Making County Fair Entries for FFA Families

For the Cedar County Fair this needs to be done:
May 16- June 30, 2018, for all exhibits

It is recommended to use Firefox or Chrome and NOT Internet Explorer.

1. Go to [https://cedar.fairentry.com](https://cedar.fairentry.com)

2. This is what you will see when you get to the website.

3. All FFA Exhibitors must create a FairEntry account (even if you are also a 4-H Exhibitor, you must create an account for your FFA exhibits; and this is the first year that we have done this so you are creating a new FairEntry account)

4. A separate box will pop up that says “Create a Fair Entry Account”. Enter your email (if you are both 4-H and FFA you will need a different email address than your 4hOnline log in) and click Create Account. On the next screen fill in your Account Name (last name and FFA Chapter), phone number, create a password and select Create Account.

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 (A team entry would be for something like a working exhibit or presentation.)
7. Fill in all items on the “New Individual Exhibitor” page.

8. Fill in your phone number and your address on the following pages.

9. Next you will see a question. This is where indicate whether you plan to participate in the Ribbon Auction. Answer that and click continue.

10. This will bring you to the Exhibitor Registration page. Review this information and make any necessary corrections (using the edit boxes).

11. Click on the green “Continue to Entries” box.
12. Click the green “Add an Entry” box to the right of the exhibitor’s name.

13. Select the Department species you plan to enter in. (Swine in this example).

14. Then choose a Division (Market Pigs in this example).

15. Next is to select your class (Single Market Barrow).

16. Look over your entry and make sure it’s correct. Select “Continue”
17. To register an animal that you identified with the office prior to May 15, select the white "Add an animal" box.

18. A smaller box with two options will pop up. FFA members should choose the green "Enter a New Animal Record" button.

19. Enter the Animal Type, then enter all the pertinent information for your animal. The office will check to make sure this information matches an animal that you identified with the office prior to May 15. If you are asked to enter a weight and/or beginning weight date please just enter 0 and pick a date. Select Create and Add Animal.

Substitution of animals will be allowed during fair check in as long as the animal has been properly identified in 4hOnline.
20. Double check your information. 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. (This example shows information pulled in for a Breeding Beef animal.) Then you will be taken to the Additional Questions page if there are any.

21. At this point you can continue adding entries to this exhibitor, switch to another exhibitor in this family or continue to payment.

Only click “Continue to Payment” if you are completely done with entries for your family. You will not be able to make more entries until the office approves or rejects what you have submitted.

22. If you are ready to make payment, click on the “Continue to payment” tab.

SECTION 3 - PAYMENT TAB

23. 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.

Make sure you have all your entries entered. Once you hit submit you cannot add any more livestock entries until after your entries have been approved.

All entries will close at 4:00 pm on Saturday, June 30. Remember, the office is not open on Saturday and the entries need to be approved before you can add any more, so don’t wait until the last minute.
24. **For Cedar County Fair 2018, all invoices should be $0.** You’ll still need to agree to the $0 invoice and submit.

25. Confirm your entry one last time. 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. You can, however, add more entries once your entries have been approved.

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

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

An email from Fair Entry will be sent to you after your entry has been submitted. If you do not go all the way through and click submit – you are not done and you will not get an email.
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 Cedar County Extension Office if you have any problems with this process at 563-886-6157 or tbohlman@iastate.edu.

REMEMBER – all stall fees are due to the Cedar County Extension Office by June 30th.