

Fair Entry Instructions



Important Reminders

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>

1. [Go to https://dubuque-county.fairentry.com/.](https://dubuque-county.fairentry.com/)

2020 Dubuque County Fair

Registration is currently **Open**

Registration dates: 5/15/2020 - 7/1/2020

Exceptions may apply [View Details](#)

Thank you for registering for the 2020 Dubuque County Fair!

Here are a few reminders as you get started with your registrations:

- Clover Kids do not need to be entered in Fair Entry. They need to bring the Clover Kids Entry Form with them to judging day. Clover Kids Entry Tags can be picked up in advance from leaders or from the Extension Office.
- Livestock and indoor projects will need to be entered in Fair Entry prior to July 1.
- To find the list of indoor projects, click "static" and that will take you to the different sections.
- Entries will prompt you to enter in a description. Descriptions are not required, but recommended. If you know your project, please enter the description. If not, you can continue through it.
- Entry Tags will be provided to exhibitors at check-in for indoor judging. Entry Tags will be filled out based on the information entered in Fair Entry.

Questions? Need help? Call the Dubuque County Extension Office at 563-583-6496 or email at dubuque4h@iastate.edu.

Dubuque County Fair Book: <https://www.extension.iastate.edu/dubuque/4h>

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

Sign in

2. Next you will need to sign in.
 - a. For 4-H members, you will sign in with your 4-H Online information.
 - b. FFA members will sign in with an email and password on the lower part.

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?

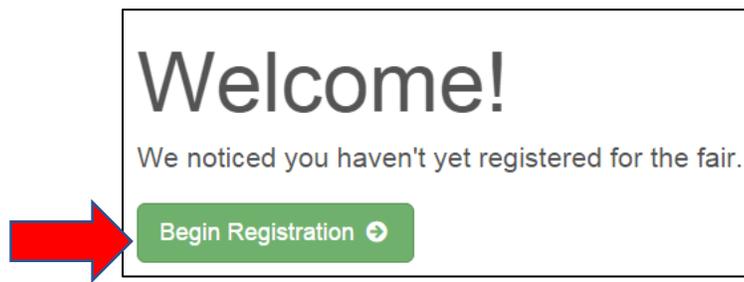
Not in 4-H and need to create a FairEntry account?

Sign in here if you have a 4HOnline account.

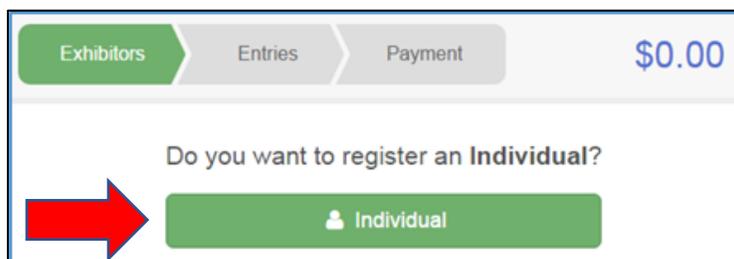
Sign in here if you already have a FairEntry account.

If you are new to FairEntry, click here

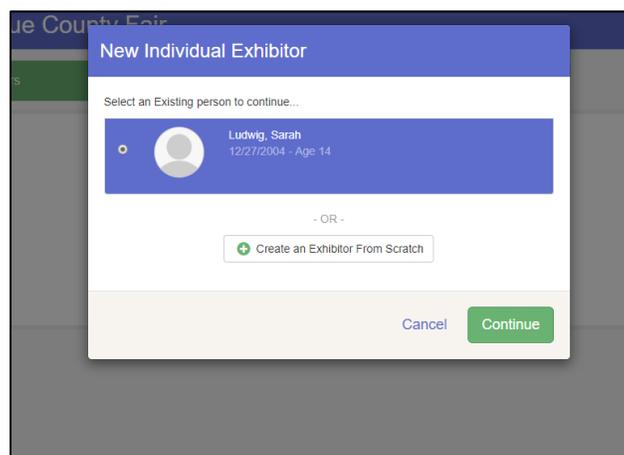
3. Click "Begin Registration".



