

2019 State Fair 4-H Livestock Entry

FairEntry Help Sheet

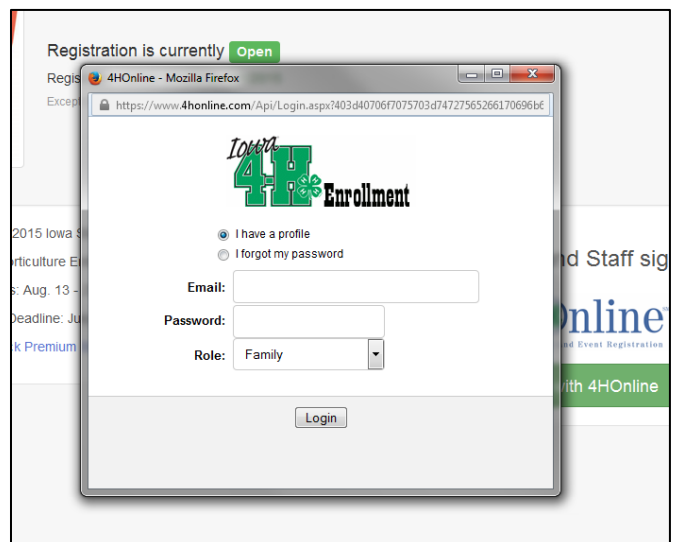
ENTRY DEADLINE: July 1 @ 11:59 PM!!

AGAIN FOR 2019:

- 4-H Livestock entries will **NOT** go through your County Extension Office
- **All 4-H Livestock exhibitors will make entry online through the Fair Entry system**
- **ALL** payments, whether by Check or Credit Card will go directly to the State Fair Office
- **You need to send a copy of your invoice along with your personal check if you use that payment method** – MAKE SURE THE TOTAL AMOUNT ON THE INVOICE MATCHES YOUR CHECK PAYMENT!!
- Credit Card payments will be processed automatically online by 4-H/State Fair Staff
- Iowa State Fair Open Class Livestock entries are a **separate** entry process. Go to www.iowastatefair.org for more details

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- Internet Explorer is not the preferred browser. Google Chrome, Firefox, and Safari are the best browsers to use when signing into FairEntry.
 - **Chrome:** <https://www.google.com/chrome/index.html>
 - **Firefox:** <https://www.mozilla.org/en-US/firefox/new/>
 - **Be sure all the animals you are entering have been properly identified in 4HOnline for State Fair exhibition**
 - For example (Breeding beef tattoo (all heifers), Reg. # for purebreds; Retinal images for market beef, all sheep, and all meat goats; DNA punch tag # for all swine)
 - **Substitution of animals will be allowed during fair check-in as long as the animal has been properly identified in 4HOnline!**

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1. Go to <https://iowastatefair4hlivestock.fairentry.com>.
 - Click **Sign in with 4HOnline**
 - Enter your family 4HOnline Email and Password
 - **If you can't remember your password, DO NOT** select the "Forgot my password" option here. Instead, login to your 4HOnline account at <http://iowa.4honline.com>, and select the "Forgot my password" option to reset it there first. Then go back to FairEntry with your new temporary password.



Registration is currently **Open**

4HOnline - Mozilla Firefox

https://www.4honline.com/Api/Login.aspx?403d40706f7075703d74727565266170696bc

IOWA 4H Enrollment

I have a profile
 I forgot my password

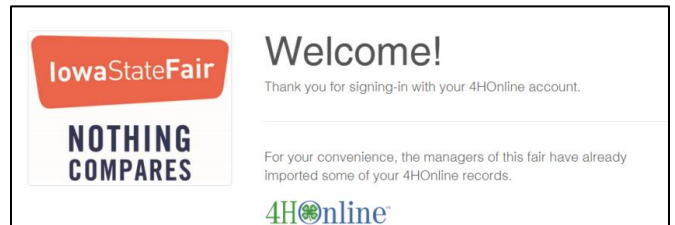
Email:

Password:

