2018 North Iowa Fair FairEntry Process for 4-H’ers

Make entries June 1st - 20th at http://northiowafair.fairentry.com

Specific Fair Entry Notes:

Static Entries (example – photography)
Each item (photograph for example) requires a separate entry. This applies to all static entries.

Directions to make North Iowa Fair entries follow. For questions, contact the Extension Office Monday-Friday 8 am – 4:30 pm at 641-423-0844. Please also review fairbook.

If you do not see the “Thank you” screen at the end- YOU ARE NOT REGISTRED FOR FAIR! You must see that screen!

If you hit submit before entering all of your entries, you will be locked out until Kelsey goes in and approves or declines them!

Help Days are June 14 from noon-7pm and June 18 from noon-7pm @ the Extension Office.

Questions? Call 641-423-0844 Text Kelsey @ 605-759-3631

or email Kelsey @ kdwarner@iastate.edu

Go to http://northiowafair.fairentry.com
Click Green Button Sign in with 4honline
Type in your email and password (that is used for 4honline)

Click Register an Exhibitor

Next screen (no screen shot) – click green button “Individual”

Next screen (no screen shot) – click blue Edit word/button. Existing exhibitor is already on this list. Creating an exhibitor from scratch is NOT allowed.

Next screen (no screen shot) – Review exhibitor registration, then click continue. Edits are available BUT this does NOT change information in 4honline.

Answer exhibit questions, click Continue

Next screen (no screen shot) is the review screen (summary of this screen) but includes contact information for exhibitor. Click Continue to Entries (Green Button)
Click Add Entry

Select department, then division, then class. Now click Continue (Green Button)
(Shown is department screen and class screen. The division screen is not shown.)
Select Club (start typing in search bar)

Answer questions and/or read information (if there is any), then click Continue.

Next screen (not shown) will be review of entry, then click Continue.

Select choice for next step:
- Add another entry
- Add another Entry in the Division
- Register another Exhibitor (NOT allowed)
- Continue to Payment

Repeat as necessary. You may complete all entries first and then pay.
For continue to payment button:

- Complete Review
- We do not have a payment so just click continue!

Agree to terms in bottom left corner, then click the green submit button. This must be done to submit the entry.

You will receive an email from Fair Entry that says thanks for registering and provides an invoice number. Include this invoice number if paying by check.

You’ve submitted your entry!

You may now view your dashboard to see entries made or sign out (goes to the national fair entry screen).

Once an entry is accepted, you will receive another email from Fair Entry that indicates your registration is approved. This is when your card will be charged is using this payment method.

If an entry is not accepted, you will not be billed for that entry and you will receive email notification that something needs to be corrected.