

Hancock County FFA & District FFA Exhibitor 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

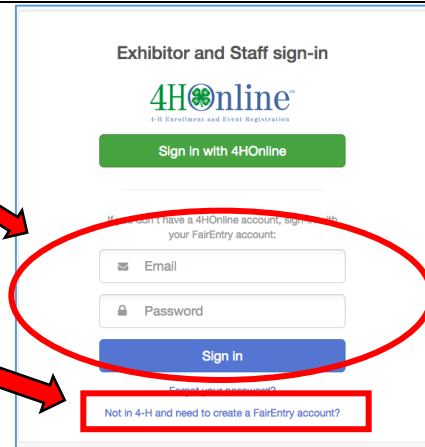
1. Go to <http://hancockdf.fairentry.com>



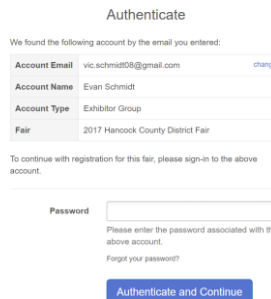
2. If you exhibited in a previous Hancock County Fair or other fair using Fair Entry as an FFA exhibitor, you have an account. Log in using the blue sign in button.

First Time FFA exhibitors will need to create a new account. Please click “Not in 4-H and need to create a FairEntry account”.

***Note: If you don't remember your password, use the forgot password button under the sign-in button.*



3. **Fair Entry account found** may show up if you try to create a new account but one had been made previously for a different fair. You need to authenticate to be able to sign up for the Hancock County District Junior Fair.



4. (skip if you already had an account). On the account creation page ensure that your information is correct. Account name should be the last name of your family.

IMPORTANT: This must be a valid email address, so that you can receive the necessary confirmation messages.

2020 Wright County District Junior Fair

Account Creation

To continue with registration for this fair, please provide the following details.

Email: [change](#)

Account Name: Example: Your last name

Phone Number: Format: ###-###-#### or #####-####

Password:

- 8 characters minimum
- at least 1 digit
- at least 1 capital letter or symbol

Confirm Password:

[Create Account](#)

Exhibitor Information

5. Exhibitors who made entries last year will be in the system. You will be able to select individual from your family list.

New FFA Exhibitors - Creating a new exhibitor: Enter the information into the four fields—all fields are required. Click Continue when all information is entered.

(this will save in the account for next year and you will be able to select exhibitors in future years.)

Exhibitors | Entries | Payment \$0.00

Do you want to register an Individual?

[Individual](#)

New Individual Exhibitor

First Name (Required)

Last Name (Required)

Date of Birth (Required)

Gender (Required)

⚠ The form is incomplete [Cancel](#) [Continue](#)

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

2021 Hancock County District Fair Logout

Exhibitors | Entries | Payment \$11.00

Schmidt, Nathan Personal Details | Contact Info | Address | Questions | Items

[Create New Exhibitor](#)

Questions

ALL BEEF, DAIRY, SHEEP, GOATS, SWINE, AND HORSES (COUNTY AND DISTRICT) WILL BE REQUIRED TO HAVE HEALTH PAPERS.
 ALL SWINE HEALTH PAPERS MUST BE NO MORE THAN 7 DAYS PRIOR.
 ALL SHEEP HEALTH PAPERS MUST BE NO MORE THAN 14 DAY PRIOR.
 AND ALL BEEF, DAIRY, GOATS, AND HORSES MUST BE NO MORE THAN 30 DAYS PRIOR.
 Health Paper Provider List - resource list for where to get health papers.

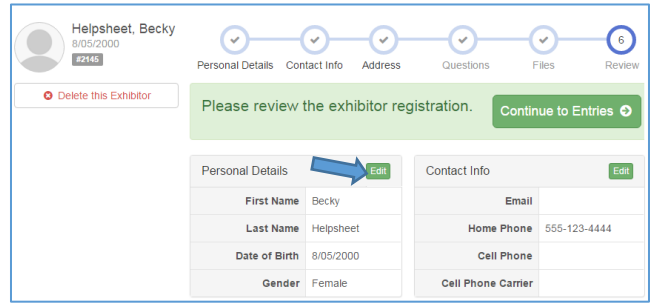
Pre-paying for bedding will not be an option for fair 2020.
 Bedding will be available for purchase on the fair site.