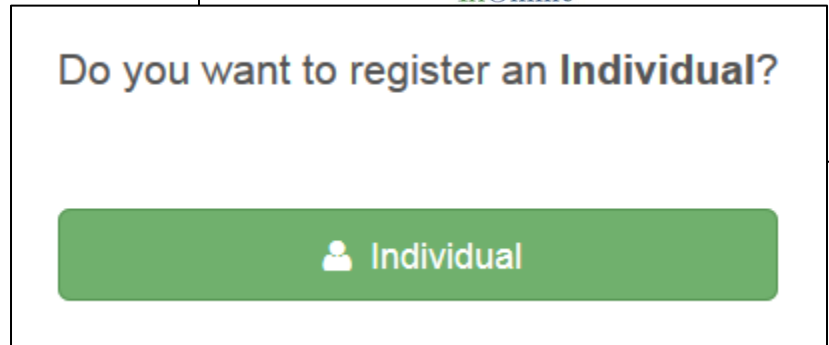
Role: Family

Login

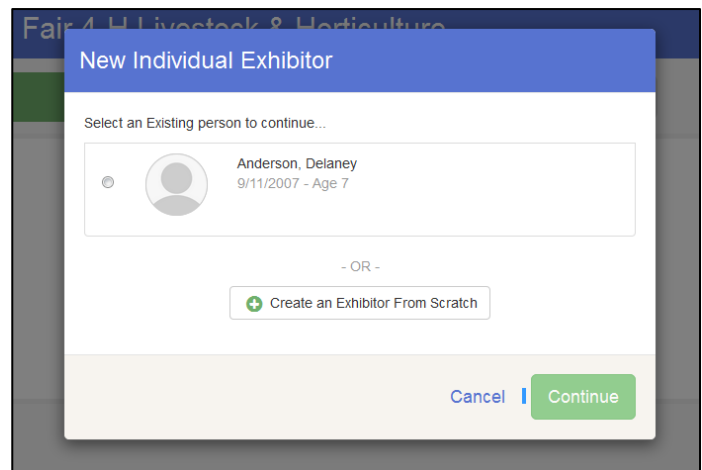
2. Click **Begin Registration**.



3. Click **Individual**.



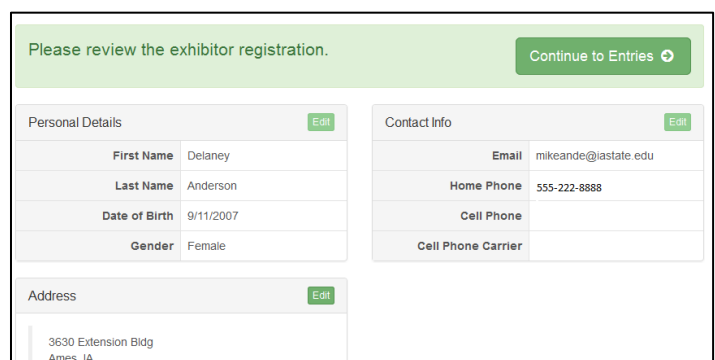
4. Select the exhibitor and click **Continue**.
 - **DO NOT** "Create an Exhibitor From Scratch"



5. Then you will be taken to the Questions tab.
 - Read through the reminders and answer the required questions (i.e. T-shirt size), then click **Continue**.



6. Verify your information is correct and click **Continue to Entries**.



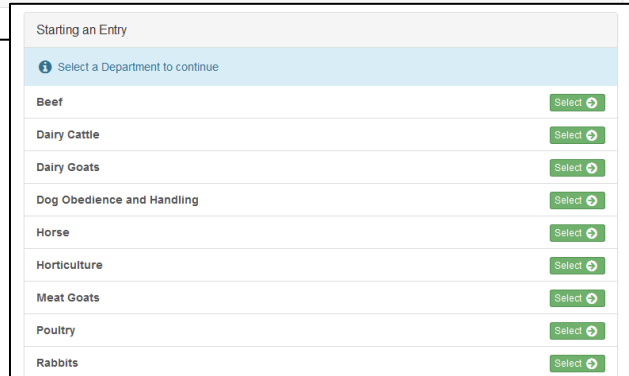
- You may edit exhibitor's address (this address is where all premium money will be sent).

