

Fair Entry Help Sheet

Read for Successful Entry Help

Important Reminders

Your fair probably has dates when entry is accepted into the fair. Be sure to complete your entries (including the final "Submit" step) prior to the cut-off date.

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.

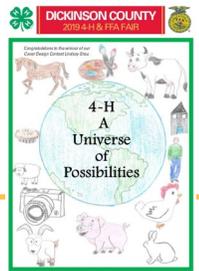
Check your email inbox for a confirmation email with a list of your entries and any related fees. You will receive a second email when your entries have been approved by your fair or show.

1. Follow Link

You may access your Fair or Show from their direct link:

<https://dickinson.fairentry.com/Fair/SignIn/2693>

Select the Dickinson County Fair - look for our logo (thanks Lindsay)!



2. Sign In

Your family has a 4H Online account, select "Sign in with 4HOnline" and enter your login information.

NOTE: If you forgot your password for 4H Online you will need to go to 4H Online and set a new password or call the Office (712-336-3488) for a temporary password reset. Once you have a new password log in to FairEntry.

Exhibitor and Staff sign-in

4HOnline
4-H Enrollment and Event Registration

Sign in with 4HOnline

If you don't have a 4HOnline account, sign-in with your FairEntry account:

Email

Password

Sign In

Forgot your password?

Not in 4-H and need to create a FairEntry account?

3. Click "Begin Registration"

Welcome!

We noticed you haven't yet registered for the fair.

Begin Registration

4. Select an Exhibitor

Exhibitors

Entries

Payment

\$0.00

Do you want to register an Individual?

Individual

5. Edit Exhibitor Information - If Needed

Click through exhibitor information tabs & make any changes needed. **After reviewing exhibitor information, click Continue to Entries.**

Personal Details		Contact Info	
First Name	Becky	Email	
Last Name	Helpsheet	Home Phone	555-123-4444
Date of Birth	8/05/2000	Cell Phone	
Gender	Female	Cell Phone Carrier	

Entry Creation Overview!

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 lead cattle, two entries in market beef must be made. If an exhibitor is bringing 2 photos, two entries must be made into Static under Photography. If an exhibitor is showing a horse or dog in 3 classes, 3 classes must be selected.

To navigate the Divisions and find the Classes you are looking for **use the Fairbook!** It is your friend.

Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this exhibitor group (and entries) or proceeding to checkout (aka: submitting the entries).

6. Click "Add an Entry"

Click Add an Entry beside the correct exhibitor.

7. Select Department -> Division -> Class

Click select beside the first department you wish to enter.

After you select a department, you will see a list of divisions to choose from and then a list of classes.

After you have selected a class or classes, click the green choose button.

8. Match Entries

Make sure that Club and Animal information matches your entry. For some classes you will be required to select an animal that transferred over from 4H Online. For other livestock classes you will be able to add an animal or select animals at check in.

Are you entering a livestock class and unsure what to select or match with?

1. Read your Fairbook
2. Try. The system will display feedback on your screen if it wants you to add an animal before continuing.

9. Answer Questions

Some Class selections are only allowed to be made one at a time instead of multiple at a time. Repeat the department, division, & class selection processes as needed.

10. Review Entries

If you made multiple entries at once you may be asked to Review Entries multiple times. This is to avoid errors.

Review the entries. If you need to make any changes, click Cancel. If everything is correct, click Create Entries.

Exhibitors | Entries | Payment | \$0.00

There are 0 entries belonging to 1 exhibitor in this invoice.

Helpsheet, Becky
0 Entries

+ Add an Entry

Choose Department and Division

Department	Horse	Change
Division	312: Horse Showmanship	Change

Cancel Choose

Make your Club, Animal, and Class selections to continue. Continue

Club: Demo FFA Chapter

Class or Classes:

- 31201: Pony Showmanship - All grades
- 31211: Horse Showmanship - Exhibitor grades 5-6
- 31212: Horse Showmanship - Exhibitor grades 7-9
- 31213: Horse Showmanship - Exhibitor grades 10-12
- 31220: Miniature Horse Showmanship - All grades
- 31250: Miniature Horse Driving - All grades

Animal(s):

Allowed Animal Types: Horses, Horse

Enter a single animal, Enter a pen of animals (only animals) later

Enter name: Bernice, Jack

Enter phone: _____

11. After Completing an Entry...

When each class entry is complete you have three choices for what to do next:

1. If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this exhibitor family.
2. If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**. After selecting Add another Entry, repeat the department, division, & class selection processes as needed.
3. If all entries for exhibitors in this family have been completed, **Continue to Payment** to finalize and submit your entries.

Review your selections

Before we actually create your entries, please review your selections.

If you continue with your current selections, 3 entries will be created with the following information:

Department	2016 Demo Fair
Division	Horse
Club	Demo FFA Chapter
Animal(s)	• Hurricane

Entry Classes

1. 31201: Pony Showmanship - all grades
2. 31220: Miniature Horse Showmanship - All grades
3. 31250: Miniature Horse Driving - All grades

Cancel Create Entries

12. Review & Submit

Review your entries for completeness & accuracy. Notice the Summary and Detail buttons at the top of the list on the right. If there are errors, click on the green Entries section at the top of the page. Click Continue when all information is correct.

Once all entries have been entered for exhibitors in your family, submit the invoice for approval.

Read & accept the behavior agreement that applies to all 4-H & FFA youth along with their families and guests for conduct at the fair. These requirements are also listed in the Fairbook. There will be consequences for any violations in conduct on the Fairgrounds.

You will receive an email message when the entries have been submitted for approval. You will receive a second email when the entries have been approved.

Exhibitors Entries Payment \$2.00

Helpsheet, Becky
8/05/2000
#2145

What do you want to do next?

- Register another Exhibitor
- Add another Entry for this Exhibitor
- Continue to Payment

Want Help?

Fair Entry Help Night **Monday, June 24th 4:30-6:00 PM** the Extension Office will be open late to help you create Fair Entries. Help is also available by appointment (call 712-336-3488).

Is there a Clover Kid in your family?

Clover Kids are to complete entries on paper by 4:30 PM on July 1st. Entry information can be found on the back page of the Clover Kids Fair Book.

1. Fill out information
2. Clip off back page
3. Deliver, fax, or email to the Extension Office by July 1

Thank you for entering the Dickinson County Fair!