

## Fair Entry Instructions for Performance Beef

### *Important Reminders*

All Performance Beef entries must be verified in 4-H Online by February 1st. 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>



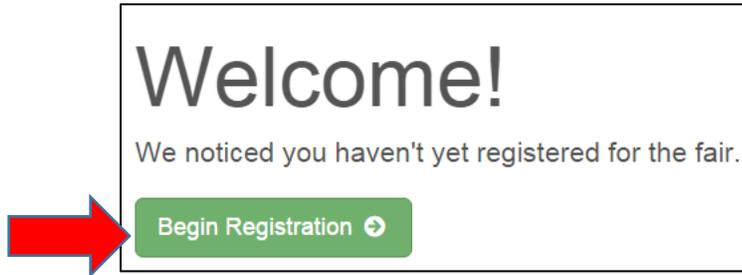
1. Go to <http://dubuque-county.fairentry.com>.
2. Once you are on the fair page, you will be directed to sign in. For 4-H members, you will sign in with your 4-H Online email and password.  
FFA members will sign in with an email and password on the lower part.

The screenshot shows the 'Exhibitor and Staff sign-in' page for 4HOnline. The page has a white background with a green header for the 4HOnline logo. There are three main sign-in options:

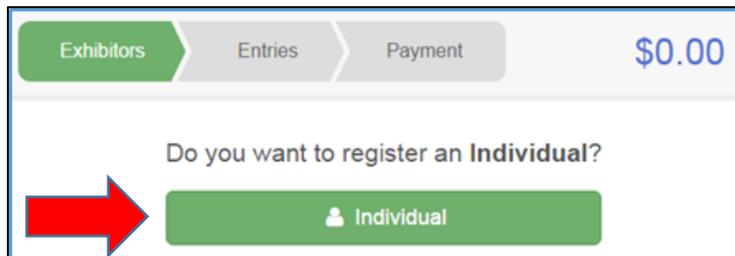
- Green arrow:** Points to the 'Sign in with 4HOnline' button. Text: 'Sign in here if you have a 4HOnline account.'
- Blue arrow:** Points to the 'Sign in' button for FairEntry accounts. Text: 'Sign in here if you already have a FairEntry account.'
- Yellow arrow:** Points to the 'Not in 4-H and need to create a FairEntry account?' link. Text: 'If you are new to FairEntry, click here'

The sign-in form includes fields for 'Email' and 'Password', and a 'Sign in' button. There are also links for 'Forgot your password?' and 'Not in 4-H and need to create a FairEntry account?'.

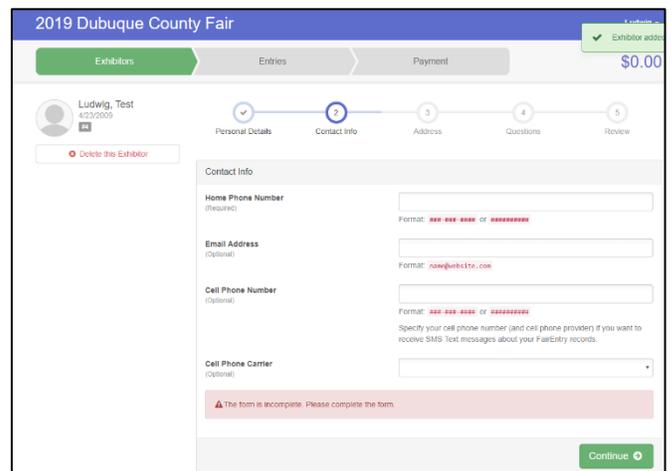
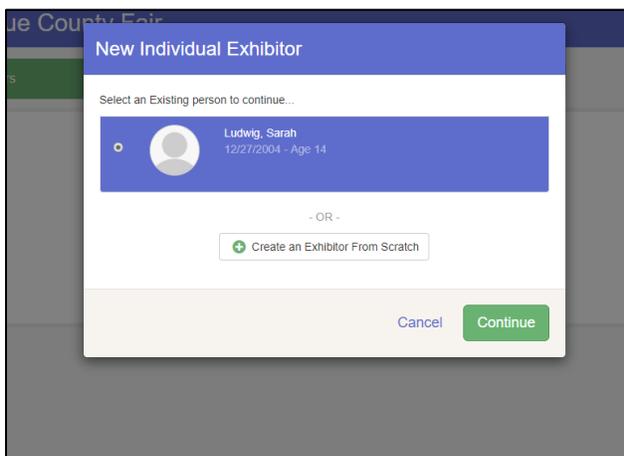
3. Click "Begin Registration".



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".
  - a. 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. 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.

