

# How to Register for Fair (4-H Family)

**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 your “Sign in with your 4-H Online account options – the **GREEN** box



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

**\*\*Your email address in 4HOnline is:** \_\_\_\_\_

*(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.)*

4. Click the “Login” box.

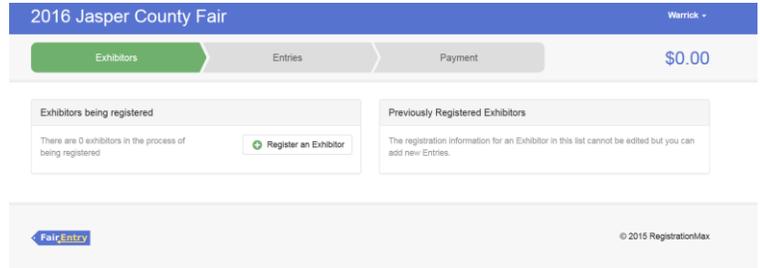


5. This will take you to the Welcome screen, where you will need to select the green box to “Begin Registration”

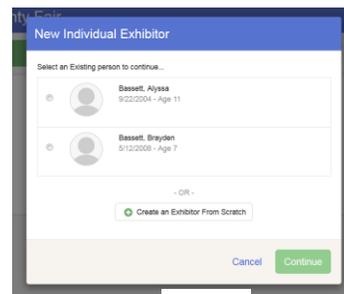
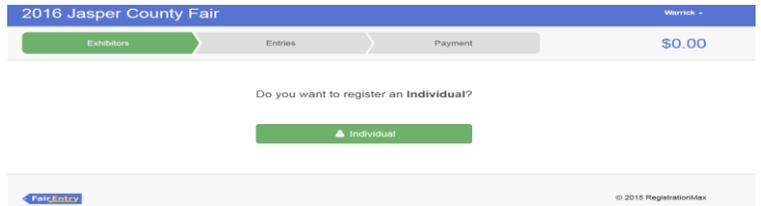


## SECTION 1 - EXHIBITORS TAB

- Choose if you would like to register an exhibitor.
- Click that if you would like to register a team or if the exhibit is an individual project.



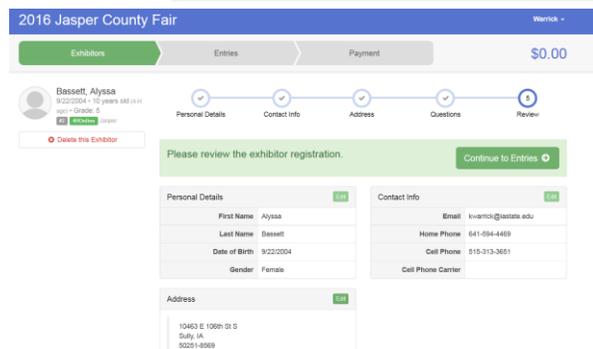
- Click the name of the exhibitor you are enrolling from your family.



- A page showing questions about your fair plans will appear. Please answer them accordingly. This is the Code of Ethics page. Please read!!

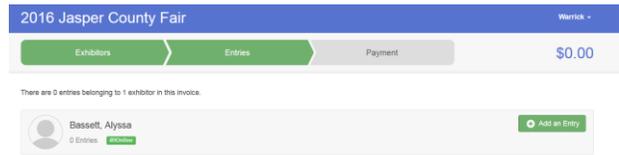


- Next you will see the exhibitor registration information that was brought over from 4HOnline, please review this information.
- Make any necessary corrections (using the edit boxes). Remember that any corrections made here DO NOT transfer back to your 4HOnline Account
- Click on the green "Continue to Entries" box

