

How to Register for Fair (FFA Member)

**For the Jasper County Fair this can be done:
 Animal registration deadline is May 15, 2017
 Static Exhibit registration deadline is July 12, 2017**

1. Go to <https://jaspercounty.fairentry.com>
2. Select "Not a 4-H member and need to create a Fair Entry account"
****Even if you ARE a 4-H member but showing under an FFA chapter you will need to follow this set of instructions****
3. Enter your Email and Confirm your Email
**** Even if you are a 4-H member but showing under an FFA chapter you will need to follow this set of instructions****
4. Click the BLUE "Create Account".

Welcome to the Jasper County Fair Entry page. Please use the links if you have any questions or need help getting your goods to the fair, or a manager that assisting you online. It is easier if you are from the fair, however, that person is not the best person to help you with the online process. Please contact the Jasper County Extension Office if you need assistance.



5. Enter your Account Name, Phone number, Password, Confirm Password
6. Click on "Create Account"



7. This will take you to the Welcome Screen!
 Click on the GREEN "Begin Registration" button



8. Choose if you would like to register an individual or a team and click that green box



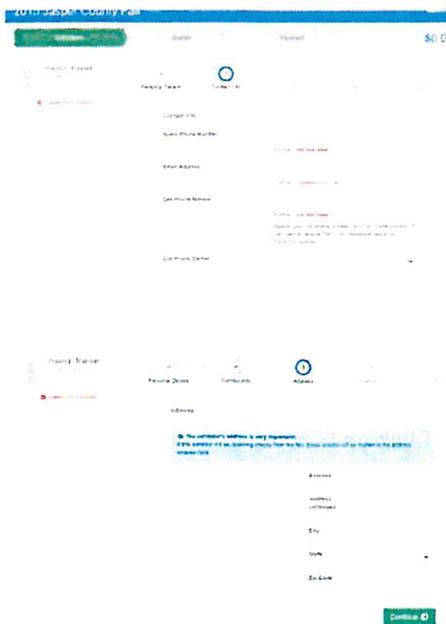
9. A small box will pop up. Enter the New Individual Exhibitor Information: First Name, Last Name, Date of Birth, Gender. All required information.

10. Click the GREEN Continue button.



11. Complete the Contact Info: Home Phone number, Email address, Cell phone number.

12. Click the GREEN Continue button.



13. Next you will see the exhibitor address info: Address, City, State, & Zip Code.

14. Click on the green "Continue to Entries" box



15. A page showing a question about agreeing to the "Code of Ethics" will come up. You need to select the dot next to "Yes" and then select the green "Continue" box

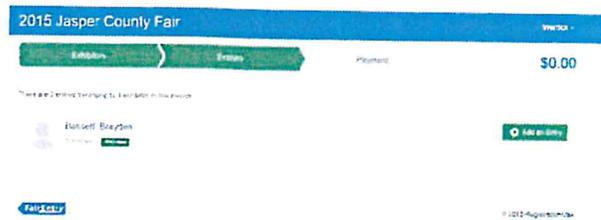
16. Review all your Exhibitor Information make any necessary changes.

17. Click on the GREEN Continue to Entries.

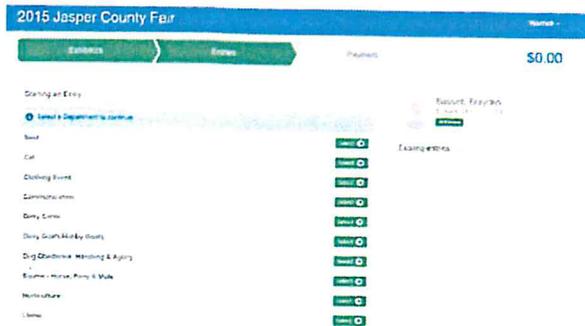


SECTION 2 - ENTRIES TAB (STATIC EXHIBITS)

18. Click the green "Add an Entry" box to the right of the exhibitor's name.



19. Click the green "Select" box next to the Department you would like to enter.



20. Click the green "Select" box next to the Division you would like to enter

21. Click the green "Select" box next to the Class you would like to enter
 (Check the Jasper County 4-H and FFA Premium and Rule Book for class numbers and rules)



