

# Hardin County FFA Family Fair Entry

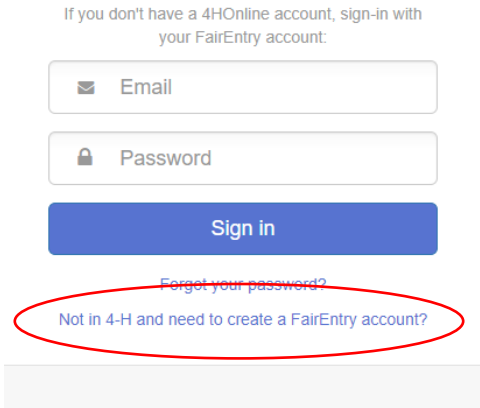
## 4-H & Clover Kids Members – view 4-H Entries Help Sheet

### Important Reminders:

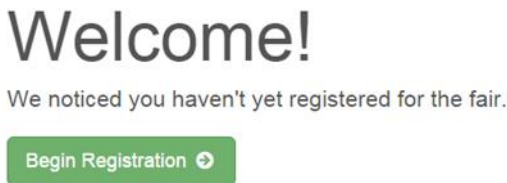
- **ENTRY DEADLINES:**
  - \***ANIMALS:** 4-H and FFA animal entries due by 4:30 p.m. on June 15th.
  - \***STACTIC:** Static Entries are due online by 4:30 PM on June 27. Entry Fee will be collected at conference judging check-in when exhibitors receive their entry tags.
  - \***LATE ENTRIES WILL NOT 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. (First time) Click “Not in 4-H and need to create a FairEntry Account”. (After that, if you are logging back in, enter the email & password that you created and click the Sign in link.) Even if you are in 4-H as well, it is best that you create a new account for your FFA Entries, especially if you show animals.
3. Enter your email address twice and click Create Account. **IMPORTANT:** This must be a valid email address, so that you can receive the necessary confirmation messages.
4. On the Account Creation page, enter information into the fields (all are required). Account Name, Phone, Password (enter twice to confirm).
5. Click Create Account.



5. Click “Begin Registration”



**PART 2: Exhibitor Information**

1. Choose to register an individual.

2. Enter the information into the four fields—all fields are required. Click Continue when all information is entered.

3. (If you entered/spelled something incorrectly on the previous screen, you have the option to Delete this Exhibitor on this screen.) Enter the information on the Contact Info screen—the only required field is the top Home Phone Number. You can use the same email address that you used to create the account, or an alternate one. If you wish to receive text messages, enter your cell phone number and carrier. That number can be the same as the Home Phone Number entered above, or different. Click Continue when you are finished entering data.

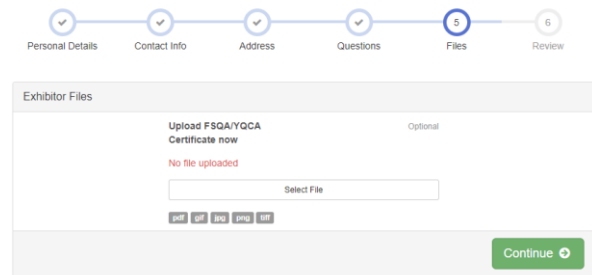
4. Enter your mailing address. All fields, except “Address continued”, are required. As the on-screen help states, the address entered here will be used for mailing premium checks, etc. Click Continue when all information is entered correctly.

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

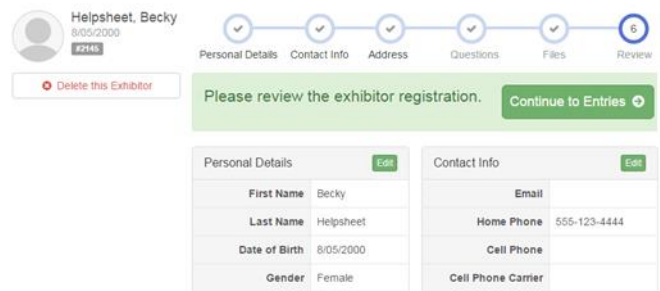
Click **Continue** at the bottom when you are finished. You will only be asked these once per exhibitor. Answer them **NOW.**

6. 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.



