How to Enter Exhibits in Fair Entry for the Guthrie County Fair

Registration Opens: Monday, May 18, 2015 for STATIC, Communications and Clothing Event exhibits

Wednesday, July 1, 2015 for livestock and animal exhibits

Registration Closes: Friday, July 10, 2015 (at 11:59 p.m.) for STATIC, Communications and Clothing Event exhibits

Saturday, August 1, 2015 (at 11:59 p.m.) for livestock and animal exhibits

1. Go to [https://guthrie.fairentry.com](https://guthrie.fairentry.com)

2. Click ‘Sign in with 4HOnline’.

3. A separate box will pop up. Enter your 4HOnline family e-mail address and password. The role is ‘Family’. Click ‘Login’.

4. This will take you to the welcome screen. Click ‘Begin Registration’.

5. Click ‘Individual’.

6. Choose the 4-H’er you are entering an exhibit for. Click ‘Continue’.

7. The 4-H’er’s profile will appear. The Personal Details and Contact Info is exported from 4hOnline. If you’d like to make changes, please log into your 4hOnline account at [https://iowa.4honline.com](https://iowa.4honline.com)

8. Click ‘Continue to Entries’.

9. Click ‘Add an Entry’ to the right of the exhibitor’s name.

10. Click ‘Select’ next to the Department you would like to enter. To enter a Static Exhibit (exhibits that are judged and displayed in the 4-H Building), you must click ‘Static’ to view all of the Departments.

11. Click ‘Select’ next to the Division you would like to enter.

12. Click ‘Select’ next to the Class you would like to enter.

13. Review the entry and then click ‘Continue’.

14. Select the 4-H Club that you belong to. Click ‘Continue’.

15. If this is a livestock exhibit, please select the animal that is to be shown.

   Click ‘Add an Animal’. Select the animal. Click ‘Select Animal’. Click ‘Continue’.

   If this is a static exhibit, include a detailed description of your exhibit (example: black and white photo of butterfly with red mat). Click ‘Continue’.

16. Review the information. Click ‘Continue’.

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17. You will now have three options:
   - “Register another Exhibitor”
   - “Add another Entry for this Exhibitor”
   - “Continue to Payment”. This function will prompt you to complete the entry process.
     If you are not completed entering exhibits proceed with one of the first two options.

18. When finished entering exhibits for all the 4-H’ers in your family. Click ‘Continue to Payment’. Review the entries submitted. Click ‘Detail’ for more information. Click ‘Continue’ when ready.

19. If you have an entry fee, please send that to the office as soon as possible. Click ‘Continue’.

20. Click ‘Submit’. The staff at the Guthrie County Extension Office will review the entries and either approve the entries or send them back to the families with necessary revisions. Once you click ‘Submit’ you are unable to make any changes!

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**Helpful Tips**

You will need to sign up for Showmanship when you register online.

**Static Exhibits** are the projects you have worked on to bring to the County Fair and are judged and displayed in the 4-H Building.