Making County Fair Entries for 4-H Families

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

The FairEntry program was created by the same company that developed 4hOnline so both programs are compatible. All your information in 4hOnline will be pulled over into FairEntry, including livestock ID information, so making entries for the fair is easy. It is recommended to use Firefox or Chrome and NOT Internet Explorer.

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

2. This is what you will see when you get to the website.
   ![Welcome screen](https://www.4honline.com)

3. Because you are in 4-H and already have a login to 4hOnline you must select “Sign in with 4hOnline” – the **GREEN** box.
   ![Login box](https://www.4honline.com)

4. A separate box will pop up where you can enter your login email address and password from 4HOnline.
   Your email address in 4hOnline is: 
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   ![Password](https://www.4honline.com)
   
   Your password is: 
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   (If you don’t remember your password, 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 later in 4HOnline.)

5. Click the “Login” box.
   ![Login submit](https://www.4honline.com)

6. This will take you to the Welcome screen, where you will need to select the green box to “Begin Registration”.
   ![Begin Registration](https://www.4honline.com)
SECTION 1 - EXHIBITORS TAB

7. 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.)

8. Choose the dot next to the name of the 4-H'er you would like to register and then click the green “Continue” box.

DO NOT SELECT "Create an Exhibitor from Scratch".

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. Next you will see the exhibitor registration information that was brought over from 4HOnline. Review this information and make any necessary corrections (using the edit boxes). Remember that any corrections made here DO NOT transfer back to your 4HOnline Account. You will have to go to 4hOnline to make corrections. Notice that any purchases made are added up in the upper right hand corner.

11. Click on 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

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

   NOTE: All non-livestock exhibits that are brought to Conference Judging on July 9th are in the STATIC department.

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

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

   (Check the 2018 Cedar County 4-H/FFA Fair Book for more information about exhibit classes and rules; Please note that some class numbers and descriptions have changed since the Fair Book was printed).
16. Review the Department, Division, and Class that you selected and select the green “Continue” box.

If you select the wrong Department, Division, or class you can go back and change that by selecting the blue Change link.

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

18. For static exhibits, be sure to enter a description of your entry – please be specific as this description will be used to distinguish between exhibits. For example, don’t just type in “photo”, type in more description, such as “Photo-Butterfly on leaf”, “Chocolate Chip cookies”, or “Blue skirt”.

19. Answer any other Additional Questions required for that entry, if any. Select the green “Continue” box after you are finished answering all questions.

20. Decide if you would like to:
   > Add another Entry for this Exhibitor
   > Register another Exhibitor
   > Continue to Payment

   and select that appropriate box

   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.
Livestock Entries
Let’s make a livestock entry. Click “Add an entry”.

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

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

23. Next is to select your class (Single Market Barrow)
24. Look over your entry and make sure it’s correct. Select “Continue”.

25. Choose your club, then click on “Continue”.

**NOTE:** If you are in 4-H, but are showing some of your livestock exhibits through FFA, please refer to the Fair Entry for FFA instructions – you will create another account for these entries.

26. To register an animal entry that you import from 4hOnline, select the white “Add an animal” box. A pop-up box will come up with two choices. Your animal should have been entered in 4hOnline by May 15, so select “Choose an existing animal record”.

27. A smaller box with two options will pop up. 4-H’ers should choose the green “Choose an Existing Animal Record” box.
28. 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.

Substitution of animals will be allowed during fair check in as long as the animal has been properly identified in 4hOnline.

29. 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. (This example shows information pulled in for a Breeding Beef animal.) Then you will be taken to the Additional Questions page listed in step #19.

30. 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.

31. If you are ready to make payment, click on the “Continue to payment” tab.
SECTION 3 - PAYMENT TAB

32. 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.

33. For Cedar County Fair 2018, all invoices should be $0. You’ll still need to agree to the $0 invoice and submit.

34. 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.

35. You will receive a “Thanks!” message. You can choose the button to “Visit Dashboard” to see your entry.
36. 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.