

Hancock 4-H members & 4-H District Entries

Important Reminders

- Hancock County District Fair entries are accepted until July 1st. Be sure to complete your entry (including the final “Submit” step) prior to the cut-off date.
- Recommended browsers: Google Chrome or Mozilla Firefox.
- Register all entries for each exhibitor in the family before proceeding to the Payment section.
- Be sure to click the “Submit” button when you have completed your entries. Entries are not final until they have been submitted.
- Check your email inbox for a confirmation email with a list of your entries and any related fees.
- You will receive a second email when your entries have been approved.

Log-In

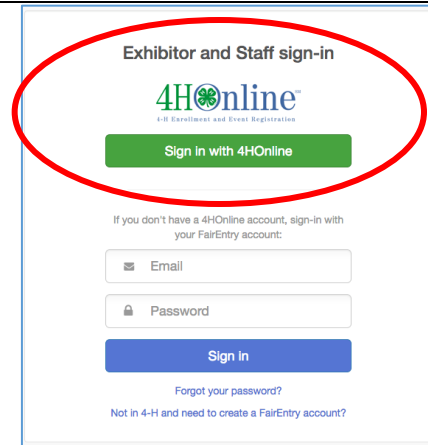
1. Go to <http://hancockdf.fairentry.com>



2. Select to “Sign in with 4HOnline” - **click the green box** - and enter your 4HOnline login information.

NOTE: If you forgot your password for your 4HOnline account, you need to go to 4HOnline to set a new password. Then use the new password (not the temporary password) to log in to FairEntry.

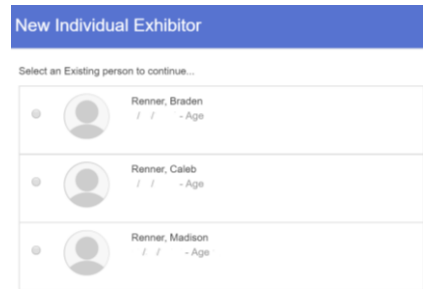
If you are an FFA Exhibitor, please see the FFA Exhibitor Helpsheet



Exhibitor Information

1. Select a 4-H exhibitor from your family list that was pulled over from 4-H online.

Note: Pre 4-H siblings can be added.





2. Answer the exhibitor questions. These will be asked once per exhibitor per year.

Creating Livestock Entries

Note: Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc. For example, if an exhibitor is bringing 2 breeding heifers, two entries into the breeding beef class must be created. If an exhibitor is showing one horse in 5 events, five class entries must be created. Once all entries have been created for the first exhibitor, you have the choice of creating/adding another exhibitor in this family (and entries) or proceeding to check-out (submitting the entries, whether or not fees are charged).

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

2. Click Select beside the first **department** you wish to enter. Department is the animal species. The classes will line up to what is in the fairbook. Please refer to the fairbook for class descriptions, rules, limits, and guidelines on which classes to enter.

[2024 Livestock Fair Book](#)

3. After you select a department, you will see a list of **divisions** to select from, and then a list of available classes. Click Select.



4. After you have selected the department and division, click the green Choose button. *Also notice that there are blue "Change" links in case you mistakenly select an incorrect department, division, or class.*

5. Select your **class** by clicking the Select button for the appropriate class

a) For Horse classes you will be able to select multiple classes at once, assign one horse to all those classes, and then click continue. If showing more than one horse, please select all classes for one horse, hit continue, and then do another set of entries for the next horse.

6. After you have selected the class, click the green Continue button.

7. In the Club/Chapter screen is your opportunity to select your club according to each entry. Click Continue.

Note: 4-H Online it will automatically select your default 4-H club. If in multiple clubs you may need to change.

Note: Out of county exhibitors please change to the appropriate county.

8. In the Animals screen is where you will be asked to specify which animal will be exhibited in this class. You will see the option to "Add an animal". Click Add an animal. Animals can be changed to other ID'ed 4-H animals at fair check-in.

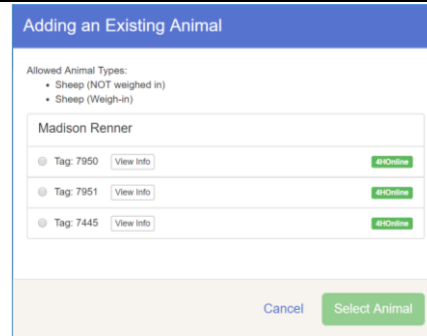


9. **4-H Entries:** Select the Choose an Existing Animal Record. This will pull over all animals ID'ed in 4-H Online to choose from. *The option to enter a new animal record is only available for FFA because they have paper ID forms and the system can't pull that information from 4-H online.*



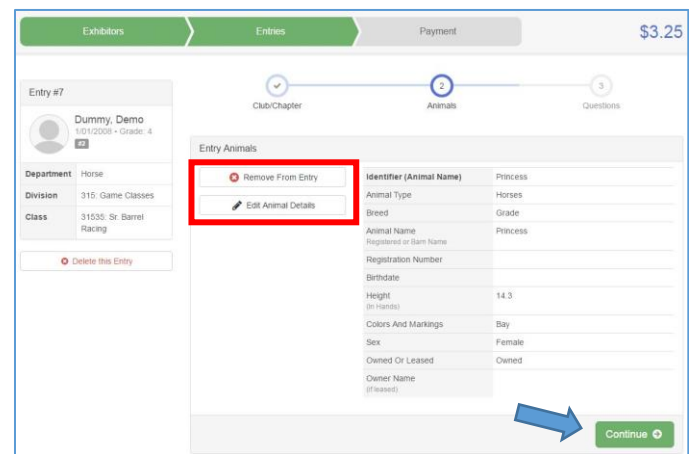
10. Adding an Animal from 4-H Online

Select the appropriate animal ID to correspond with the entry. Click Select Animal.