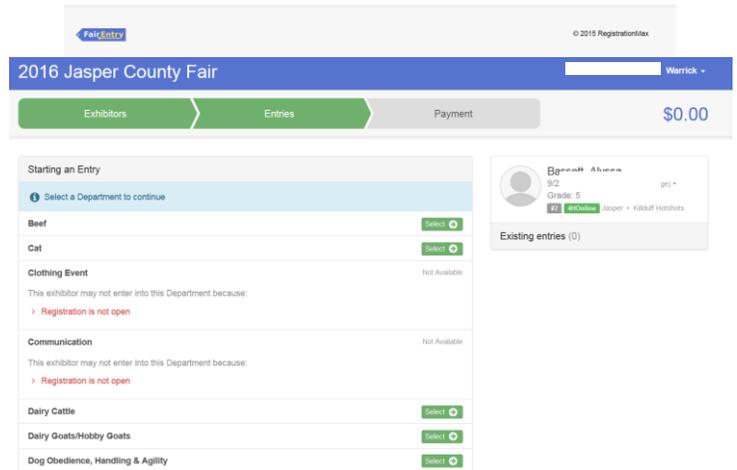


**SECTION 2 - ENTRIES TAB**

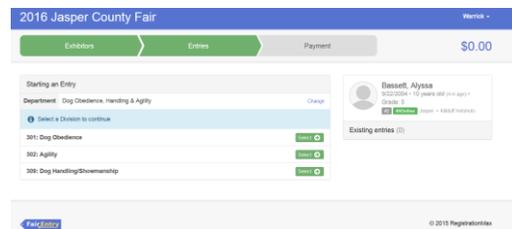
13. Click the green “Add an Entry” box to the right of the exhibitor’s name



14. Click the green “Select” box next to the Department you would like to enter



15. Click the green “Select” box next to the Division you would like to enter



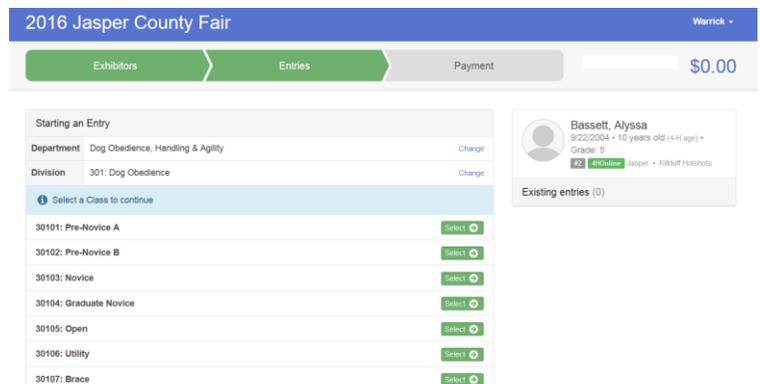
16. Click the green “Select” box next to the Class you would like to enter

**(Check the Jasper County Fair 4-H and FFA Premium and Rule Book for class rules. This is very important for poultry too- be sure you are careful selecting your bird’s class number)**

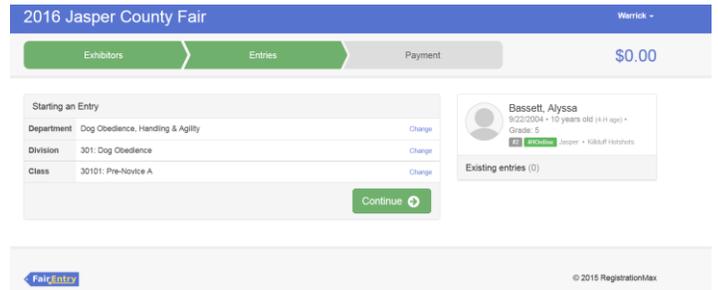
The Fair Book is available at

[www.jaspercofair.com](http://www.jaspercofair.com)

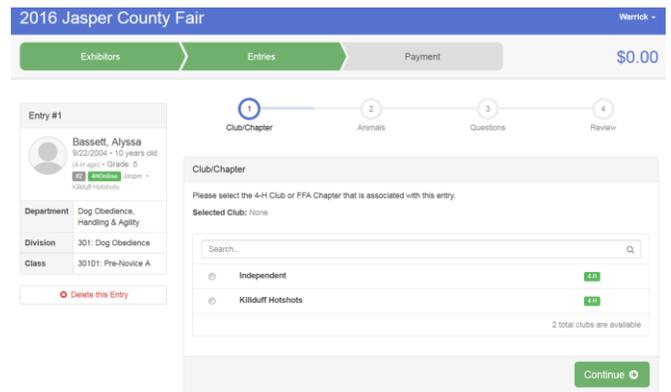
[www.extension.iastate.edu/jasper](http://www.extension.iastate.edu/jasper)



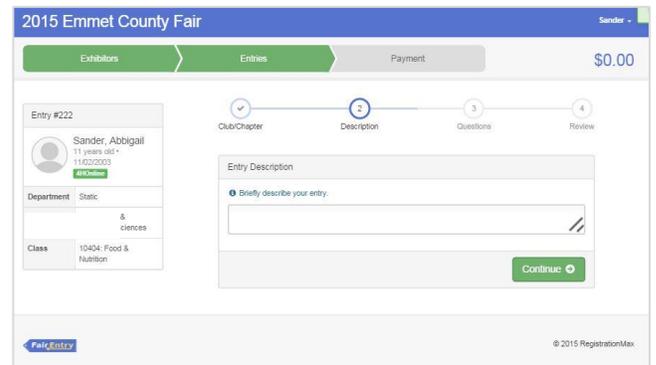
17. Review the Department, Division, and Class that you selected and select the green "Continue" box



