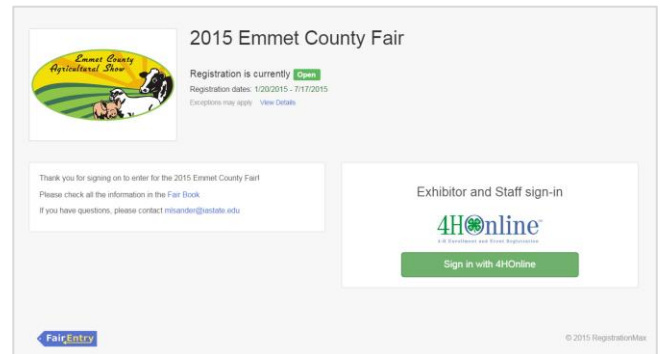


How to Register for Fair (4-H Family)

For the Fremont County Fair this can be done:

****between June 1 and July 1 - late fees will be applied on entries after July 1st**

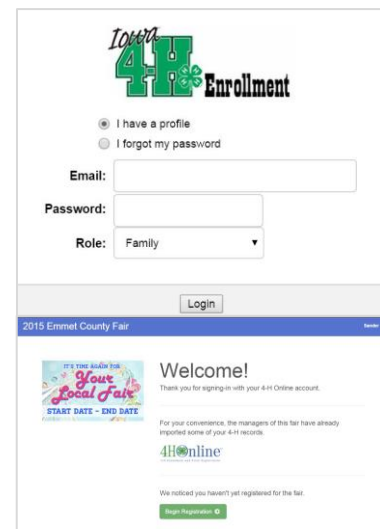
1. Go to <http://fremontcountyfair.fairentry.com>
2. Select your "Sign in with your 4-H Online account options – the **GREEN** box



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, you will need to select the "I forgot my password" option to get a temporary one emailed to you. If your email address has changed, log in using the old email address and change it in 4HOnline.)

4. Click the "Login" box.

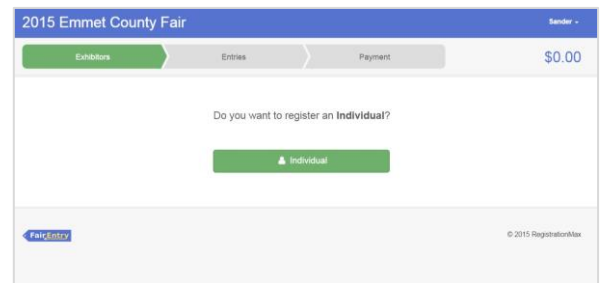


5. This will take you to the Welcome screen, where you will need to select the green box to "Begin Registration"

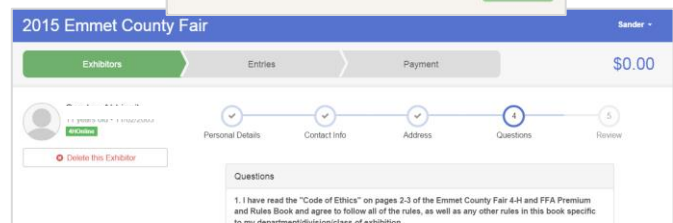
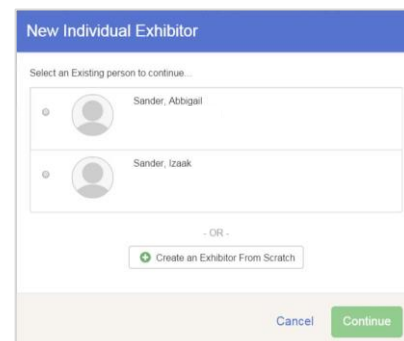


SECTION 1 - EXHIBITORS TAB

6. Choose if you would like to register an individual or a team and click that green box



7. Choose the dot next to the name of the 4-H'ers you would like to register and then click the green "continue" box



8. A page showing questions about your fair plans will appear. Please answer them accordingly.
9. Next you will see the exhibitor registration information that was brought over from 4HOnline, please review this information.
10. Make any necessary corrections (using the edit boxes). Remember that any corrections made here DO NOT transfer back to your 4HOnline Account
11. Click on the green "Continue to Entries" box

