

Chickasaw County Family Entry

Important Reminders

- **All Entries must be submitted through Fair Entry – no exceptions. Animal & Crop Entries are due by June 15th. Static Entries are due by July 1st.** Be sure to complete your entry (including the final “Submit” step) prior to the cut-off date.
- Recommended browsers: Google Chrome or Mozilla Firefox. Older versions of Internet Explorer may cause unexpected results.
- 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. Please print a copy and review this carefully. If there are corrections to be made or if you do not receive the email, contact the Extension Office ASAP.
- You will receive a second email when your entries have been approved by your fair.
- If you click “Submit” before adding all entries or exhibitors to an invoice, you will have to wait for the office to approve your entries before you can start another invoice.
- Questions or issues? Call Extension Office at 641-394-2174.

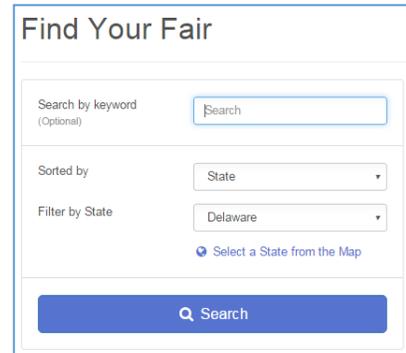
Steps

1. Go to <http://www.fairentry.com> and click “Find Your Fair”.

***Shortcut:** <https://fairentry.com/Fair/SignIn/3819>
Skip to Step 3



2. Filter by your state, click Search, and then click on the correct fair.



3. **Current 4-H Members** will click on the link to Sign in with 4HOnline. Enter your 4HOnline email and password to login.
4. **FFA Members** who do not have a 4HOnline account but have exhibited at Chickasaw County Achievement Show in other years should sign in using the email and password previously used to sign in to FairEntry.
5. **New FFA Members** should click on the link at the bottom to create a new FairEntry account. 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.* On the Account Creation page, enter information into the fields (all are required). Account Name, Phone, Password (enter twice to confirm). Click Create Account.
6. *After that, if you are logging back in, enter the email & password that you created and click the Sign in link.*

7. Click "Begin Registration"

Exhibitor Information

Chickasaw County Achievement Show is only set up for individual entries in FairEntry. If you have a team or club entry, please contact the Extension Office and we can enter that on this end. We will need the names of each exhibitor associated with the entry.

4-H Members will then select an existing person from the provided list associated with that email address.



New FFA Members Only – Create an Exhibitor from Scratch

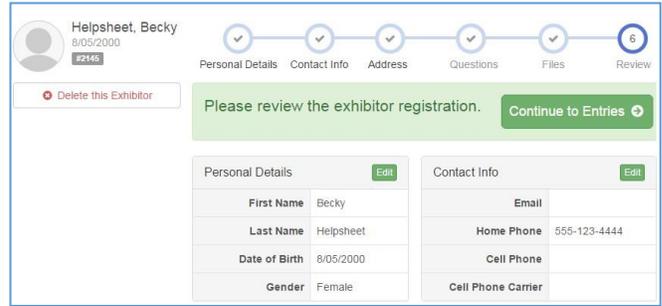
1. Enter the information into the four fields—all fields are required. Click Continue when all information is entered.

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. If your fair set up custom fields/questions for you to answer, those will be step 4 on the progress bar at the top. Answer any questions, and click Continue.
5. If your 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. **ALL EXHIBITORS:** 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.



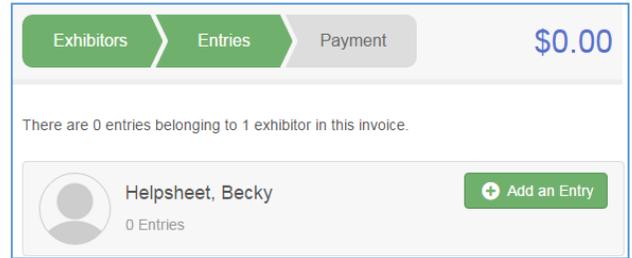
The screenshot shows a registration review interface for an exhibitor named Becky Helpsheet. At the top, there is a progress bar with six steps: Personal Details, Contact Info, Address, Questions, Files, and Review (the current step, indicated by a '6' in a circle). Below the progress bar, the user's name and date of birth are displayed, along with a 'Delete this Exhibitor' button. A green banner contains the text 'Please review the exhibitor registration.' and a 'Continue to Entries' button. Below this are two sections: 'Personal Details' and 'Contact Info', each with an 'Edit' button. The 'Personal Details' section includes fields for First Name (Becky), Last Name (Helpsheet), Date of Birth (8/05/2000), and Gender (Female). The 'Contact Info' section includes fields for Email, Home Phone (555-123-4444), Cell Phone, and Cell Phone Carrier.