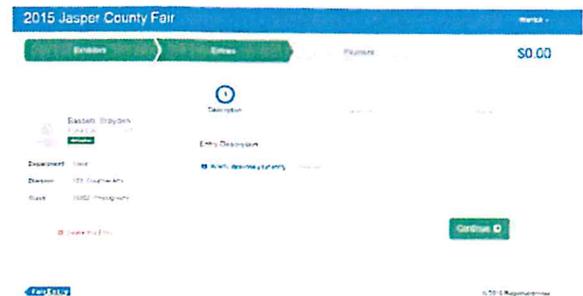
22. Review the Department, Division, and Class that you selected and select the green "Continue" box



23. Select the dot next to the Club/Chapter that you belong to and then select the green "Continue" box

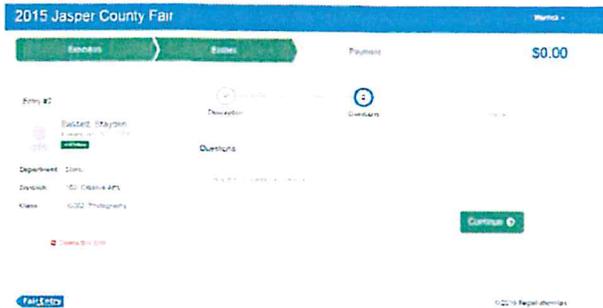


24. If required, enter in a description of your entry – *please be specific as this description for static exhibits will be used to distinguish between exhibits, example – don't just type in "photo", type in more description, such as "5x7 colored photograph of Butterfly on leaf, with black mat and photography label"*



25. Answer any other Additional Questions required for that entry

Select the green "Continue" box after you are finished answering all questions.

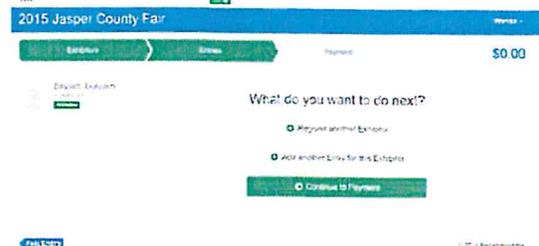


26. Decide if you would like to:
 >Register another Exhibitor
 >Add another Entry for this Exhibitor
 >Continue to Payment
 and select that appropriate box



SECTION 3- LIVESTOCK ENTRY

27. To register an animal entry, select the animal species that you would like to enter.



28. Select the division under the animal

29. Next select the class.

30. Entry Animals page: click on Add an animal

31. Click on the GREEN "Enter a New Animal Record."

32. A drop down box will appear to enter the animal type, and all animal information about the specific animal you have chosen for this class.

33. Click on GREEN "Create and Add Animal"

34. The animal information you just entered will be displayed for your review. Make necessary changes by clicking the edit button. If all information is correct, click on the green Continue button. If you want to switch to a different animal, click on the "remove from entry box, then you will be taken to the Additional Questions page listed in step #19.



OR



Cancel



Animal Type:

Registered Name: _____

Registration Number: _____

Birthdate: _____

Height at Mouth: _____

Colors and Markings: _____

Sex: Male Female

Date of Birth:

Cancel



Continue

35. When all finished. Click on “Continue with Payment” Button.



SECTION 4 - PAYMENT TAB

36. Review your invoice, either in summary format or detail format. If it looks correct, click the green “Continue” box. If not, go back to the entries tab and fix what you need to.

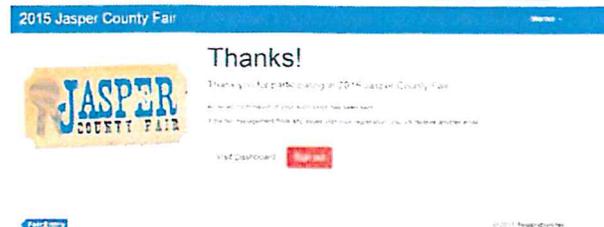


37. Jasper County does not associate any fees to exhibit at the Jasper County Fair you will notice that you have \$0.00 fee all along. Continue clicking “Continue button until you see the last screen!
** Note- Records will be locked to editing awaiting approval.**

38. Confirm your entry one last time. Click the box next to the “I agree to the above statement” and then select the green “Submit” box.
NOTE: Once you hit submit, you cannot edit your entry.



39. You will receive a “Thanks!” message. You can choose the button to “Visit Dashboard” to see your entry.



40. You can view the entry summary or details from the Dashboard screen.



You will receive an email from Fair Entry after your entry has been submitted.

You will also receive an email from Fair Entry letting you know if your entry was approved or rejected by the Extension Staff. If part of your 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 Jasper County Extension Office if you have any problems with this process at 641-792-6433 or kwarrick@iastate.edu

