Click 'Continue to Entries'.
9. Click 'Add an Entry' to the right of the exhibitors name.
10. Click 'Select' next to the Department you would like to enter. *To enter a Static Exhibit (exhibits that are judged and displayed in the 4-H Building), you must click 'Static' to view all of the Departments.*
11. Click 'Select' next to the Division you would like to enter.
12. Click 'Select' next to the Class you would like to enter.
13. Review the entry and then click 'Continue'.
14. Select the 4-H Club that you belong to. Click 'Continue'.
15. If this is a livestock exhibit, please select the animal that is to be shown.
Click 'Add an Animal'. Select the animal. Click 'Select Animal'. Click 'Continue'.
If this is a static exhibit, and it is possible, include a detailed description of your exhibit (example: 5x7 in black and white photo of butterfly with red mat). Click 'Continue'.
16. Review the information. Click 'Continue'.
17. You will now have three options:
 - "Register another Exhibitor"
 - "Add another Entry for this Exhibitor"
 - "Continue to Payment". *This function will prompt you to complete the entry process. If you are not completed entering exhibits proceed with one of the first two options.*
18. When finished entering exhibits for all the 4-H'ers in your family. Click 'Continue to Payment'.

If questions appear - please give complete answers as this will help us prepare for judging.

19. Review the entries submitted. Click 'Detail' for more information. **Click 'Continue' when ready.**

20. If you have a livestock entry fee, please bring that fee into the Extension Office within a week of your entry. There will be no fees for static

21. **Click 'Submit'.**

*The staff at the Carroll County Extension Office will review the entries and either approve the entries or send them back to the families with necessary revisions. **Once you click 'Submit' you are unable to make any changes. You will not be able to add any additional entries to your family until the Extension Office receives your payment.***

Carroll County Extension and Outreach Office

1205 W US Hwy 30, Ste. G

Carroll, IA 50115

Phone Number: (712) 792-2364

Email: caylin@iastate.edu

Helpful Tips

You will need to sign up for **Showmanship** when you register online.

You will register for the **Round Robin-Overall Showmanship Contest** in Fair Entry.

Open class Poultry exhibits will have to be placed in the correct Open Division Class at time of pre-entry.

The more information you give us, the easier it is for us to ensure your exhibits are judged as you wish.