4. Click "Individual". This will allow you to enter exhibits for one member at a time.



5. 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.



6. Next you will answer a question about parking passes. Each family will only receive one parking pass per species. This question will be asked when you register each exhibitor, but remember that your family will only get one parking pass per species that you are exhibiting.

The screenshot shows a progress bar at the top with five steps: Personal Details, Contact Info, Address, Questions (highlighted with a blue circle and the number 4), and Review (with the number 5). Below the progress bar is a section titled 'Questions' with the following text: '1. Please check mark the box if your family needs a parking pass for any of the following livestock species. Each family will get one parking pass per family.' Below this text is a list of checkboxes for various livestock species: Beef, Dairy/Dairy Goat, Horse, Meat Goats, Pets, Poultry, Rabbit, Sheep, and Swine. At the bottom of the section, there is a heading 'Here are a few reminders as you get started with your registrations.' followed by three bullet points: 'Livestock and indoor projects will need to be entered in Fair Entry prior to July 1.', 'To find the list of indoor projects, click "static" and that will take you to the different sections.', and 'Entries will prompt you to enter in a description. Descriptions are not required, but recommended. If you know your project, please enter the description. If not, you can continue through it.'

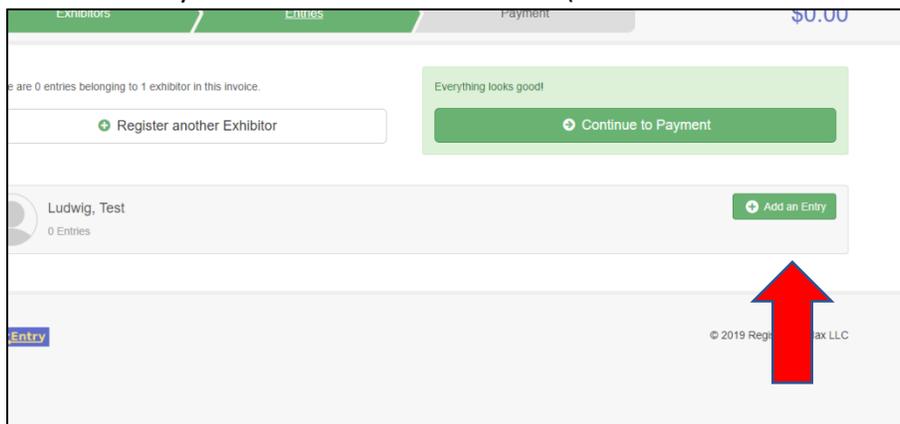
7. Review the exhibitor information to make sure all information is correct. Click "edit" if any changes need to be made. Click "Continue to Entries" for the next step.

The screenshot shows the 'Review' step of the registration process. At the top, there is a progress bar with five steps: Personal Details, Contact Info, Address, Questions, and Review (highlighted with a blue circle and the number 5). Below the progress bar, there is a green banner with the text 'Please review the exhibitor registration.' and a green button labeled 'Continue to Entries' with a right-pointing arrow. A red arrow points to this button from the right side of the image. Below the banner, there are two tables: 'Personal Details' and 'Contact Info'. The 'Personal Details' table has columns for 'Field' and 'Value' with rows for First Name (Test), Last Name (Ludwig), and Birthdate (4/23/2009). The 'Contact Info' table has columns for 'Field' and 'Value' with rows for Email, Home Phone (563-555-4123), and Cell Phone. Both tables have an 'Edit' button in the top right corner.

Each exhibitor can have multiple entries. 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 until the Extension Office approves/rejects your entries. After that, you will get the option to edit.

