

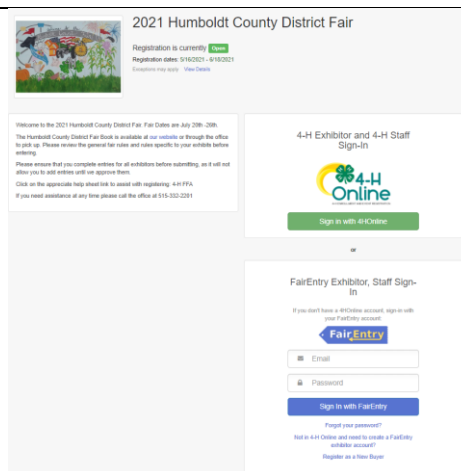
FFA Exhibitor Entries

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

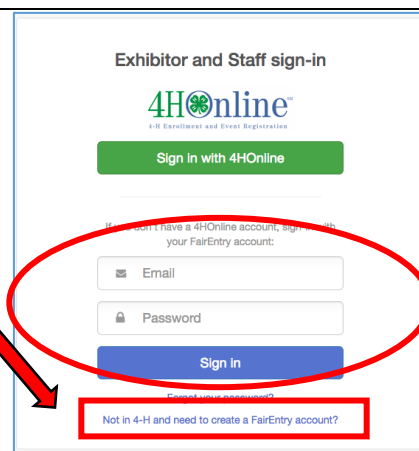
1. Go to <http://HumboldtDistrictFair.fairentry.com>



2. Families will need to create a first time family account to exhibit as FFA. Please 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.)

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



3. **District FFA exhibitors** may see a screen saying an account was found and you need to authenticate to be able to sign up for the Wright County District Junior Fair.

4. 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.

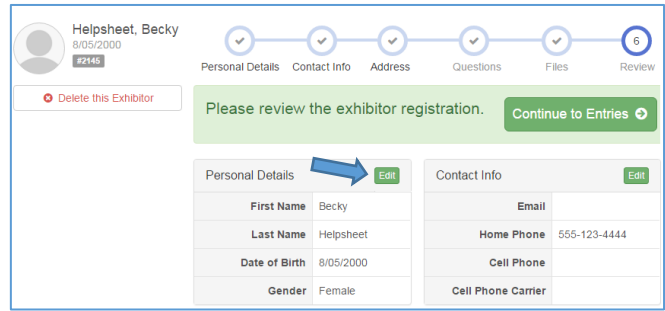
Exhibitor Information

1. **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.)

2. Answer the Publicity/Image Permissions. It will only be asked once per exhibitor per year.

- 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.

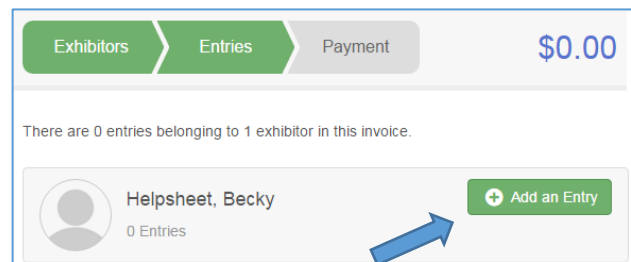


Personal Details		Contact Info	
First Name	Becky	Email	
Last Name	Helpsheet	Home Phone	555-123-4444
Date of Birth	8/05/2000	Cell Phone	
Gender	Female	Cell Phone Carrier	

Creating Livestock Entries

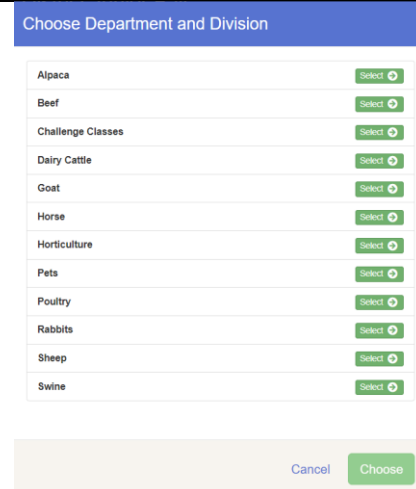
Note: Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc. For example, if an exhibitor is bringing 2 breeding heifers, two entries into the breeding beef class must be created. If an exhibitor is showing one horse in 5 events, five class entries must be 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).

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

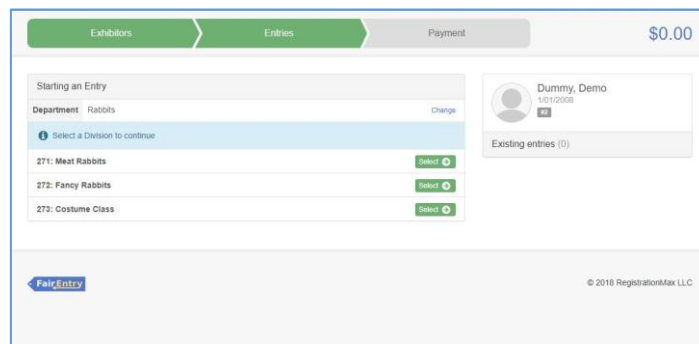


- Click Select beside the first **department** you wish to enter. Department is the animal species. The classes will line up to what is in the fairbook. Please refer to the fairbook for class descriptions, rules, limits, and guidelines on which classes to enter.