SECTION 2 - ENTRIES TAB

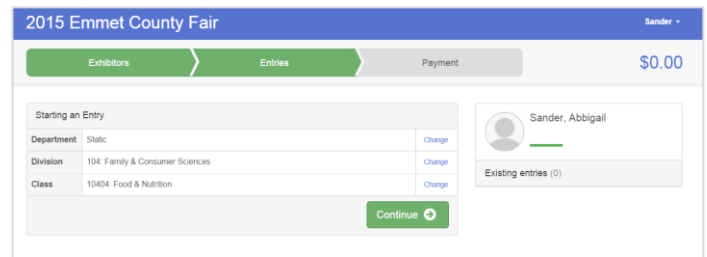
12. Click the green "Add an Entry" box to the right of the exhibitor's name

13. Click the green "Select" box next to the Department you would like to enter

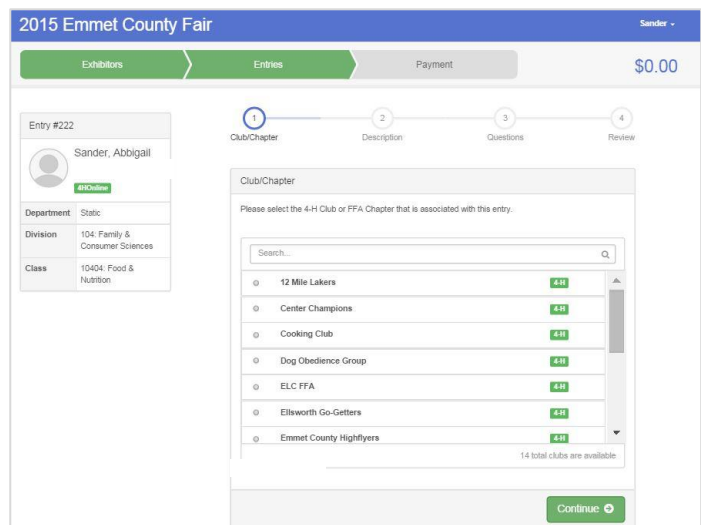
14. Click the green "Select" box next to the Division you would like to enter

15. Click the green “Select” box next to the Class you would like to enter
 (Check the Fremont County Fair Book for class rules.)
 The Fair Book is available at www.extension.iastate.edu/fremont/

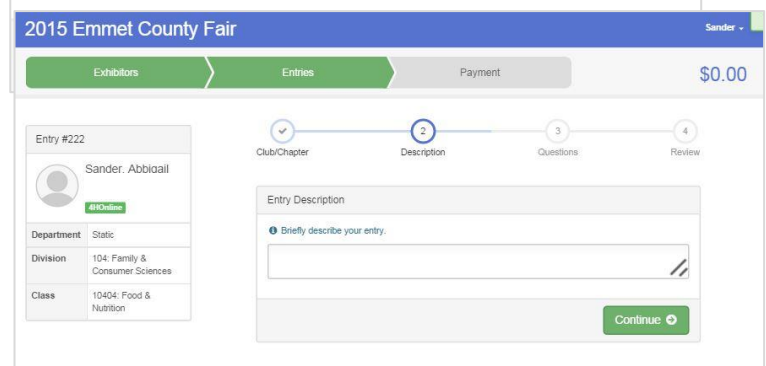
16. Review the Department, Division, and Class that you selected and select the green “Continue” box



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



18. 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”



19. Answer any other Additional Questions required for that entry
****Clothing Event** - Answer all questions about outfit
 Select the green "Continue" box after you are finished answering all questions.

20. Decide if you would like to:
 >Register another Exhibitor
 >Add another Entry for this Exhibitor
 >Continue to Payment
 and select that appropriate box
 (If you are registering within the timeframe, allotted, there will be no charge.)