5. DISTRICT HORSE EXHIBITORS ONLY - Jump Out Fee (if not staying during duration of the fair: ONE FEE PER HORSE PER DAY)

Thursday - Games (\$3.00) (899 spots available)
 Sunday - Performance (\$3.00) (899 spots available)

[Continue](#)

7. Review your exhibitor registration. If any information is incorrect, click the green Edit button in the appropriate group to change it. When all information is correct, click Continue to Entries.



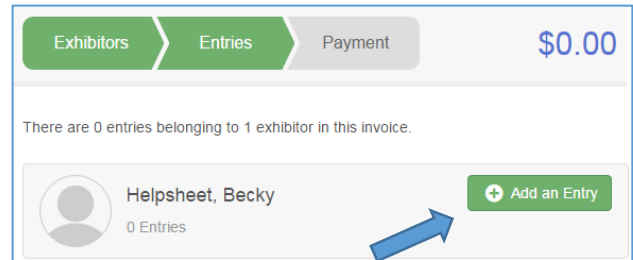
The screenshot shows a registration review interface for 'Helpsheet, Becky' (ID #2145). A progress bar at the top indicates steps: Personal Details, Contact Info, Address, Questions, Files, and Review (6). A green banner says 'Please review the exhibitor registration.' with a 'Continue to Entries' button. Below are two sections: 'Personal Details' and 'Contact Info', each with an 'Edit' button. A blue arrow points to the 'Edit' button in the Personal Details section.

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	

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).

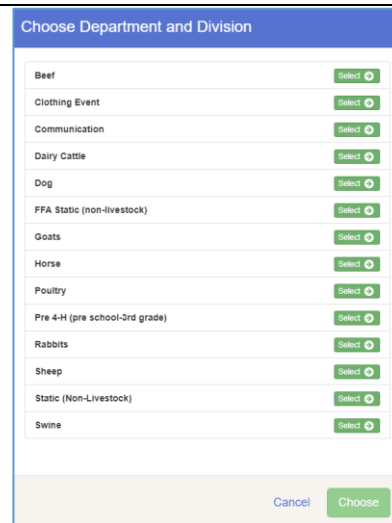
8. Click Add an Entry beside the correct exhibitor (if more than one has been created).



The screenshot shows the 'Entries' tab selected in a navigation bar. The total amount is \$0.00. A message states 'There are 0 entries belonging to 1 exhibitor in this invoice.' Below, a card for 'Helpsheet, Becky' shows '0 Entries' and a green '+ Add an Entry' button. A blue arrow points to this button.

9. 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](#)

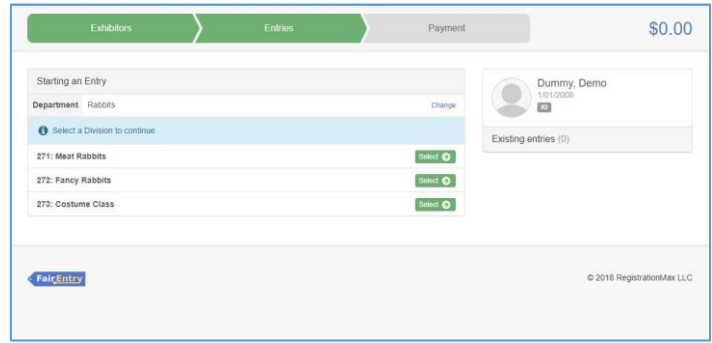


The screenshot shows a list of departments with 'Select' buttons next to each. A blue arrow points to the 'Select' button for 'Beef'.