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



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.

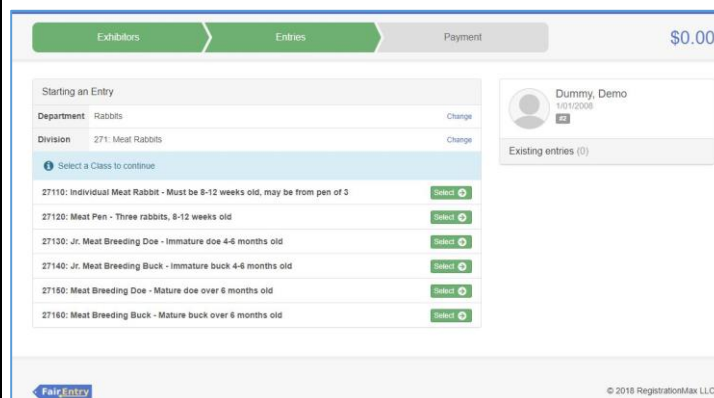


4. After you have selected the department and division, click the green Choose button. *Also notice that there are blue "Change" links in case you mistakenly select an incorrect department, division, or class.*

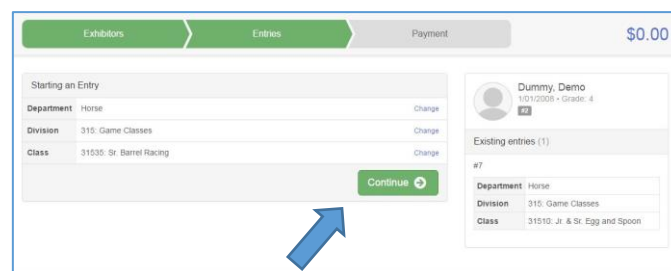


5. Select your **class** by clicking the Select button for the appropriate class

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.

1. 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". Animals can be changed to other ID'ed 4-H animals at fair check-in.

2. 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.

3. Adding an Animal:

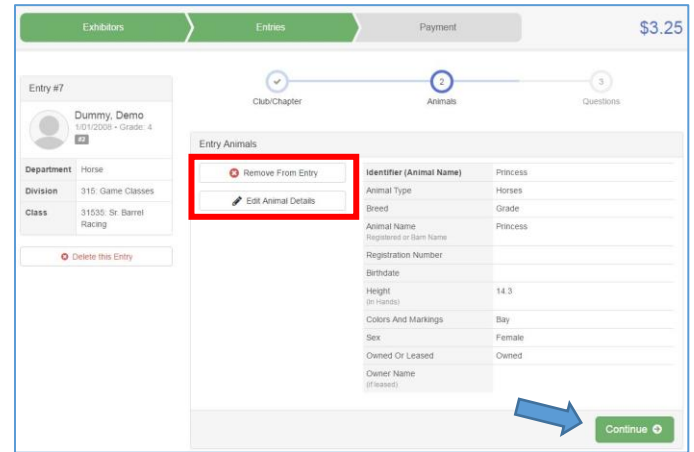
Animal Type: click the drop down arrow to select the appropriate animal type.

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.

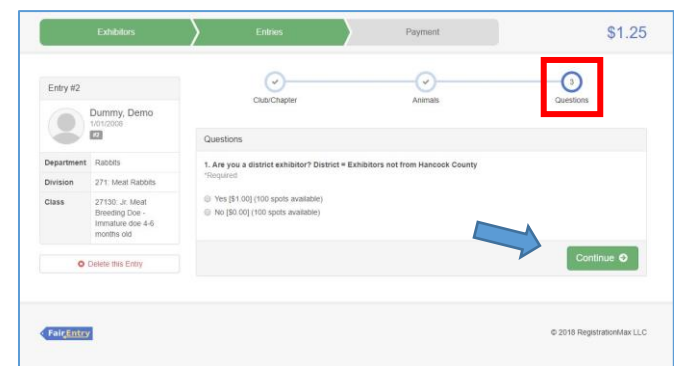


4. If the animal information was entered incorrectly, you have the option to either Remove From Entry (creating a new animal) or Edit Animal Details.

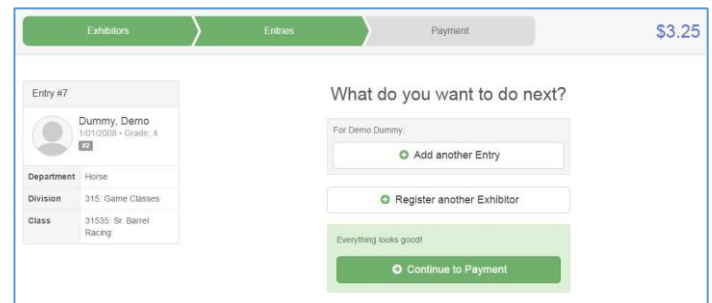
When it's correct, click Continue.



5. 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.



6. 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

7. 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.*

8. 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.**

9. 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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