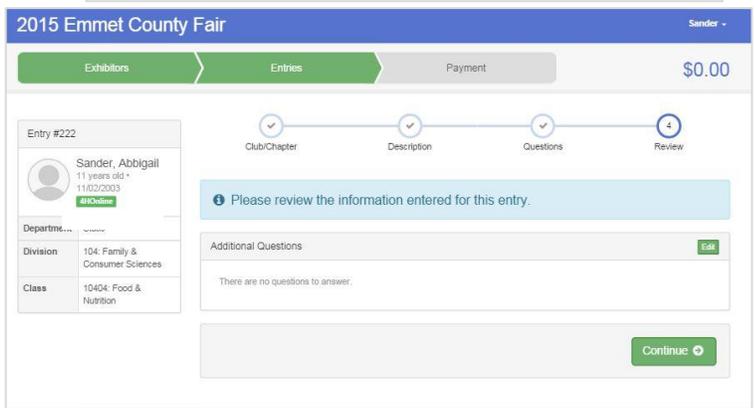
18. Select the dot next to the 4-H Club that you belong to and then select the green "Continue" box



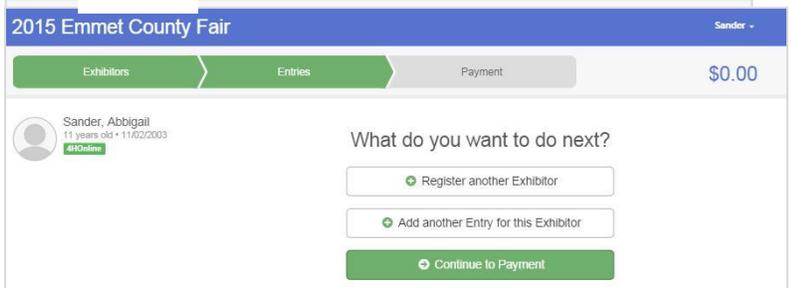
19. If required, enter in a description of your entry – please be specific as this description for static exhibits will be used to distinguish between exhibits, example – don't just type in "photo", type in more description, such as "Butterfly on leaf photo"



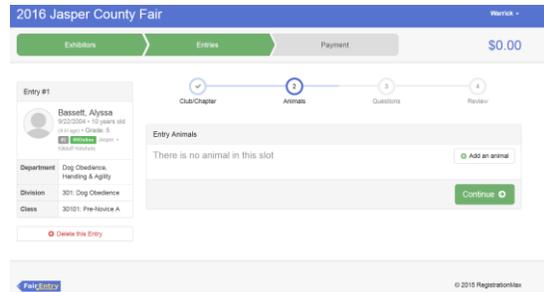
20. Answer any other Additional Questions required for that entry  
**\*\*Clothing Event** - Answer all questions about outfit  
 Select the green "Continue" box after you are finished answering all questions.



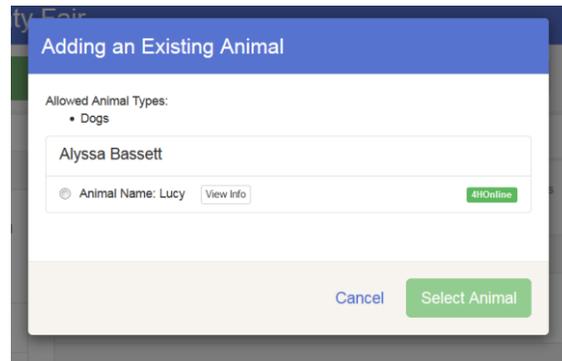
21. Decide if you would like to:  
 >Register another Exhibitor  
 >Add another Entry for this Exhibitor  
 >Continue to Payment  
 and select that appropriate box



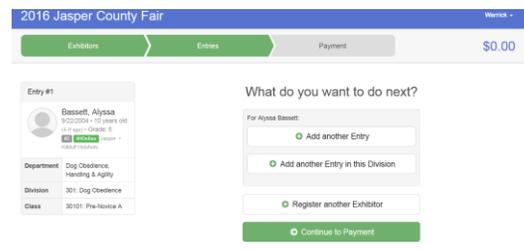
22. To register an animal entry that you import from 4-H Online, you will select the white “add an animal” box during the entry process.