7. Click **Add an Entry** to the exhibitor.



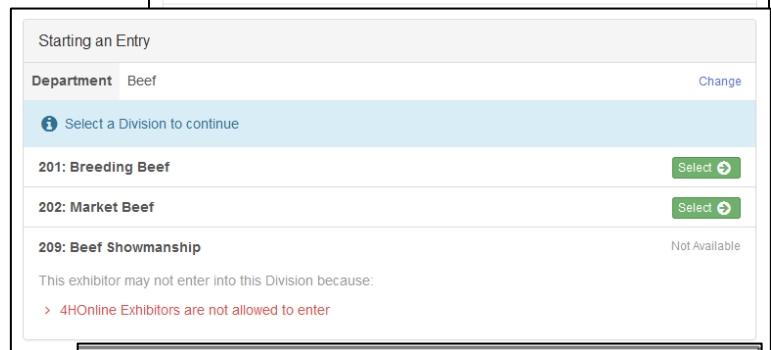
8. Pick the desired Department.

- Be sure you have animals identified in 4HOnline for the Department.



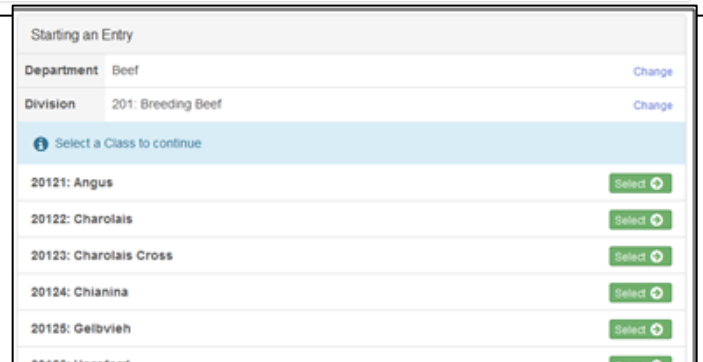
9. Select the Division

- Showmanship Class entries (except Horses) are registered at fair check-in.

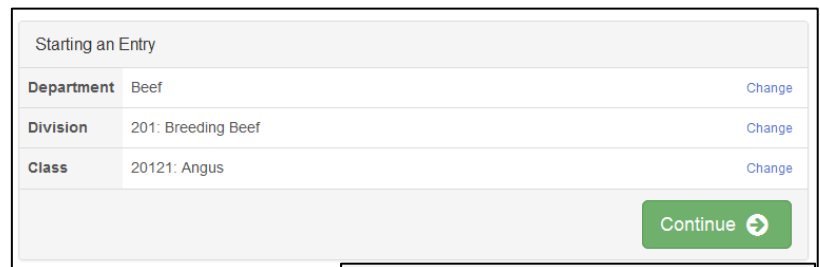


10. Select the Class.

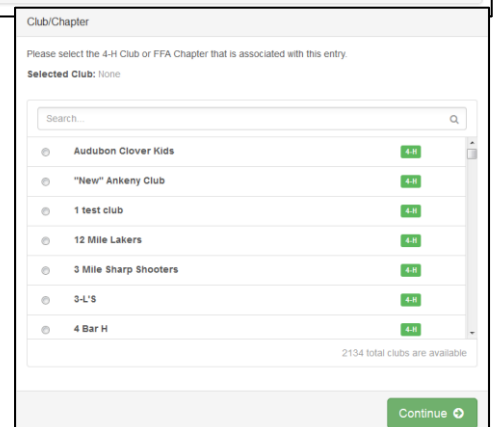
- Class changes can be made during fair check-in



11. Verify that the entry is correct. If something is incorrect, simply click "Change" and it will allow you to change whichever one is incorrect. If everything is correct, click **Continue**.