11. If the animal information was entered incorrectly, you have the option to either Remove From Entry (creating a new animal) or Edit Animal Details.

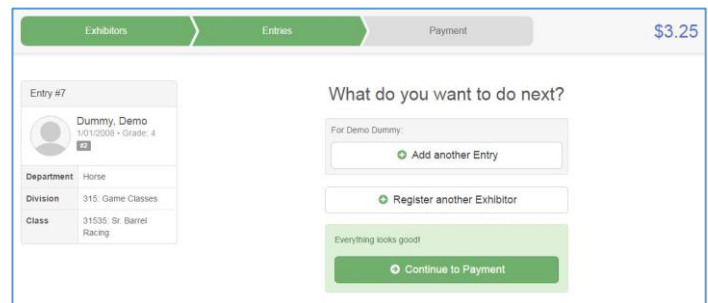
When it's correct, click Continue.



12. When each class entry is complete, you have 3 choices for what to do next:

- If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this family.
- If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**.
- If all entries for all exhibitors in the family have been completed, **Continue to Payment** to finalize, and submit your entries.

IF YOU HAVE NO OTHER ENTRIES TO ENTER CONTINUE TO STEP 22 (last page)



Note: To change departments or divisions click the blue "change" button



Creating Static (Non livestock) Entries

Each exhibitor can have multiple entries. One entry must be made for each item, class, etc. For example, if an exhibitor is bringing 2 photographs, two entries into the photography class must be created. 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 (submitting the entries, whether or not fees are charged).

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

The screenshot shows a navigation bar with 'Exhibitors', 'Entries', and 'Payment' tabs. The 'Payment' tab shows a total of \$0.00. Below the navigation, it states 'There are 0 entries belonging to 1 exhibitor in this invoice.' A profile card for 'Helpsheet, Becky' shows '0 Entries' and a green '+ Add an Entry' button.

13. Click Select beside the first department you wish to enter. Any departments that are not available for entry will be noted as "Not Available" with a short explanation.

The screenshot shows a 'Choose Department and Division' screen with a list of departments: Beef, Clothing Event, Communication, Dairy Cattle, Dog, FFA Static (non-livestock), Goats, Horse, Poultry, Pre 4-H (pre school-3rd grade), Rabbits, Sheep, Static (Non-Livestock), and Swine. Each department has a green 'Select' button next to it. At the bottom, there are 'Cancel' and 'Choose' buttons.

14. After you select a department, you will see a list of **divisions** to select from, and then a list of available classes. Click Select.

The screenshot shows the 'Choose Department and Division' screen with 'Department' set to 'Static (non-livestock)'. A list of divisions is shown: 101: Animals, 102: Ag & Natural Resources, 103: Creative Arts, 104: Family & Consumer Sciences, 105: Personal Development, and 106: Science, Engineering & Technology. Each division has a green 'Select' button. A blue bracket on the left labels this section as 'Divisions'. At the bottom, there are 'Cancel' and 'Choose' buttons.

15. After you have selected the class, click the green Choose button. *Also notice that there are blue "Change" links in case you mistakenly select an incorrect department, division, or class.*

The screenshot shows the 'Choose Department and Division' screen with 'Department' set to 'Static (non-livestock)' and 'Division' set to '103: Creative Arts'. Both fields have a blue 'Change' link to the right. At the bottom, there are 'Cancel' and 'Choose' buttons.



16. Select your **class** by clicking the button for the appropriate class. You have the ability to select multiple classes at once and add up to 4 entries in each class.

17. The club should automatically be listed, but can be changed if you are in more than one club.

18. After you have selected the class, click the green continue button.

19. Entries will be considered “incomplete” with blue boxes until you edit the details section of the entry and add a brief description of your project for your entry tag. (If you don’t know exactly it is ok to put “baked item” or “photo”.)

Note: Click continue when asked to upload photos and files. This is for state fair only and we can’t change for county fair.

20. When each class entry is complete, you have 3 choices for what to do next:

- If all class entries have been completed for one exhibitor, you can **Register another Exhibitor in this family.**
- If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor.**
Note: To change departments or divisions click the blue “change” button
- If all entries for all exhibitors in the family have been completed, **Continue to Payment to finalize and submit your entries.**



Review and Payment

21. Review your entries for completeness and accuracy. *Notice the Summary and Detail buttons at the top of the list on the right.* If there are errors, click on the green Entries section at the top of the page. Click Continue when all information is correct.

Note: *If showing animals that require a YQCA certification (beef, dairy, goat, poultry, rabbit, sheep, swine) you must submit certificates to karast@iastate.edu before livestock entries are approved.*

22. Read the payment instructions and select your method of payment. Payment options are cash, credit card, or a check made out to **Hancock County Ag Society**. If you wish to pay by cash or check, please bring to Hancock County Extension. **NOTE: Even if you owe no money (no fees are charged) you must click Continue to the last "Confirm" step to submit your entries.**

23. Read the information in the "After you Submit" section.

a) Be sure to scroll to the bottom and check "Agree to Terms".

b) Click Submit to finalize the entries for the exhibitors in this family. **After you click Submit, no changes are possible to these entries.**



If you have any questions or concerns regarding your entries please contact the Hancock County Extension Office at 641-923-2856 or email vschmidt@iastate.edu or kristyb@iastate.edu or Karast@iastate.edu.