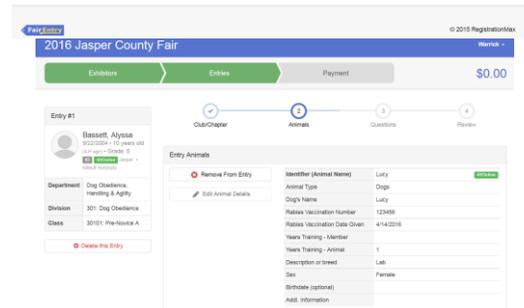
23. A list of those animals that you have previously ID'd in 4-H Online that are eligible for that class are listed. Select the circle next to the animal you would like to enter. Then select the green “Select Animal” box.



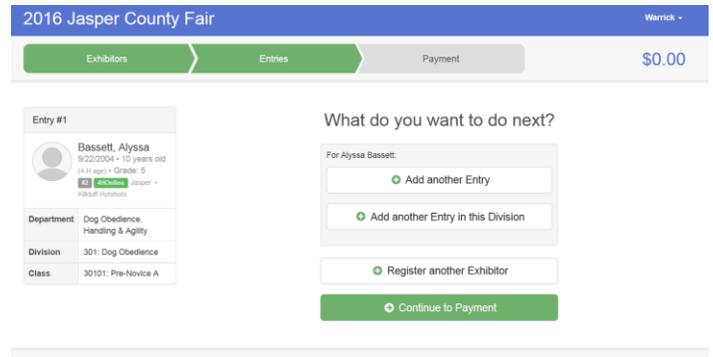
24. All of the information about that animal will be pulled over from 4-H Online, so that you can check to make sure that is the correct animal. If you want to switch to a different animal, click on the “remove from entry box”. If it is correct, click the green “Continue” box. Then you will be taken to the Additional Questions page listed in step #19.



25. Continue through the review page.

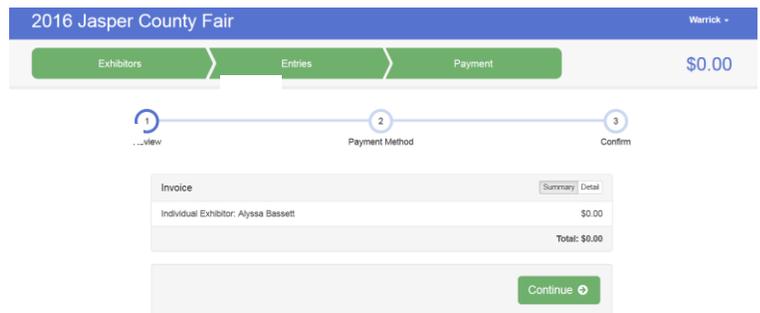


26. Next, you have a screen asking What do you want to do next? (This is a new screen this year. Add another Entry – will take you back to the beginning of the exhibitor information. Add another entry for this division short cut you to the same department, division, and you will need to pick a class, etc. Register another Exhibitor - means you have completed this family member and have more in your family to register. And last option is Continue to Payment.

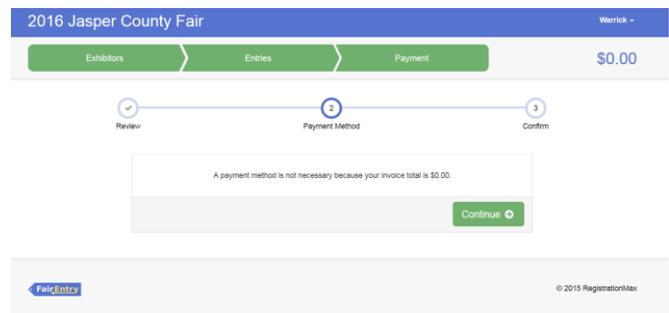


### SECTION 3 - PAYMENT TAB

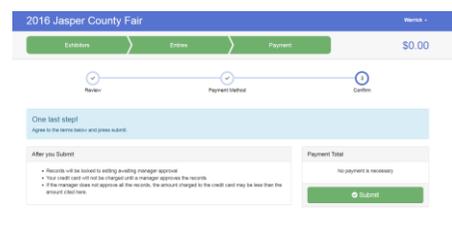
27. Review your invoice, either in summary format or detail format. If it looks correct, click the green “Continue” box. If not, go back to the entries tab and fix what you need to.



28. You will receive a message saying a payment method is not necessary because you have \$0.00 and then select the green “Continue” box.



29. One last step! Don’t forget to select the green “Submit” button



30. Thank you for participating in the 2016 Jasper County Fair.



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 Kara at [kwarrick@iastate.edu](mailto:kwarrick@iastate.edu) or Stacey at [wilsonsl@iastate.edu](mailto:wilsonsl@iastate.edu)