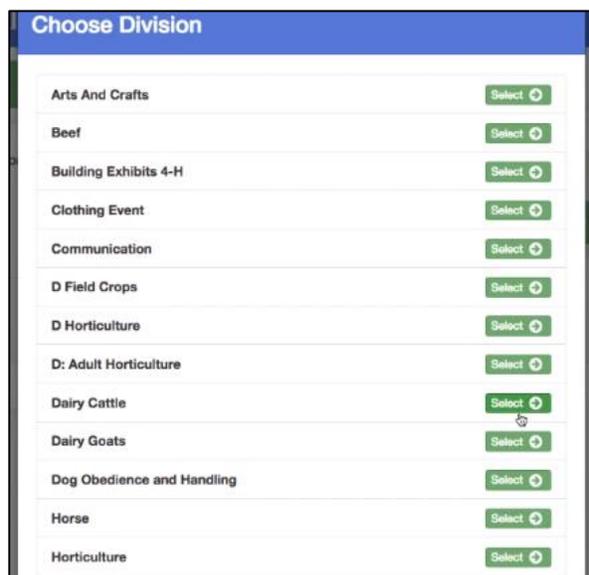
After submitting, you should receive an email confirming your submission. If you do not receive an email, please contact the Dubuque County Extension office.

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



FOR LIVESTOCK ENTRIES – Continue to scroll for Indoor Project Entries

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



10. Click "Select" in the area that you are planning on showing in. Then click "Choose".

Choose Department and Division

Department	Dairy Cattle	Change
210: Dairy Cattle		Select
215: Dairy Cattle Showmanship		Select

[Cancel](#) [Choose](#)

11. Select "Choose", again.

Choose Department and Division

Department	Dairy Cattle	Change
Division	210: Dairy Cattle	Change

[Cancel](#) [Choose](#)

12. Select the class you wish to show in. (if you are entering livestock, you will only be able to choose from livestock that are in 4-H Online).

2019 Dubuque County Fair

Exhibitors | **Entries** | Payment

Starting an Entry

Department	Dairy Cattle	Change
Division	210: Dairy Cattle	Change
Class	21023: Brown Swiss Intermediate Calf (Dec. 1, 2018 - Feb. 28, 2019)	Change

[Continue](#)

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

2019 Dubuque County Fair

Exhibitors | Entries | Payment

Starting an Entry

Department: Dairy Cattle [Change](#)

Division: 210: Dairy Cattle [Change](#)

Select a Class to continue

21002: Ayrshire Jr. Calf (Mar. 1, 2019 - Apr. 30, 2019)	Select
21003: Ayrshire Intermediate Calf (Dec. 1, 2018 - Feb. 28, 2019)	Select
21004: Ayrshire Senior Calf (Sept. 1, 2018 - Nov. 30, 2018)	Select
21005: Ayrshire Summer Yearling (June 1, 2018 - Aug. 31, 2018)	Select
21006: Ayrshire Jr. Yearling (Mar. 1, 2018 - May 31, 2018)	Select

14. Next you will select your club or FFA Chapter. Then click "Continue".

1 Club/Chapter | 2 Animals

Club/Chapter

Please select the 4-H Club or FFA Chapter that is associated with this entry.

Selected Club: None | Suggested Club: (Last Club Selected) [Select this Club](#)

Search...

<input type="radio"/> Bankston 4-H Friends (Dubuque)	4-H
<input type="radio"/> Bankston 4-H Friends Clover Kids (Dubuque)	4-H
<input type="radio"/> Beckman FFA	FFA
<input type="radio"/> Cascade FFA	FFA
<input type="radio"/> Cooking Club at MFC (Dubuque)	4-H
<input type="radio"/> Dubuque Co. Shooting Sports (Dubuque)	4-H
<input type="radio"/> Dubuque Co. Trailblazers (Dubuque)	FFA

38 total clubs are available
Note: no more than 50 clubs are shown at once, so use the search feature to find your club.

15. Next you will “Add an animal”. All animals entered in 4Honline will appear for the species.

The screenshot shows a progress bar at the top with two steps: 'Club/Chapter' (marked with a checkmark) and 'Animals' (marked with the number 2). Below the progress bar, the text 'Entry Animals' is displayed. A message states 'There is no animal in this slot'. To the right of this message is a button labeled '+ Add an animal'. At the bottom right of the main content area is a green button labeled 'Continue' with a right-pointing arrow.