Exhibitors    Entries    Payment    \$0.00

Ludwig, Test  
4/23/2009

Personal Details    Contact Info    Address    Questions    Review

Delete this Exhibitor

Please review the exhibitor registration.    Continue to Entries

Personal Details		Edit
First Name	Test	
Last Name	Ludwig	
Birthdate	4/23/2009	
Gender		

Contact Info		Edit
Email		
Home Phone	563-555-4123	
Cell Phone		
Cell Phone Caption		

**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.**

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

Exhibitors    Entries    Payment    \$0.00

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

Register another Exhibitor    Continue to Payment

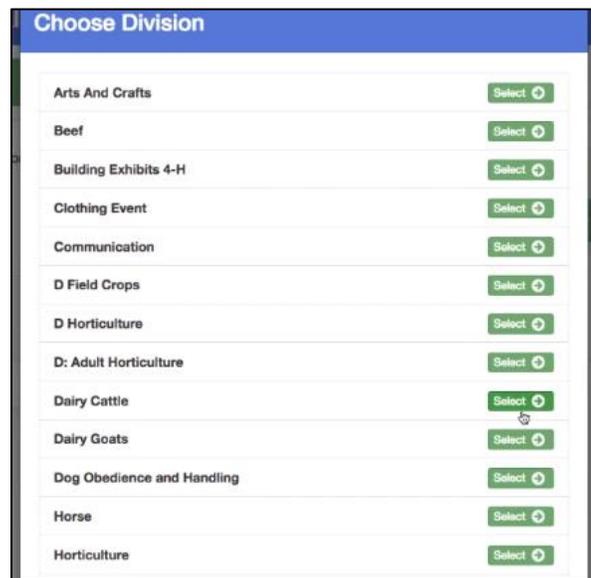
Everything looks good!

Ludwig, Test  
0 Entries    Add an Entry

Entry

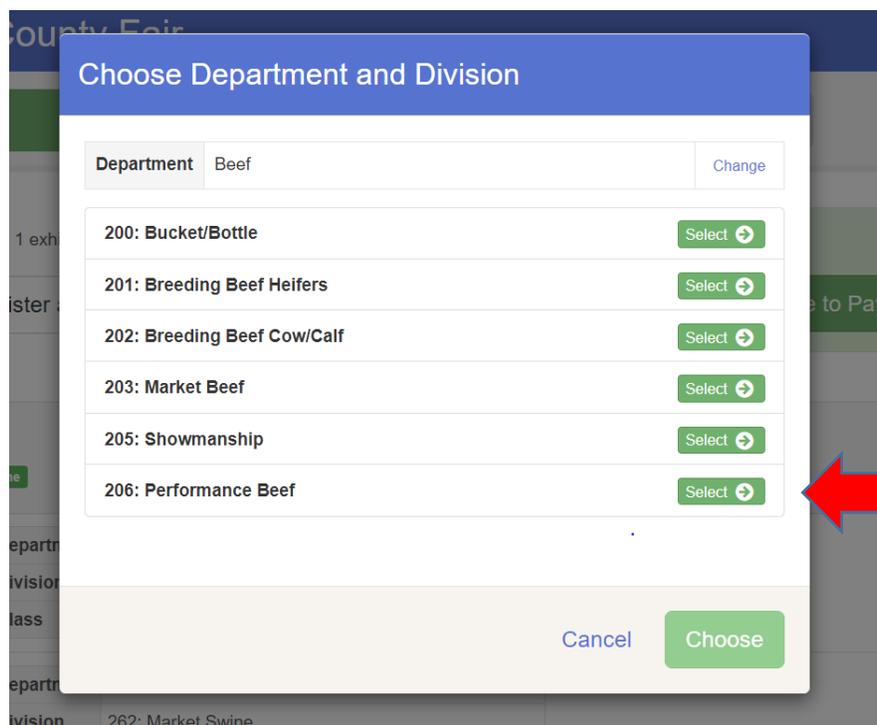
© 2019 Register Extension Office LLC

8. Click "Select" next to Beef.



Choose Division	
Arts And Crafts	Select
<b>Beef</b>	Select
Building Exhibits 4-H	Select
Clothing Event	Select
Communication	Select
D Field Crops	Select
D Horticulture	Select
D: Adult Horticulture	Select
Dairy Cattle	Select
Dairy Goats	Select
Dog Obedience and Handling	Select
Horse	Select
Horticulture	Select