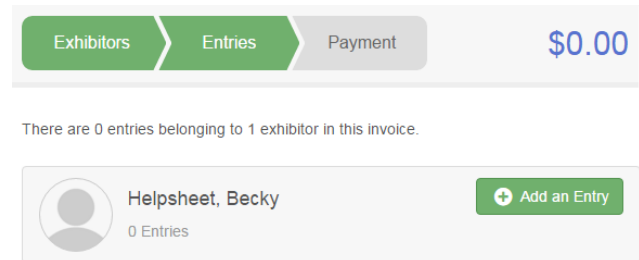
7. Scroll up to the top, and review your exhibitor information. If any information is incorrect, click the green **Edit** button in the appropriate group to change it. When all information is correct, click **Continue to Entries**.



### PART 3: Creating Entries

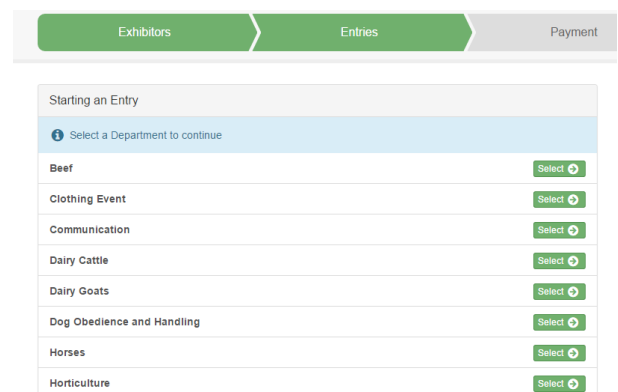
One entry must be made for each exhibit, animal, class, etc. For example, if an exhibitor is bringing 2 photographs, two entries into the photography class must be created. If an exhibitor is showing one horse in 5 events, five class entries must be created. Once all entries have been created for the 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.

2. 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. If this is an **animal class entry**, you may be required to specify which animal will be exhibited in this class. That may be optional; or you may NOT be able to specify the animal at entry time. If you are able to do that, you will see the option to “Add an animal”.

6. Fill in all of the field with the information about the animal you intend to exhibit. **The information MUST match the ID forms that you submitted to the Extension Office by May 15<sup>th</sup>. The exception is Rabbits, Poultry, and Bucket/Bottle Calves which did not have to be ID-d at that time.**

7. 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 is correct, click **Continue**.

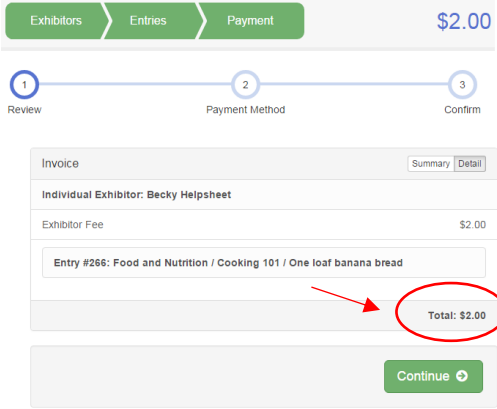
8. Any questions or file uploads related to entry in this class will be next. Click **Continue** after answering those questions or uploading documents.

9. 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.

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

- a. If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this family.
- b. 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.

<p>11. Review your entries for completeness and accuracy. Notice the <b>Summary and Detail</b> buttons at the top of the list on the right. If there are errors, click on the green <b>Entries</b> section at the top of the page. Click <b>Continue</b> when all information is correct.</p>	
<p>12. 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><b>Static Entry fees will be collected at Conference Judging check-in.</b></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](mailto:hardman@iastate.edu).