Department	Action
Beef	Select
Clothing Event	Select
Communication	Select
Dairy Cattle	Select
Dog	Select
FFA Static (non-livestock)	Select
Goats	Select
Horse	Select
Poultry	Select
Pre 4-H (pre school-3rd grade)	Select
Rabbits	Select
Sheep	Select
Static (Non-Livestock)	Select
Swine	Select

Buttons: Cancel, Choose

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

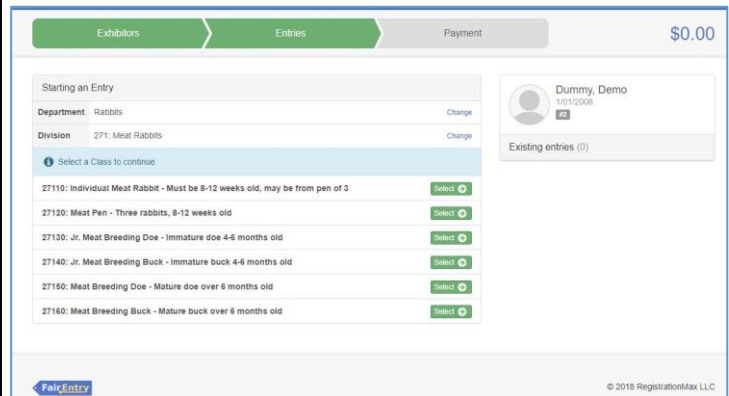


11. After you have selected the department and division, click the green Choose button. *Also notice that there are blue "Change" links in case you mistakenly select an incorrect department, division, or class.*

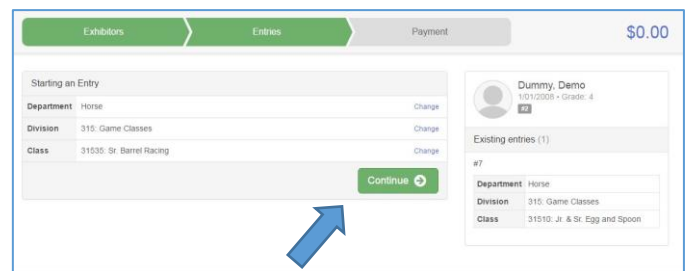


12. Select your **class** by clicking the Select button for the appropriate class

- 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.

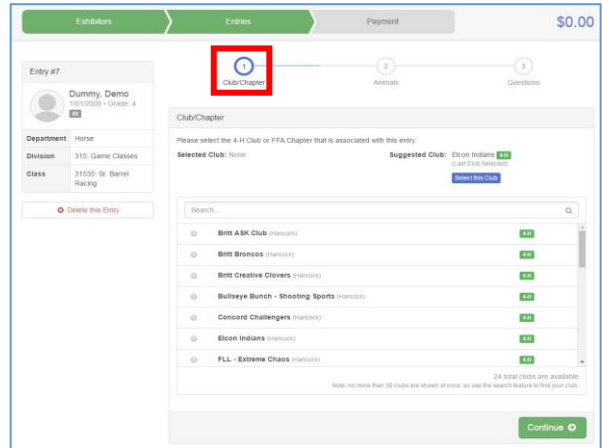


13. After you have selected the class, click the green Continue button.

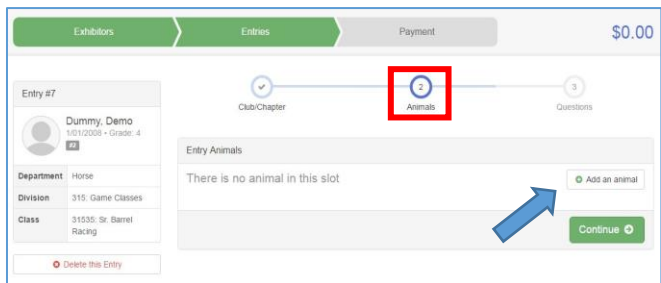


14. In the Club/Chapter screen is your opportunity to select your club according to each entry. Click Continue.

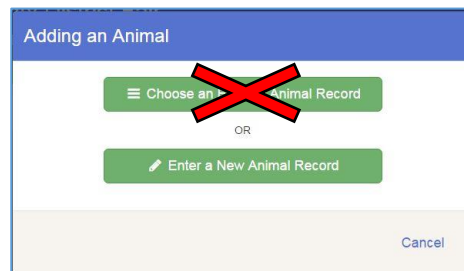
Note: Out of county exhibitors select the appropriate county.



15. 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.