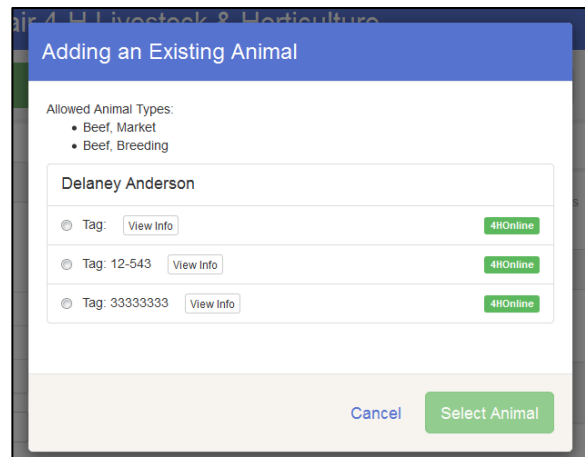


12. Select your 4-H club, click **Continue**.



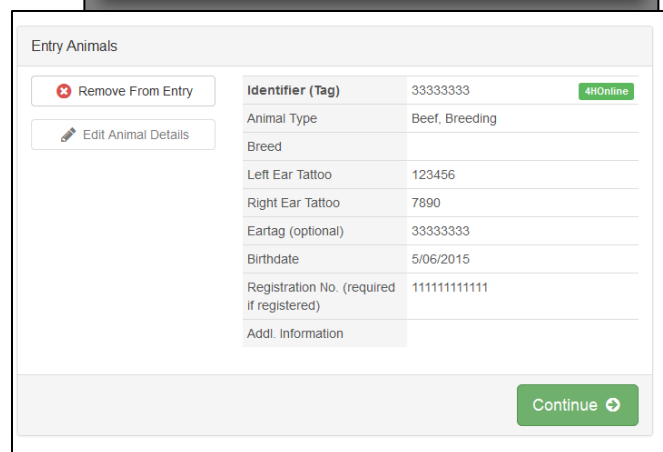
13. Select Add **an Animal**.

- This will bring up a list of animals that you have identified in 4HOnline that would fit into this Department.
- Make sure to click **View Info** and verify that this animal is properly identified for the Iowa State Fair.
 - i.e Retinal image=true (market beef, sheep, meat goat)
 - Swine (State Fair DNA tag # is filled)
- Once you have your animal chosen, click **Select Animal**.

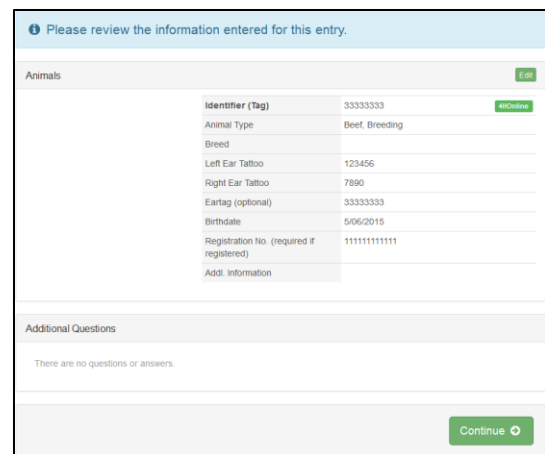


14. The selected animal will then appear with all the information you entered on that animal. If this is the correct animal, click **Continue**.

- If this is not the correct animal, click **Remove from Entry**.
- Substitution of animals will be allowed during fair check-in as long as the animal has been properly identified in 4HOnline

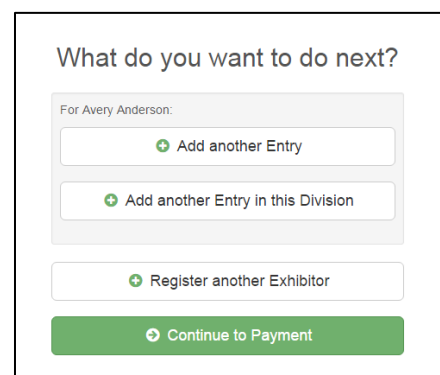


15. If applicable, there may be additional questions or reminders specific to the department/division/class.



16. Review the classes and animals you have entered. Check that you have read/answered additional information. Click **Continue**.