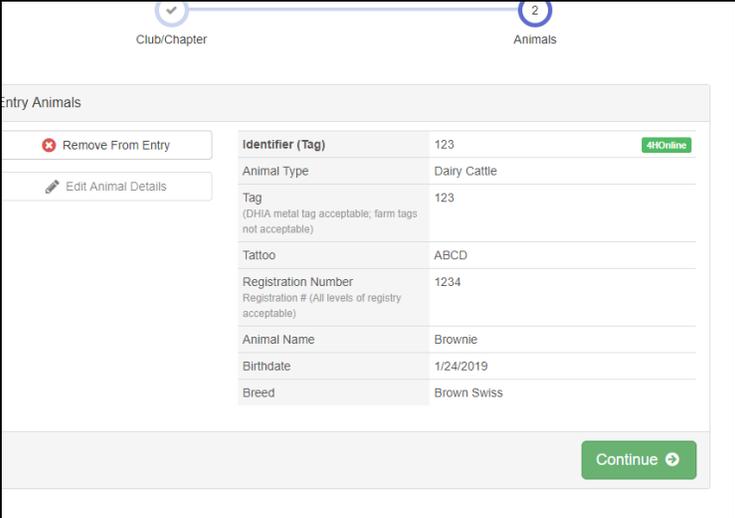
16. Click on “Choose an Existing Animal Record”. Click on the animal that you wish to register and “Select animal”. The animal MUST be entered in 4Honline to appear in Fair Entry.

The dialog box has a blue header with the text 'Adding an Animal'. It contains two green buttons: 'Choose an Existing Animal Record' (with a list icon) and 'Enter a New Animal Record' (with a pencil icon). The word 'OR' is centered between the two buttons. A 'Cancel' button is located at the bottom right of the dialog.



The dialog box has a blue header with the text 'Adding an Existing Animal'. It lists 'Allowed Animal Types:' with a bullet point for 'Dairy Cattle'. Below this is a text input field containing 'Sarah Ludwig'. Underneath the name is a radio button next to 'Tag: 123' and a 'View Info' button. A green button labeled '4HOnline' is to the right of the 'View Info' button. At the bottom right, there are 'Cancel' and 'Select Animal' buttons.

17. Double check that you selected the correct animal for the class that you are registering for. Click “Continue”.

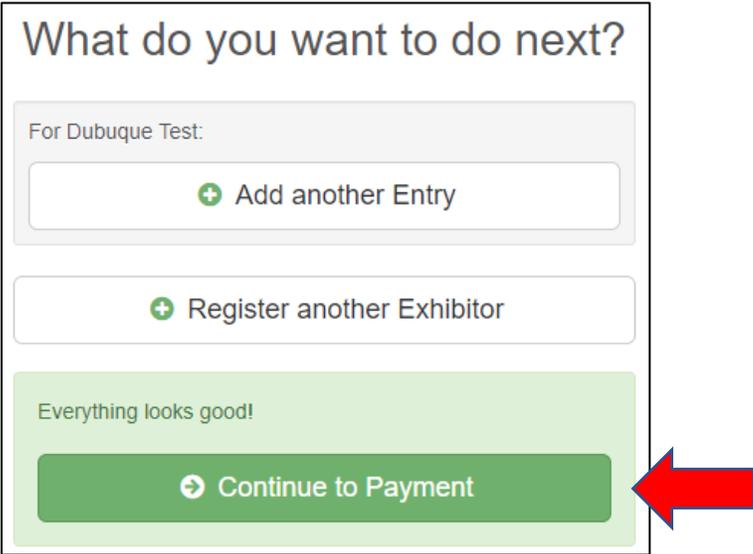


The screenshot shows a web interface for entering animal information. At the top, there are two tabs: 'Club/Chapter' and 'Animals', with 'Animals' being the active tab. Below the tabs is a section titled 'Entry Animals'. On the left side of this section, there are two buttons: 'Remove From Entry' (with a red minus icon) and 'Edit Animal Details' (with a pencil icon). The main area contains a form with the following fields:

Identifier (Tag)	123	4HOnline
Animal Type	Dairy Cattle	
Tag <small>(DHIA metal tag acceptable; farm tags not acceptable)</small>	123	
Tattoo	ABCD	
Registration Number <small>Registration # (All levels of registry acceptable)</small>	1234	
Animal Name	Brownie	
Birthdate	1/24/2019	
Breed	Brown Swiss	

At the bottom right of the form is a green 'Continue' button with a right-pointing arrow.

