



How to Register FFA Exhibits for the Fayette County Fair

If you are also showing under your 4-H club, please follow the instructions for 4-H.

All FFA entries must be made with Fair Entry to be eligible for the Fayette County Fair.

Livestock and Communications Day entries are open from May 20 to June 15, 2022.

Static entries are open May 20 to July 12, 2022.

1. Go to <http://fayette.fairentry.com>

2. Click 'Not in 4-H and Need a Fair Entry Account?'

3. Enter your e-mail address and confirm it. **This will be your permanent account information, so please retain it for your records.**

4. Create your account by entering an account name, phone number, and password. Once you are finished, click "Create Account".

5. You will see a Welcome screen. Click green box to "Begin Registration".



6. To begin registration, select “Individual”.

7. Create a new individual exhibitor by entering the youth’s first and last name, date of birth, and gender. Click “Continue” when it is complete.

New Individual Exhibitor

First Name (Required) Joe

Last Name (Required) Clover

Date of Birth (Required) 01/01/2000

Gender (Required) Male

Cancel Continue

8. Enter the individual exhibitor’s account information. Click “Continue” once complete.

Helpsheet, Becky
8/05/2000
#2145

Delete this Exhibitor

Personal Details Contact Info Address Questions Files Review

Contact Info

Home Phone Number (Required) Format: ###-###-#### or #####

Email Address (Optional) Format: name@website.com

Cell Phone Number (Optional) Format: ###-###-#### or #####
Specify your cell phone number (and cell phone provider) if you want to receive SMS Text messages about your FairEntry records.

Cell Phone Carrier (Optional)

The form is incomplete. Please complete the form.

9. Enter the individual exhibitor’s mailing address. Once the form is complete, hit “Continue.”

Entries Payment \$0.00

Personal Details Contact Info Address Questions Review

Address

The exhibitor's address is very important!
If this exhibitor will be receiving checks from the fair, those checks will be mailed to the address entered here.

Address (Required) 117 N. John Wayne Drive

Address continued (Optional)

City (Required) Winterset

State (Required) Iowa

Zip Code (Required) 50273

Continue

10. A page showing questions about your fair plans will appear. Please answer them based on the projects you plan to exhibit at the fair.

a. Enter T-shirt Size

11. You will be asked to review the exhibitor’s registration. Please verify that the information is correct before proceeding. If there is incorrect information, please go back and edit. If the information is correct, click the green “Continue to Entries” button.

Helpsheet, Becky
8/05/2000
#2145

Delete this Exhibitor

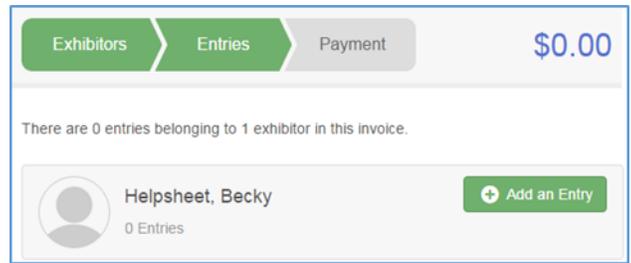
Personal Details Contact Info Address Questions Files Review

Please review the exhibitor registration. Continue to Entries

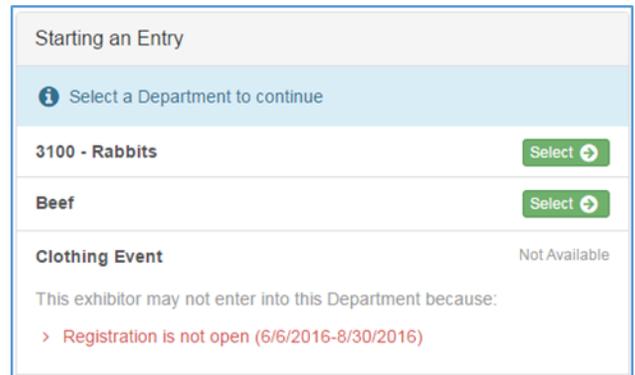
Personal Details		Contact Info	
First Name	Becky	Email	
Last Name	Helpsheet	Home Phone	555-123-4444
Date of Birth	8/05/2000	Cell Phone	
Gender	Female	Cell Phone Carrier	

