Fair Entry Instructions 2019

Important Reminders

All LIVESTOCK entries must be submitted by May 15, 2019 in 4-H Online. Be sure to complete your entry (including the final “Submit” step) prior to the cut-off date. **ANIMALS MUST BE IDENTIFIED IN 4HONLINE BEFORE YOU CAN REGISTER IN FAIR ENTRY.** 4HONLINE WEBSITE:  
[https://ia.4honline.com](https://ia.4honline.com)

1. Go to [http://www.fairentry.com](http://www.fairentry.com). At the top of the page, click on “Find Your Fair”.

2. In the search bar, type in Dubuque. Once registration is open, you will see 2019 Dubuque County Fair.
3. Once you click into the correct fair, you will be directed to sign in. For 4-H members, you will sign in with your 4-H Online information. FFA members will sign in with an email and password on the lower part.

4. Click “Begin Registration”.

5. Click “Individual”. This will allow you to enter exhibits for one member at a time.
6. There are two options available for the next step.
   a. If you have logged in with 4-H Online you will see a list of exhibitors. Click on the exhibitor you wish to add entries for and click “Continue”.
   b. If you don’t see a list of exhibitors, or logged in with your email and password because you are an FFA member, click “Create an exhibitor from scratch”. Enter the information of your first exhibitor. (if you have more than one exhibitor in the family showing, you will repeat this step later) Click “Continue”. Enter the contact information for the exhibitor. Click “Continue”. Next you will enter the address of the exhibitor. Click “Continue”. Review your information.

7. Review the exhibitor information to make sure all information is correct. Click “edit” if any changes need to be made. Click “Continue to Entries” for the next step.
Each exhibitor can have multiple entries. If you are unsure of all the projects you are bringing, you can add extra entries for projects. Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this family (and entries) or proceeding to check-out. Once you submit your entries, you cannot go back in and edit them – The Extension Office will have to go in and edit.

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

9. Click “Select” next to the division (species or static project area) that you wish to enter.

For Livestock Entries
10. Click “Select” in the area that you planning on showing in. Then click “Choose”.
11. Select “Choose”, again.
12. Select the class you wish to show in. (if you are entering livestock, make sure this information is in 4-H Online before you enter it in Fair Entry).

![Class Selection](image1.png)

13. Click “Continue”. Notice that you can change the class and division if needed.

![Continue Button](image2.png)
14. Next you will select your club or FFA Chapter. Then click “Continue”.

15. All animals entered in 4Honline will appear for the species. Choose which animal to register and Select animal. The animal MUST be entered in 4Honline to appear in Fair Entry. Verify you have selected the correct animal. Click Continue.
For Static/Project Entries

16. Follow the same steps as above. You will select the department, the division, and the class. For static projects, you will be able to select the number of entries you are bringing.

17. On this same screen, make sure to add your club information. Click “Change” next to the Club section. Click “Continue”.

18. Review your entry information. Click “Create Entries”. If you need to change anything, click “cancel” and then change the information on the screen you were previously on.

19. “What do you want to do next?” this will allow you to add another entry, register for another exhibitor or continue to payment. If you don’t have anything else to add, then “Continue to Payment”.
20. You will be able to review a detailed invoice. If your invoice has an amount of $0.00, click continue and submit. Once all entries have been entered for exhibitors in your family, submit the invoice for approval. 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.

We will be offering multiple ways to make payments. There will be a credit card option and a check option. Click “Continue”, agree to the terms and conditions, and then click submit! You will be notified if we need you to do anything further.