18. “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”.



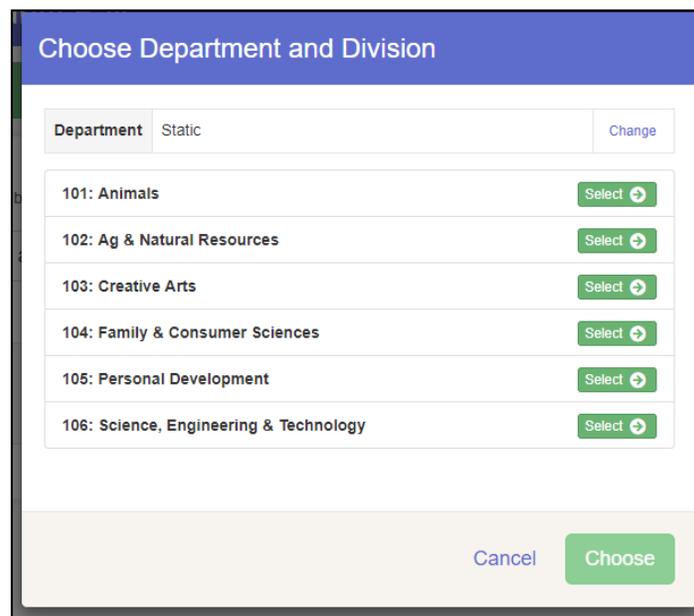
The screenshot shows a screen titled 'What do you want to do next?'. Below the title is a section for 'For Dubuque Test:' containing three buttons:

- 'Add another Entry' (with a green plus icon)
- 'Register another Exhibitor' (with a green plus icon)
- 'Continue to Payment' (with a green right-pointing arrow icon)

The 'Continue to Payment' button is highlighted with a green background and is pointed to by a large red arrow from the right side of the screen.

FOR STATIC (indoor project) ENTRIES

1. Click "Select" in the area that you are planning on showing in. Then click "Choose".



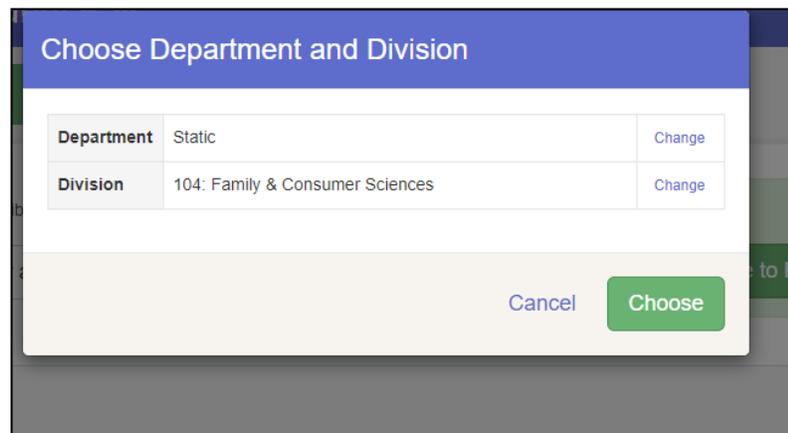
Choose Department and Division

Department	Static	Change
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101: Animals	Select →
102: Ag & Natural Resources	Select →
103: Creative Arts	Select →
104: Family & Consumer Sciences	Select →
105: Personal Development	Select →
106: Science, Engineering & Technology	Select →

Cancel Choose

2. Select "Choose", again. Notice that you can change the class and division if needed.



Choose Department and Division

Department	Static	Change
Division	104: Family & Consumer Sciences	Change

Cancel Choose

3. Select the class(s) you wish to exhibit in.
 - a. NEW: you can choose multiple indoor classes at the same time within the same area.

2020 Dubuque County Fair
Ludwig ▾

Exhibitors

Entries

Payment

\$0.00

Create One or More Entries

Exhibitor	Sarah Ludwig Individual 4HOnline	Change
Department / Division	Static / 104: Family & Consumer Sciences	Change

Make your Club and Class selections to continue.

