



How to Register 4-H Entries for the Fayette County Fair



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

Livestock and Communications Day entries are open from May 22 to June 15, 2023.

Static entries are open May 22 to July 10, 2023.

2. Select the “Sign in with your 4-H Online account” option – the GREEN box.

**(Use 4-H Online to sign in----
Do not create a Fair Entry account)**

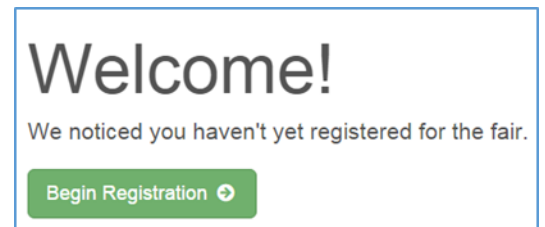


3. A separate box will pop up where you can enter the login email address and password from 4Honline.

(If you don't remember your password for your 4-H Online account, you will need to select the "I forgot my password" option to get a temporary one emailed to you. Go to 4-H Online 2.0 to set a new password (not the temporary password) before you log in to Fair Entry.

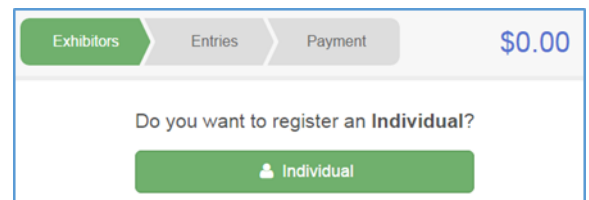
4. Click the “Login” box.

5. This will take you to the Welcome screen, where you will need to select the green box to “Begin Registration.”



SECTION 1 - EXHIBITORS TAB

6. Choose register an individual and click that green box.



7. Choose the dot next to the name of the 4-H member you would like to register and then click the green “continue” box.

like

New Individual Exhibitor

Select an Existing person to continue...

- Sander, Abbigail
11/02/2003 - Age 11
- Sander, Izaak
4/06/2002 - Age 13

- OR -

8. Enter T-shirt Size, click “continue”

9. On the next page, review the exhibitor registration information.

*Make any necessary corrections (using the edit boxes). Remember that any corrections made here DO NOT transfer back to your 4HOnline Account.

Helpsheet, Becky
8/05/2000
2250

Personal Details Contact Info Address Questions Files Review

Please review the exhibitor registration.

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	

10. Click the green “Continue to Entries” box.

SECTION 2 - ENTRIES TAB

11. Click the green “Add an Entry” box to the right of the exhibitor’s name.

Exhibitors Entries Payment \$0.00

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

Helpsheet, Becky
0 Entries

12. Click the green “Select” box next to the Department you would like to enter.

- Non-livestock classes are located in the “**Static-Fayette County**” department.

Check the 2023 Fayette County Fair Book at <https://go.iastate.edu/RNAMPL> for the correct departments, divisions and class numbers.

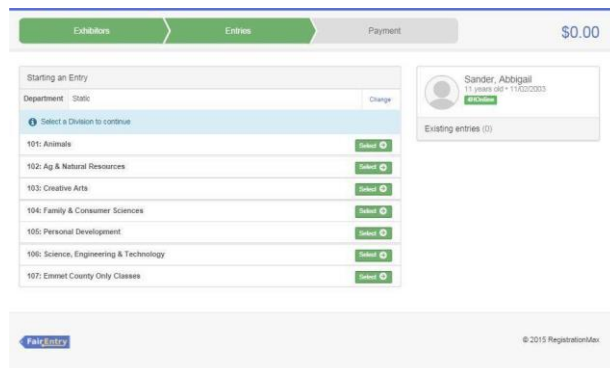
Starting an Entry

Select a Department to continue

- 3100 - Rabbits
- Beef
- Clothing Event Not Available

This exhibitor may not enter into this Department because:
> Registration is not open (6/6/2016-8/30/2016)