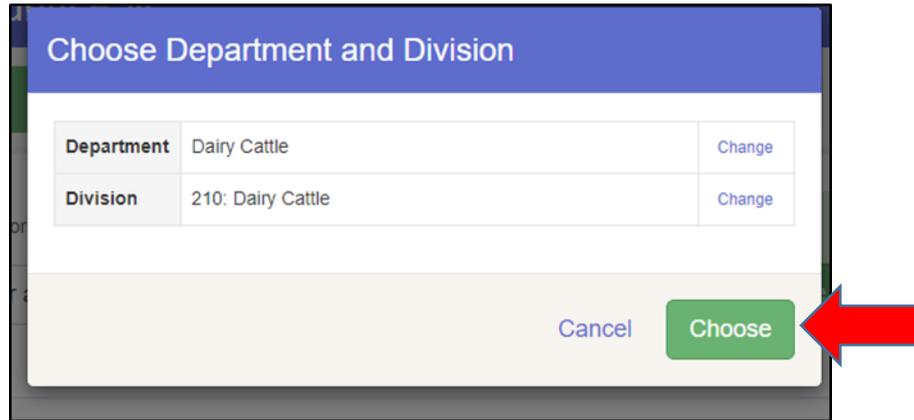
9. Click "Select" in the area that you planning on showing in. Then click "Choose".



Choose Department and Division		
Department	Beef	Change
200: Bucket/Bottle	Select	
201: Breeding Beef Heifers	Select	
202: Breeding Beef Cow/Calf	Select	
203: Market Beef	Select	
205: Showmanship	Select	
206: Performance Beef	Select	

Cancel Choose

10. Select "Choose", again.



The screenshot shows a dialog box titled "Choose Department and Division". It contains two rows of information:

Department	Dairy Cattle	Change
Division	210: Dairy Cattle	Change

At the bottom right of the dialog box, there are two buttons: "Cancel" and "Choose". A red arrow points to the "Choose" button.

11. Click "Select" to enter in the Performance Beef class.

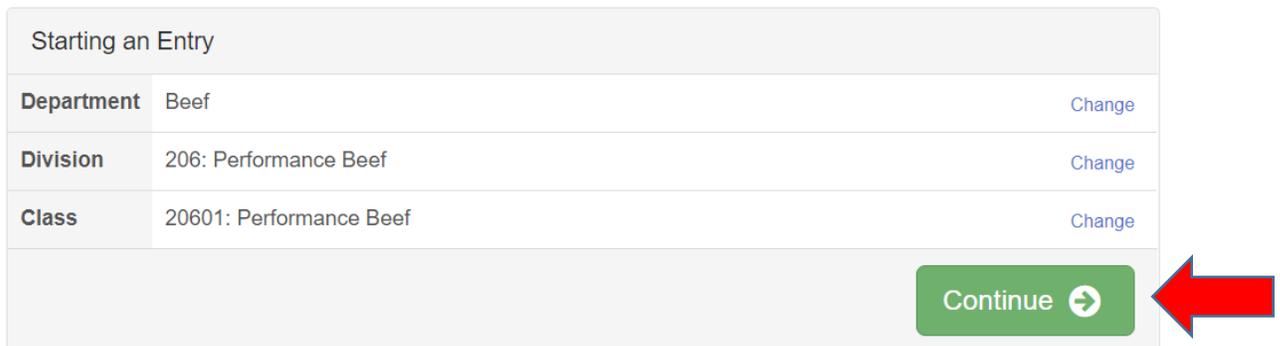


The screenshot shows the "2020 Dubuque County Fair" interface. At the top, there are three tabs: "Exhibitors", "Entries", and "Payment". Below the tabs is a section titled "Starting an Entry" with the following information:

Department	Beef	Change
Division	206: Performance Beef	Change

Below this table, there is a light blue box with an information icon and the text "Select a Class to continue". Underneath, the class "20601: Performance Beef" is listed with a "Select" button and a right-pointing arrow. A red arrow points to this "Select" button.

12. Click "Continue".



The screenshot shows the "Starting an Entry" section with the following information:

