

Hardin County 4-H & Clover Kids Family Fair Entry

FFA Entries – view [FFA Entries Help Sheet](#)

Important Reminders:

- **ENTRY DEADLINES:**
 - ***ANIMALS:** 4-H and FFA animal entries due by 4:30 p.m. on June 15th.
 - ***STACTIC:** Static Entries are due online by 4:30 PM on July 10th. Entry Fee will be collected at conference judging check-in when 4-Hers receive their entry tags.
 - ***LATE ENTRIES WILL NOT BE ACCEPTED!!**
- Clover Kids are not required to enter exhibits online see Fair Book for details.
- Recommended browsers: Google Chrome or Mozilla Firefox. Older versions of Internet Explorer may cause unexpected results.
- 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 by your fair.

PART 1: Getting Started

1. Go to <https://hardin.fairentry.com>.
2. Select the “Sign in with your 4-HOnline account” option – the **GREEN** box.



The screenshot shows the 4HOnline sign-in interface. At the top is the 4HOnline logo with the tagline "4-H Enrollment and Event Registration". Below the logo are two dropdown menus: "Choose a 4-H Organization..." and "Choose a Role...". At the bottom is a green button labeled "Sign in with 4HOnline".

3. A separate box will pop up where you can enter the login email address and password from your 4HOnline account. *(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.)*



The screenshot shows the 4HOnline login form. At the top is the "Iowa 4H Enrollment" logo. Below the logo are two radio buttons: "I have a profile" (selected) and "I forgot my password". Below the radio buttons are three input fields: "Email:", "Password:", and "Role:". The "Role:" dropdown menu is set to "Family". At the bottom is a "Login" button.

4. Click the “Login” box.

5. Click “Begin Registration”

Welcome!

We noticed you haven't yet registered for the fair.

[Begin Registration](#)

PART 2: Exhibitor Information

1. Choose to register an individual.

2. Select the dot next to the name of the 4-H'er you would like to register and then click the green "continue" box.

3. You will be taken to Step 4 of the progress bar, a page with instructions followed by some questions. **READ THIS CAREFULLY.**

Click **Continue** at the bottom when you are finished. You will only be asked these once per exhibitor. Answer them **NOW.**

4. Step 5 of the progress bar allows meat and dairy animal exhibitors to download their YQCA certificate. If you have not yet turned in your YQCA certificate, you can upload it now, too. Entries will NOT be approved if we do not have proof of your YQCA certification.

Click **Continue** at the bottom when you are finished.

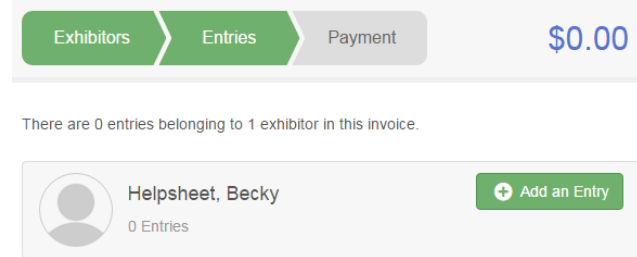
5. Scroll up to the top, and review your exhibitor information. If any information is incorrect, click the green **Edit** button in the appropriate group to change it. When all information is correct, click **Continue to Entries.**

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	

PART 3: Creating Entries

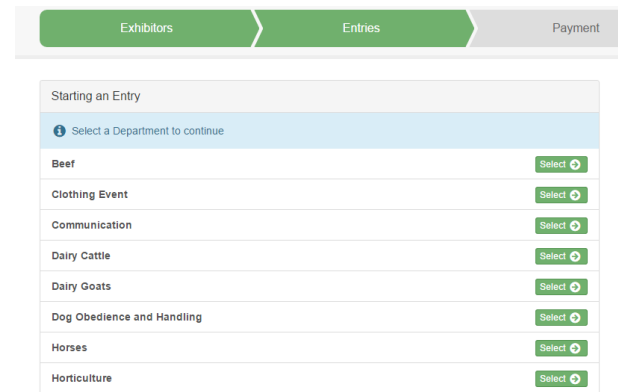
One entry must be made for each exhibit, animal, class, etc. For example, if an exhibitor is bringing 2 photographs, two entries into the photography class must be created. If an exhibitor is showing one horse in 5 events, five class entries must be created. Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this family (and making their entries) or proceeding to check-out.

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



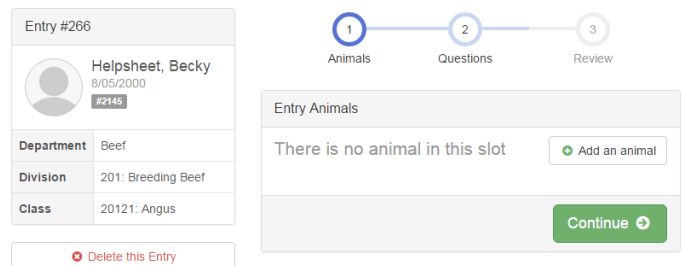
2. Click **Select** beside the first department you wish to enter. Any departments that are not available for entry will be noted as “Not Available” with a short explanation.

3. After you select a department, you will see a list of divisions to select from, and then a list of available classes. *Also notice that there are blue “Change” links in case you mistakenly select an incorrect department, division, or class. **Llama exhibitors – choose the Pets Department.***



4. After you have selected the class, click the green **Continue** button. If prompted, select your club and hit **Continue** once again.

5. **Special notes for Animal Entries.** For some classes you may be prompted to enter a specific animal. Market Beef is one example where you will need to select “**Add an Animal**”. You will then need to select an animal that was ID-d in 4HOnline and will need to choose an “Existing Animal Record”. Select the animal from the animal ID’s that carried over from 4HOnline.



For some animals, like Bottle Calves, you would choose to **Enter a New Animal Record**.

For other animals, like swine and sheep, you will be instructed to ID your animals at fair check-in. Please follow instructions given.

6. When the animal you choose is correct, click **Continue**.

<p>7. Any questions or file uploads related to entry in this class will be next. Click Continue after answering those questions or uploading documents.</p> <p>8. The Review screen allows you to double check this entry for accuracy, and make any changes necessary. When the information is correct, click Continue and that class entry is complete.</p>	
<p>9. When each class entry is complete, you have 3 choices for what to do next:</p> <ol style="list-style-type: none"> 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. <p>If all entries for all exhibitors in the family have been completed, Continue to Payment to finalize and submit your entries.</p>	
<p>10. 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.</p> <p>11. Print your invoice and include it with your payment. Pay by check – Make your check payable to Hardin County Agricultural Society. Mail your check to Hardin County Extension Office, PO BOX 818, Iowa Falls, IA 50126.</p> <p>Static Entry fees will be collected at Conference Judging check-in.</p>	

You will receive an email from Fair Entry after your entry has been submitted. **If you do not receive this email (check your junk mail), you have NOT submitted your entry correctly.**

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

Please contact the Hardin County Extension Office if you have any problems with this process at 641-648-4850 or hardman@iastate.edu.