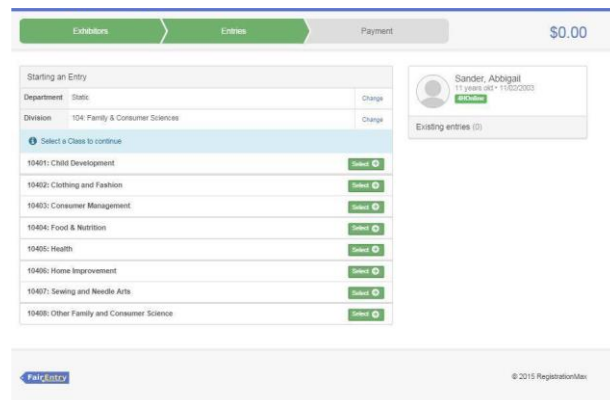
13. Click the green “Select” box next to the Division you would like to enter.



14. Click the green “Select” box next to the Class you would like to enter.

15. Select the dot next to the 4-H Club that you belong to and then select the green “Continue” box.

(If you belong to more than one club, select the club you want this exhibit to be entered with.)

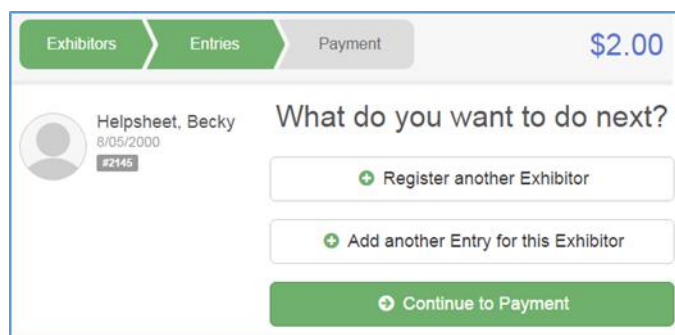


16. If required, enter in a description of your entry – please be specific as this description for static exhibits will be used to distinguish between exhibits, example – don't just type in “photo”, type in more description, such as “Butterfly on leaf photo with blue mat”.

17. Answer any other Additional Questions required for that entry.

18. Decide if you would like to:

- A. Add another entry for this Exhibitor
- B. Add another entry in this Division
- C. Register another Exhibitor (make entries for all exhibitors in your family before continuing to payment. You will be locked out after submitting entries until Extension staff approve or reject your entries.)
- D. Continue to Payment and select that appropriate box



19. To register a livestock entry that you import from 4HOnline, you will select the white “add an animal” box during the entry process.

20. A smaller box with two options will pop up.

A. Rabbit, Poultry, and Pets ONLY

- a. Click on “Enter a New Animal Record”
- b. Select the animal type form the drop-down list.
- c. Enter the required information
- d. Once the entry is complete, click the “Create and Add Animal” box.

B. Choose the green “Choose an Existing Animal Record” box for species already identified in 4H online.

- a. A list of those animals that you have previously ID'd in 4HOnline that are eligible for those classes are listed. Select the circle next to the animal you would like to enter. Then select the green “Select Animal” box.

21. All of the information about that animal will be pulled over from 4-H Online. Verify you have selected the correct animal. If you want to switch to a different animal, click on the “remove from entry box”. If it is correct, click the green “Continue” box. Then you will be taken to the Additional Questions page listed in step #18.

Go back to Step #18 What do you want to do next? *Don't forget to enter the livestock showmanship classes!*

SECTION 3 - PAYMENT TAB

- **DO NOT CLICK “SUBMIT” until you have completed all steps for all exhibitors in your family.**

22. Review your invoice, either in summary format or detail format. If it looks correct, click the green “Continue” box. If not, go back to the entries tab and fix what you need to.

Once you hit submit, you cannot edit your entry.

23. If you have additional exhibitors in your family to make entries for, DO NOT click “Submit” until all exhibitors’ entries are made. If you do, you will be locked out until Extension staff have approved or rejected the entries.

24. Confirm your entry one last time. Read the text in the Terms box. Click the box next to the “I agree to the above statement” and then select the green “Submit” box. **Once you hit submit, you cannot edit your entry.**

25. You will receive a “Thanks!” message. You can choose the button to “Visit Dashboard” to see your entry.

26. 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 to show at the 2023 Fayette County Fair.**

27. After your payment is received by the Extension Office and your entry is approved you will receive an email from Fair Entry letting you know if your entry was approved or rejected. 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.