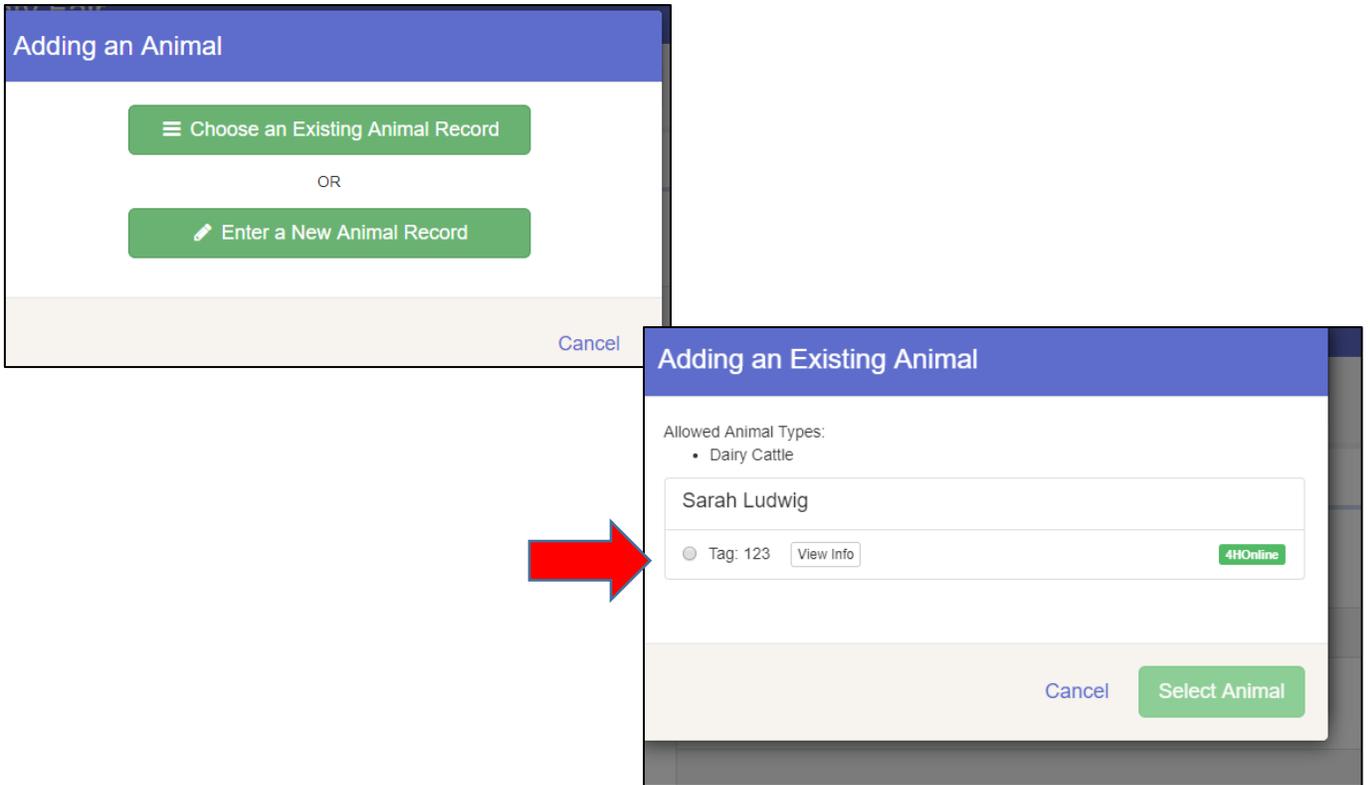
Department	Beef	Change
Division	206: Performance Beef	Change
Class	20601: Performance Beef	Change

At the bottom right, there is a "Continue" button with a right-pointing arrow. A red arrow points to this "Continue" button.

13. Next you will select your club or FFA Chapter. Then click “Continue”.

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

15. 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.



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

Entry Animals	
<input type="button" value="✖ Remove From Entry"/>	<b>Identifier (Tag)</b> JJW000
<input type="button" value="✎ Edit Animal Details"/>	<b>Animal Type</b> Beef, Market
	<b>Retinal Image</b> Retinal Image (State Fair)
	<b>Beginning Weight Date</b> 12/14/2019
	<b>Tag</b> JJW000 <small>TAG - (Old tag style: Enter Co. Code then tag #, i.e. 06-543) (USDA tag: Only 3 letters, 4 numbers after i.e. JJK3456)</small>
	<b>Tag Color</b> Yellow
	<b>Ear</b>
	<b>Beginning Weight</b> 660
	<b>Sex</b> Male
	<b>Breed</b> *Crossbred

17. “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 web interface with the heading "What do you want to do next?". Below the heading, there is a section labeled "For Dubuque Test:" containing three buttons. The first button is "Add another Entry" with a green plus icon. The second button is "Register another Exhibitor" with a green plus icon. The third button is "Continue to Payment" with a white right-pointing arrow icon, set against a green background. A red arrow points to the "Continue to Payment" button from the right side of the image.

18. 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. If you do NOT receive a confirmation email, contact the Dubuque County Extension Office to make sure your entry was submitted.
19. You will receive a second email when the entries have been approved. Once your entries have been reviewed, you will be able to go in and add more entries if needed if it’s before July 1.