17. Choose whether you would like to **Register another Exhibitor** or **Add another Entry for this Exhibitor**, be sure you have entered all classes for all exhibitors before clicking **Continue to Payment**.



If you see a blue section that indicates that you need to review or complete outstanding records, and you are unable to complete them please contact Grace Davidson at gkd@iastate.edu.

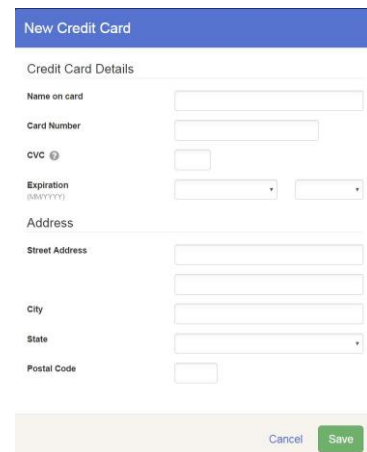
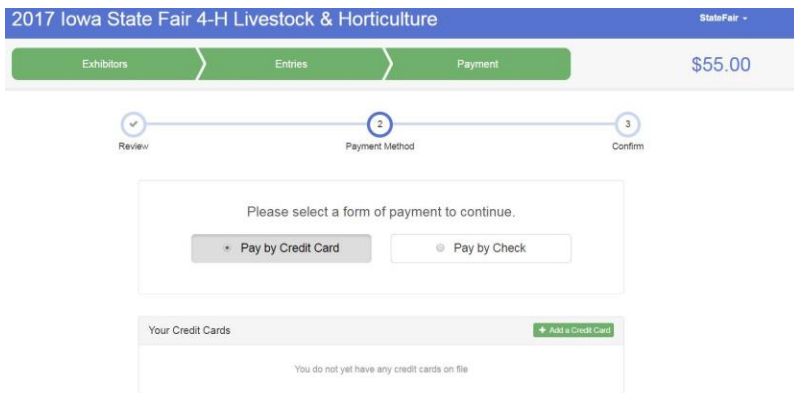
18. This is a summary of your invoice. You can select the "Detail" button which will show each specific class that you have entered. If this looks correct, click **Continue**.



19. The next screen just informs you of the payment options you have. You should have the option to **pay your state fair entry fees online**, but you may still choose to pay by Check or Cash. If you choose to pay by check or cash **DO NOT** send your entry to your county extension office. *****Payments must be postmarked by July 1st.*****

- **Mail all check or cash payments directly to:**
Iowa State Fair, 4-H Livestock Department, P.O. Box 57130, Des Moines, IA 50317

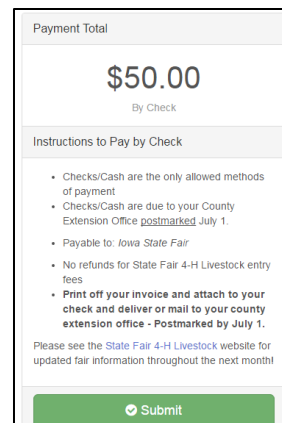
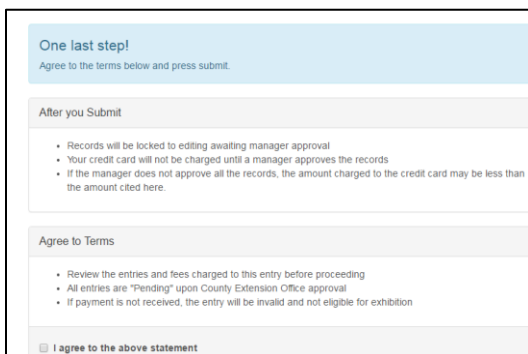
Once you have read through and chosen your payment method, click **Continue**.



20. This screen is a summary of the invoice and the final step. Before you hit **Submit**, remember:

- You will no longer be able to change entries
- **There will be no refunds**
- Make sure everything is correct
- Make sure you are done entering all classes

for all exhibitors



If you have any questions during the process, please contact:

Grace Davidson, State 4-H Office, FairEntry Assistant

Phone: 515-294-3187

Email: gkd@iastate.edu