

4-H member Entry

Important Reminders

- Humboldt County District Fair entries are accepted until June 16th, with late fees June 23rd. 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://HumboldtDistrictFair.fairentry.com>



2021 Humboldt County District Fair

Registration is currently Open
 Registration dates: 5/16/2021 - 6/18/2021
Exceptions may apply View Details

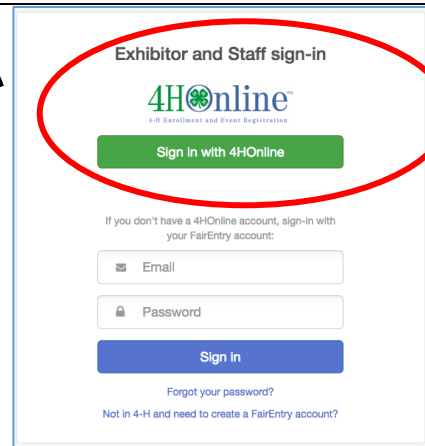
Welcome to the 2021 Humboldt County District Fair! Fair Dates are July 20th -26th.
 The Humboldt County District Fair Book is available at our website or through the office to pick up. Please review the general fair rules and rules specific to your exhibits before entering.
 Please ensure that you complete entries for all exhibitors before submitting, as it will not allow you to add entries until we approve them.
 Click on the appropriate help sheet link to assist with registering. 4-H FFA.
 If you need assistance at any time please call the office at 515-332-2201

4-H Exhibitor and 4-H Staff Sign-In



Sign in with 4HOnline

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 will 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 please see the FFA Helpsheet

Exhibitor Information

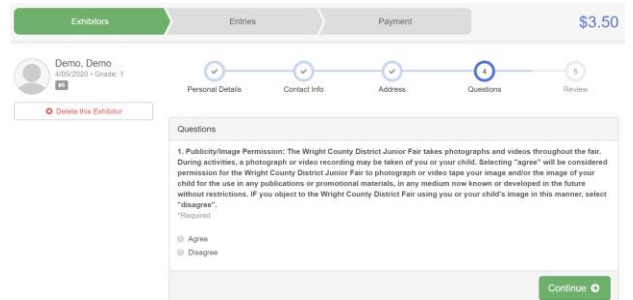
1. Select a 4-H exhibitor from your family list that was pulled over from 4-H online.

New Individual Exhibitor

Select an Existing person to continue...

- Renner, Braden / / - Age
- Renner, Caleb / / - Age
- Renner, Madison / / - Age

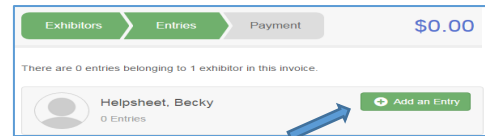
2. Answer the Questions. It will only be asked once per exhibitor per year.



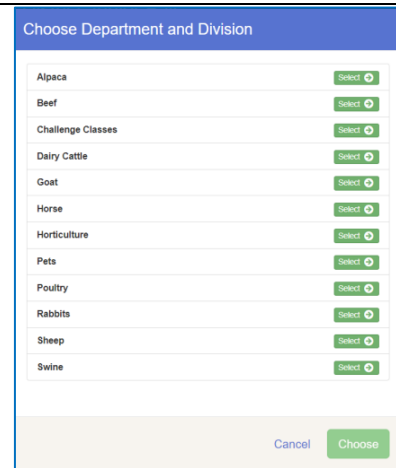
Creating Livestock Entries

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)

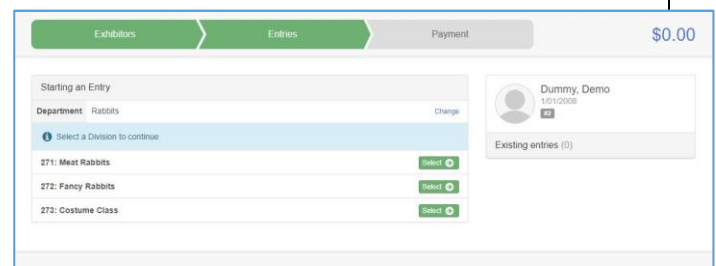


2. Click Select beside the first **department** you wish to enter. Department is the animal species. The classes will line up to what is in the fairbook. Please refer to the fairbook for class descriptions, rules, limits, and guidelines on which classes to enter.



Humboldt County District Fair Fairbook:
<https://www.extension.iastate.edu/humboldt/page/member-info>

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.

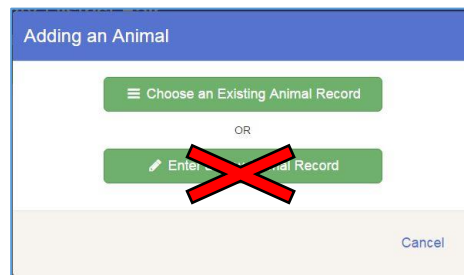
7. In the Club/Chapter screen is your opportunity to select your club according to each entry. Click Continue.

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

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.