FairEntry Entries Tab

12. To add an entry to this exhibitor, click the green “Add an Entry” button.



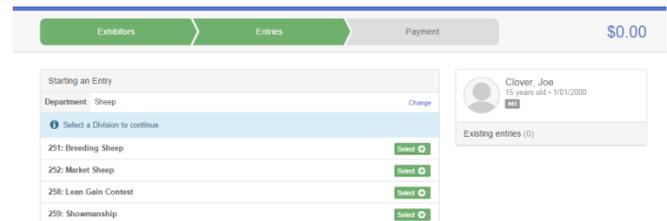
13. Select the department you wish to enter by clicking the green “Select” button.



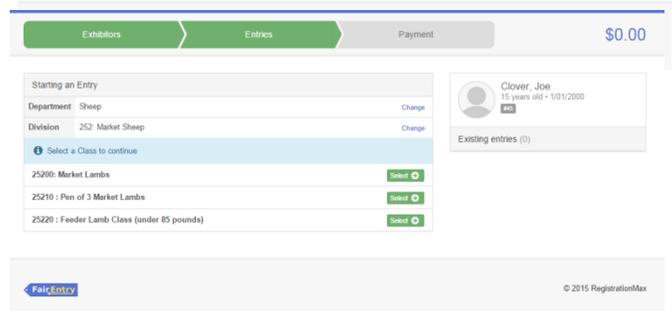
Non-livestock exhibits are under “Static”

For more information about each department, check out the Fayette County Fair Book at <https://go.iastate.edu/DF5XYH>

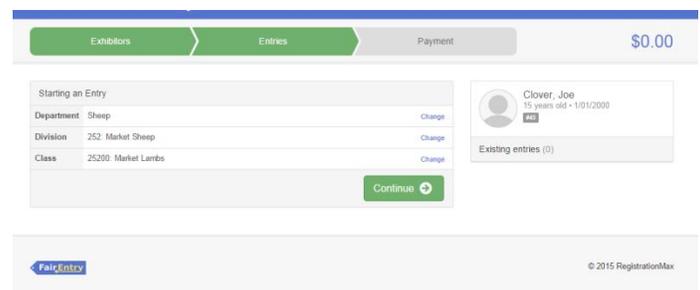
14. Select the Division you wish to enter from the list provided by clicking the green “Select” button.



15. Select the class you wish to enter from the list provided by clicking the green “Select” button.



16. Verify that your selections are correct, then click “Continue” to proceed with the entry process.





17. Select the FFA Chapter you belong to from the provided list.

18. You are prompted to “Add an Animal”. Please select the “Add an Animal” button to continue.

19. A box will come up asking if you want to select an existing animal or create an animal record. Choose “Enter a New Animal Record”.

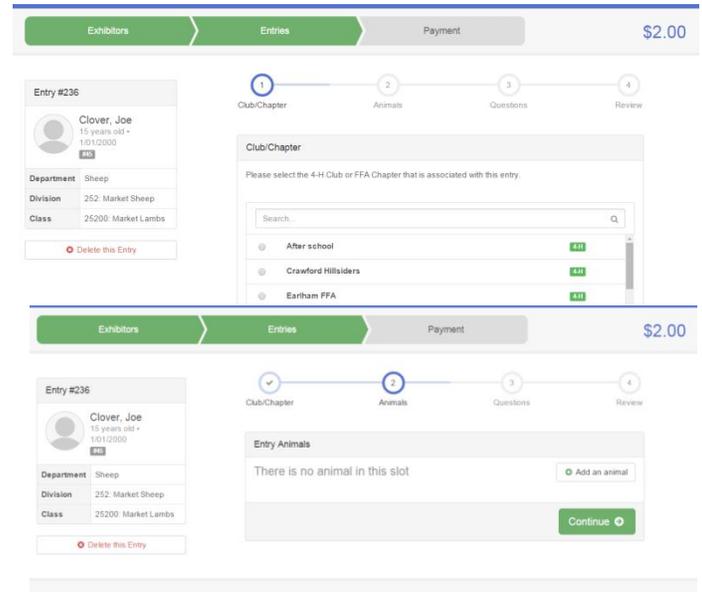
You will need copies of any Animal ID Forms you have turned in to the Extension office to complete this step.