Continue ↗

Club [Change](#)

Independent Dubuque County Members 4-H
(Primary Club)

i When entering into an Open Class, your club selection will be treated as *No Club (Open)*.

Class or Classes

- 10410: Child Development
- 10420: Clothing and Fashion - Constructed/Sewn
- 10422: Clothing and Fashion - Purchased
- 10424: Clothing and Fashion - Other Ideas/Educational Exhibits
- 10430: Consumer Management
- 10440: Food & Nutrition - Prepared and Preserved Products
- 10442: Food & Nutrition - Preserved Product
- 10445: Food & Nutrition - Educational Display
- 10450: Health
- 10460: Home Improvement
- 10470: Sewing and Needle Arts - Constructed item
- 10472: Sewing and Needle Arts - Other Ideas/Educational Exhibits
- 10480: Other Family and Consumer Science
- 10490: Special Exhibition \$10 Meal Challenge

Animal(s)

This Division does not allow animals.

4. Next you will be able to choose the number of exhibits that you plan to bring in that class. Notice that there is a drop-down box on the right side of each class that lets you choose the number of exhibits you are bringing for that class.

The screenshot shows a web interface for selecting classes. At the top, there are tabs for 'Individual' and '4HOnline', and a 'Change' button. Below that, the text '04: Family & Consumer Sciences' is displayed with another 'Change' button. A grey bar contains the text 'Class selections to continue.' and a green 'Continue' button with a right arrow. The main area is a list of classes under the heading 'Class or Classes'. Each class has a checkbox, a name, and a quantity dropdown menu. A red arrow points to the quantity dropdown for class 10424.

Class or Classes	Quantity
<input type="checkbox"/> 10410: Child Development	
<input type="checkbox"/> 10420: Clothing and Fashion - Constructed/Sewn	
<input type="checkbox"/> 10422: Clothing and Fashion - Purchased	
<input checked="" type="checkbox"/> 10424: Clothing and Fashion - Other Ideas/Educational Exhibits	Quantity: 1
<input type="checkbox"/> 10430: Consumer Management	
<input checked="" type="checkbox"/> 10440: Food & Nutrition - Prepared and Preserved Products	Quantity: 3
<input type="checkbox"/> 10442: Food & Nutrition - Preserved Product	
<input type="checkbox"/> 10445: Food & Nutrition - Educational Display	
<input checked="" type="checkbox"/> 10450: Health	Quantity: 4
<input type="checkbox"/> 10460: Home Improvement	

5. Review your classes and click "Create Entries".

The screenshot shows a 'Review your selections' dialog box. It contains a message: 'Before we actually create your entries, please review your selections.' Below this, it states: 'If you continue with your current selections, 5 entries will be created with the following information:'. A table shows the following information:

Department	2020 Dubuque County Fair
Division	Static
Club	Independent Dubuque County Members 4H
Animal(s)	No Animals

Below the table, there is a section titled 'Entry Classes' with a list of 5 entries:

- 10440: Food & Nutrition - Prepared and Preserved Products
- 10440: Food & Nutrition - Prepared and Preserved Products
- 10450: Health
- 10450: Health
- 10424: Clothing and Fashion - Other Ideas/Educational Exhibits

At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Create Entries'. A red arrow points to the 'Create Entries' button.

6. You will notice that with the indoor projects, they will be listed as incomplete. It is incomplete because no description was added to the entry. To make entry complete, edit the entry and add description if you have one.

There is 1 entry belonging to 1 exhibitor in this invoice.

There are 2 items that need your attention

[+ Register another Exhibitor](#) [Review/Complete Outstanding Records](#)

Ludwig, Sarah
1 Entry 4HOnline [+ Add an Entry](#)

Incomplete #32

Department	Static
Division	104: Family & Consumer Sciences
Class	10442: Food & Nutrition - Preserved Product

 Allow Public Viewing: Yes [Edit](#)

Club/Chapter Details Files

Entry Details

i Briefly describe your entry.

[Continue](#)

7. "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".

What do you want to do next?

For Dubuque Test:

[+ Add another Entry](#)

[+ Register another Exhibitor](#)

Everything looks good!

[Continue to Payment](#)