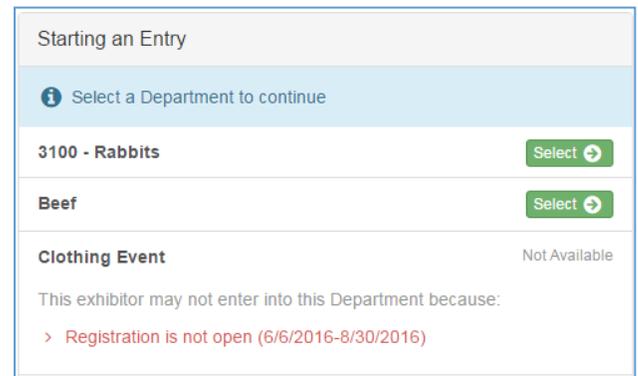
Creating Entries

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 choosing another exhibitor in this family and creating new entries or proceeding to check-out (submitting the entries).

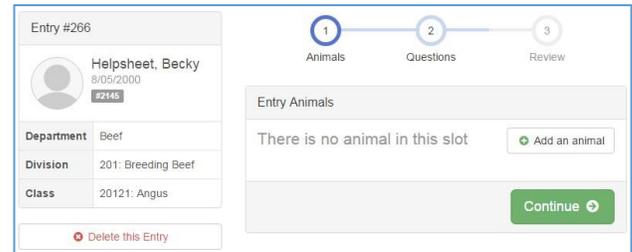
1. Click Add an Entry beside the correct exhibitor (if more than one has been created).

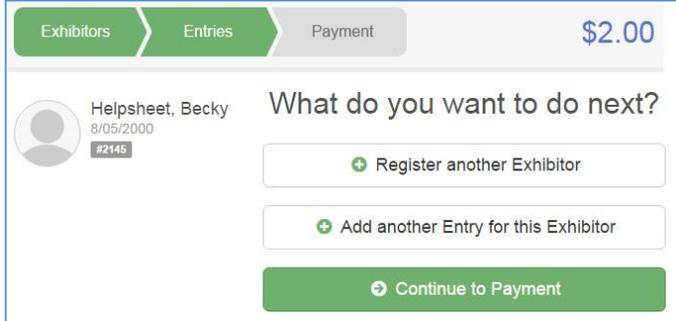
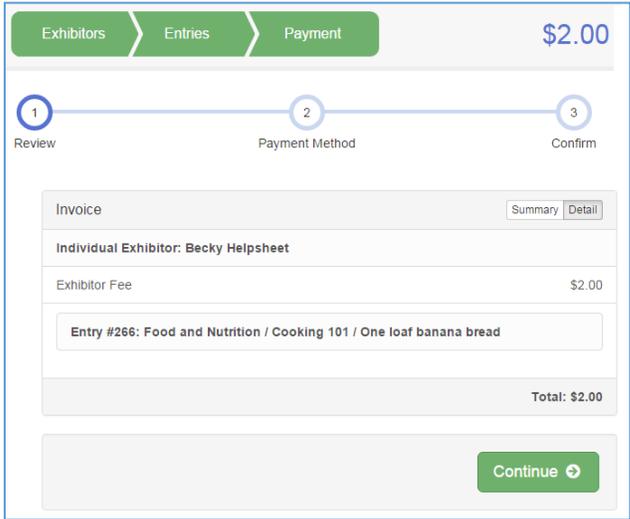


2. Click Select beside the first department you wish to enter. Any departments that are not available for entry will be noted as "Not Available" with a short explanation.
3. After you select a department, you will see a list of divisions to select from, and then a list of available classes. *Also notice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



<p>8. Any questions or file uploads related to entry in this class will be next. Click Continue after answering those questions or uploading documents.</p> <p>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.</p>	
<p>10. When each class entry is complete, you have 3 choices for what to do next:</p> <ol style="list-style-type: none"> If all class entries have been completed for one exhibitor, you can Register another Exhibitor in this family. If this exhibitor has more class entries to make, you can Add another Entry for this Exhibitor. Or click on the green Entries button at the top of the page. If all entries for all exhibitors in the family have been completed, Continue to Payment to finalize and submit your entries. 	
<p>11. Review your entries for completeness and accuracy. <i>Notice the Summary and Detail buttons at the top of the list on the right...click the Detail button to see all information associated with each entry.</i> If there are errors, click on the green Entries section at the top of the page. Click Continue when all information is correct.</p>	

<p>12. Chickasaw County does not currently charge entry fees, however you still must click Continue to the last “Confirm” step to submit your entries.</p>	
<p>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.</p>	
<p>14. After you submit your entries, you will receive an email that confirms your submission and lists all entries made. Please print and review that carefully. If there are corrections to be made or if you do not receive the email, contact the Extension Office ASAP.</p>	
<p>15. You will receive another email when the entries have been approved. You may then go back in and add new entries if needed - up until the deadline.</p>	