20. Select the animal type from the drop-down list. This is limited to the accepted animal types for the class selected in previous steps.

Once you have selected the animal type (ie: Sheep Weighed-In, Swine Weighed-In, Beef Not Weighed-In), the required information for that specific animal (to be shown in the selected class) will need to be entered.

Please use the information you have provided the Extension Office on Animal ID Sheets or Weigh-In Sheets when completing this portion

Once the entry is complete, click green “Create and Add Animal” box.



Adding an Animal

☰ Choose an Existing Animal Record

OR

✎ Enter a New Animal Record

Adding a New Animal

Animal Type

Cancel

Adding a New Animal

Animal Type

Weigh-in Date *

Tag (include county no.) *

Tag Color *

Scrapie Tag (does only)

Beg. Wt.

Sex * Male Female

Birthdate (ewes)

Breed

Cancel



21. Please verify that the information you have entered for the class you have chosen is correct. If it is incorrect, please edit your entry. If it is correct, please select the green “Continue” box.

22. Please answer any questions you are prompted with. Also, you may be prompted to enter other classes. Please follow the instructions, if any are given. When you are finished, please click the green “Continue” button.

23. Please review your entry. If it is incorrect, please go back and edit. If it is correct, please hit the green “Continue” button.

24. You have successfully completed one entry. You are then prompted with three options: Register another exhibitor, Add another Entry for this Exhibitor, or Continue to Payment.

If you wish to complete another entry, go back to step 12 and begin again from there.

If you wish to Register another exhibitor, go back to step 7 and begin again from there.

If you wish to proceed to payment, go to step 25.

•DO NOT CLICK “SUBMIT” until you have completed all steps for all FFA members in your family.

Payment Process

25. Review your invoice to make sure it is correct.



26. Once you have completed your payment selection, you will confirm your entry one last time. If everything is correct, select the green "Submit" button.

Once you have hit submit, you cannot edit your entry.

27. You will receive a "Thanks!" message. You can choose the button to "Visit Dashboard" to see your entry. You can view the entry summary or details from the Dashboard Screen.

28. Please print the invoice and include with payment. Make checks payable to "Fayette County Extension" and send to Fayette County Extension, 218 South Main, Fayette, IA 52142. **Payment must be to the Extension Office by June 22.**

27. After your payment is received at the Extension Office you will receive an email from Fair Entry letting you know if your entry was approved or rejected by Extension staff. You are now able to make additional entries. If part of a previous entry was rejected, a reason will be listed and you will be able to log in and fix the problem before submitting that entry again.

A screenshot of the FairEntry payment confirmation page. The page has a green header with three tabs: "Exhibitors", "Entries", and "Payment". The "Payment" tab is active, and the amount "\$2.00" is displayed in the top right corner. Below the header is a progress bar with three steps: "Review", "Payment Method", and "Confirm". The "Confirm" step is the current step, indicated by a blue circle with the number "3". The main content area is titled "One last step!" and contains the following sections:

- After you Submit:** A list of three bullet points: "Records will be locked to editing awaiting manager approval", "Your credit card will not be charged until a manager approves the records", and "If the manager does not approve all the records, the amount charged to the credit card may be less than the amount cited here."
- Agree to Terms:** A section with a checkbox and the text "I agree to the above statement".
- Payment Total:** A section showing "\$2.00" and "By Check".
- Instructions to Pay by Check:** A section with two numbered instructions: "1. Shooting Sports entry fee: Make check payable to 4-H Shooting Sports." and "2. If you are paying for Open Fair Entries: Make check payable to Fremont County Fair Board."

A green "Submit" button is located at the bottom right of the page.