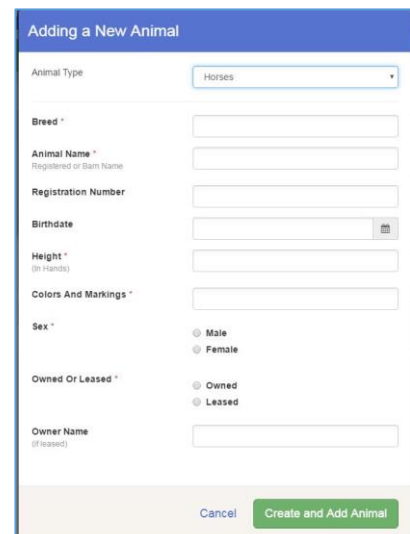
16. Select the Enter a New Animal Record. As FFA members your ID paperwork is not stored in 4-H online, rather paper copies must be verified by the Extension Office or FFA Advisor.



17. Adding an Animal:

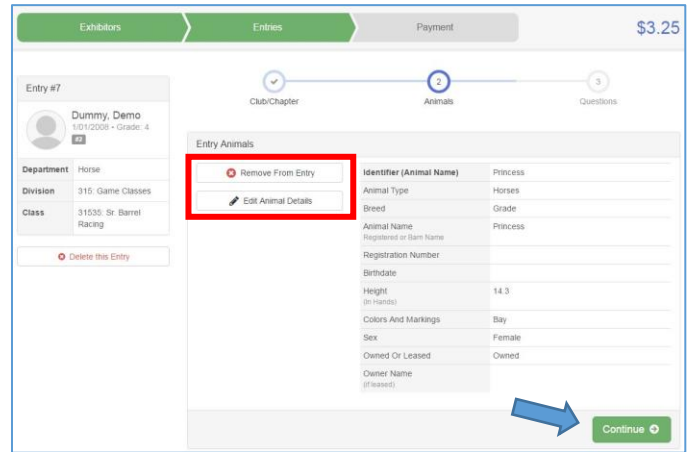
Animal Type: click the drop down arrow to select the appropriate animal type.

Fill in all the fields with information about the animal you intend to exhibit. **This information MUST match your paper ID forms.** Click Create and Add Animal when finished.

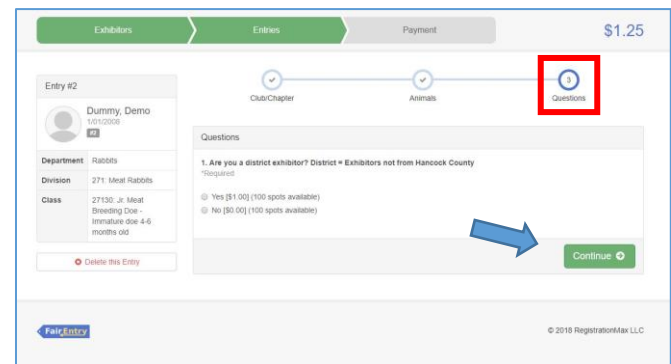



18. If the animal information was entered incorrectly, you have the option to either Remove From Entry (creating a new animal) or Edit Animal Details.

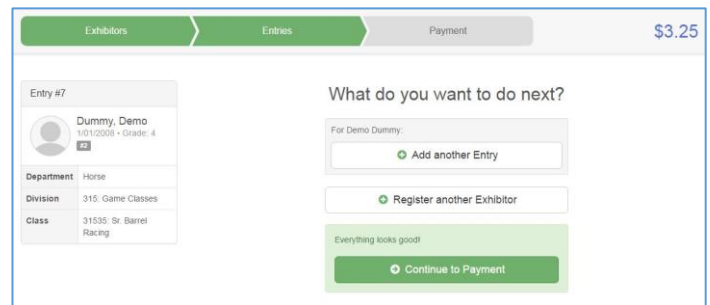
When it's correct, click Continue.



19. In the Questions section is where you answer any questions or file uploads related to entry in this class will be next. Click Continue after answering those questions or uploading documents.



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**.
 - If all entries for all exhibitors in the family have been completed, **Continue to Payment** to finalize and submit your entries.



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

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 with cash or check, please bring to Hancock County Extension Office. **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.

- Be sure to scroll to the bottom and check "Agree to Terms".
- 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 kristyby@iastate.edu or karast@iastate.edu.



IOWA STATE UNIVERSITY
Extension and Outreach