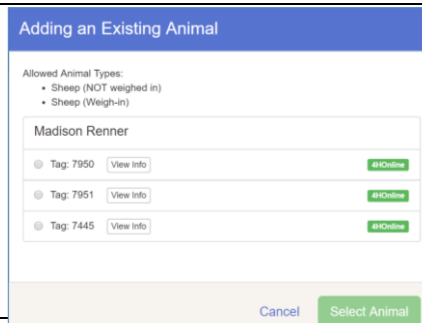


9. **4-H Entries:** Select the Choose an Existing Animal Record. This will pull over all animals ID'ed in 4-H Online to choose from.
The option to enter a new animal record is only available for FFA because they have paper ID forms and the system can't pull that information from 4-H online.



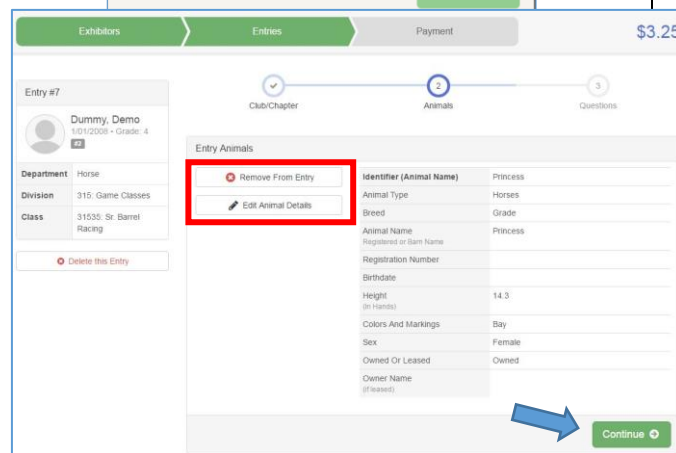
10. Adding an Animal from 4-H Online

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.

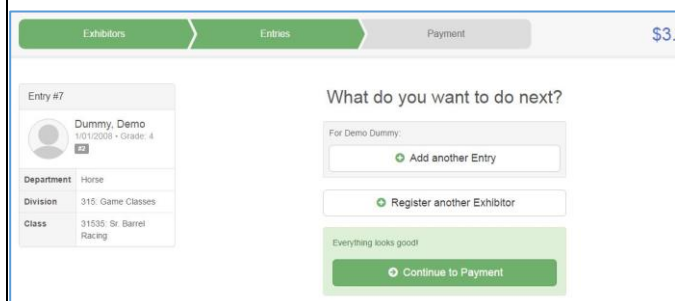
When it's correct, click Continue.



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 OR ARE A DISTRICT EXHIBITOR CONTINUE TO STEP 22 (last page)



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



Creating Static Entries (Projects)

NEW

Since pre-entry of static exhibits is new to Humboldt County we will also have a station set up at fair to catch last minute additions. Please make entries for anything you think you will bring. It is easier to scratch entries than add them.

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 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).

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.

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.

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.

16. Select your class by clicking the Select button for the appropriate class

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

18. In the Club/Chapter screen is your opportunity to select your club according to each entry. Click Continue.
 Note: If you are a dual exhibitor (show both 4-H and FFA) be sure to select the right club for each entry. If you sign-in through 4-H Online it will automatically default to your 4-H club. Out of county exhibitors use the "District" club option.

19. In the Description screen is where you are asked to provide a brief description of your project for your entry tag.

20. 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.**

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

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

The screenshot shows the 'Entries' step of a three-step process. On the left, there is a summary for 'Entry #7' by 'Dummy, Demo' (1/01/2008, Grade: 4) in the 'Horse' department, '315: Game Classes' division, and '31535: Sr Barrel Racing' class. On the right, under 'What do you want to do next?', there are three buttons: 'Add another Entry', 'Register another Exhibitor', and 'Continue to Payment'. A green message says 'Everything looks good!'.

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: To see your invoice in greater or less detail click "summary or detail" in invoice right corner.

The screenshot shows the 'Review' step of the process. At the top, there are three progress indicators: 'Review' (1), 'Payment Method' (2), and 'Confirm' (3). Below is an 'Invoice' section with a 'Summary' and 'Detail' button. The invoice lists 'Individual Exhibitor: Demo Dummy', 'Entry #7: Horse / Game Classes / 31535: Sr Barrel Racing', and 'Entry Fee: Sr Barrel Racing' for a total of '\$3.25'. A 'Continue' button is at the bottom right.

22. Read the payment instructions and select your method of payment. Payment options are cash, credit card, or a check made out to Humboldt County Fair. **NOTE: Even if you owe no money (no fees are charged) you must click Continue to the last "Confirm" step to submit your entries.**

The screenshot shows the payment selection screen. It asks the user to 'Please select a form of payment to continue.' There are two radio button options: 'Pay by Credit Card' and 'Pay by Check'. Below this is a section titled 'Instructions to Pay by Check' which provides details on how to write checks payable to 'Wright Co. District Junior Fair' and includes the address: 'Wright County Extension Office, 210 1st St SW, Clarion, IA 50525'. A 'Continue' button is at the bottom right.

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 Humboldt County Extension Office at (515) 332-2201.



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Extension and Outreach