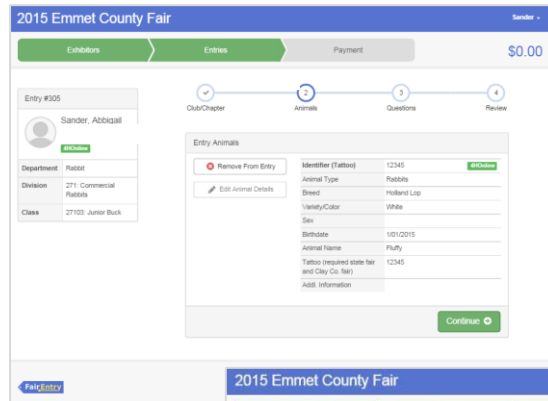
21. To register an animal entry that you import from 4-H Online, you will select the white "add an animal" box during the entry process.

22. A smaller box with two options will pop up. Choose the green "Choose an Existing Animal Record" box

23. A list of those animals that you have previously ID'd in 4-H Online that are eligible for that class are listed. Select the circle next to the animal you would like to

enter. Then select the green “Select Animal” box.

24. All of the information about that animal will be pulled over from 4-H Online, so that you can check to make sure that is 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 #19.

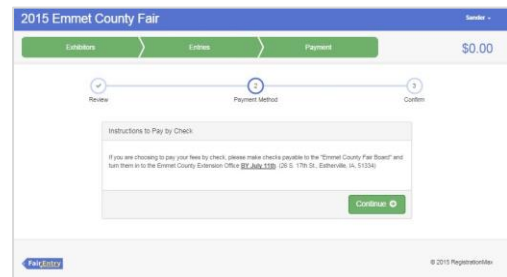


SECTION 3 - PAYMENT TAB

25. 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.

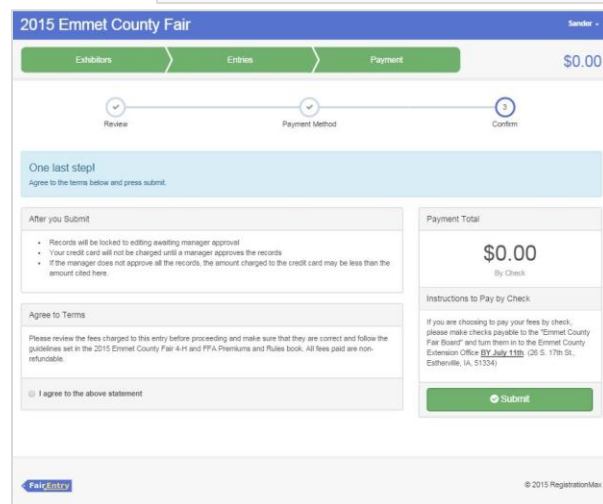


26. Select check or credit card payment type, and then select the green “Continue” box.
***To pay by check, we prefer you print the invoice form to bring in or send with your check (written out to “Fremont County Extension” – all payments are due by July 19..*
***Your entry will not be approved until payment is received.*

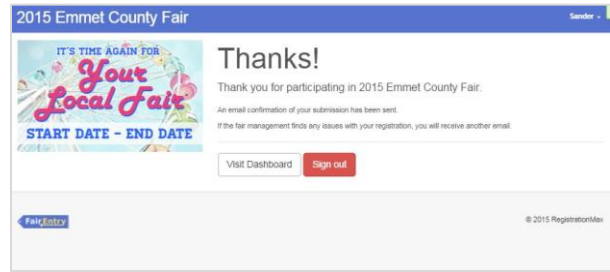


27. Confirm your entry one last time. Click the box next to the “I agree to the above statement” and then select the green “Submit” box.

NOTE: Once you hit submit, you cannot edit your entry.



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



29. You can view the entry summary or details from the Dashboard screen.

You will receive an email from Fair Entry after your entry has been submitted.

You will also receive an email from Fair Entry letting you know if your entry was approved or rejected by the Extension Staff. If part of your 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.

Please contact the Fremont County Extension Office if you have any problems with this process at (712) 374-2351

