

It's almost time to enter projects in the 2023 Greater Jefferson County Fair! In this packet you will find out how to log-in (using your 4honline log-in credentials), a help sheet on how to enter your projects for this year's County Fair, and some frequently asked questions!

ALL CLOVER KID PROJECTS:

Static and Livestock

Will be entered online!

jeffersoncountyfair.fairentry.com

Deadline: June 9th, 2023

All class numbers & information can be found in the Fair Book online:

<https://www.extension.iastate.edu/jefferson/content/all-things-fair>

Need help? Contact our office for help!

Call or stop by during normal office hours

8am-4:30pm Monday-Friday*

*New Summer Office Hours; we will be open Fridays

(641) 472-4166 | 2606 West Burlington Fairfield, IA

Or if an evening appointment is better for your family, contact Hilary to make those arrangements. Hilary's email: hilaryl@iastate.edu



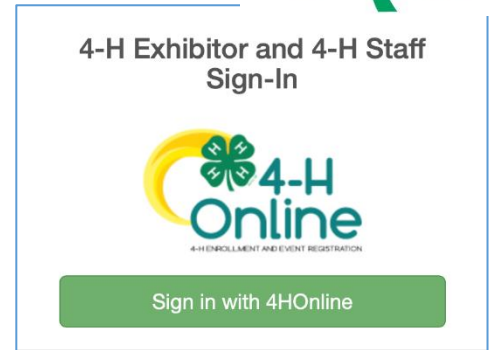
How to Enter Clover Kid Exhibits in Fair Entry for the Greater Jefferson County Fair

Registration Opens: May 22, 2023

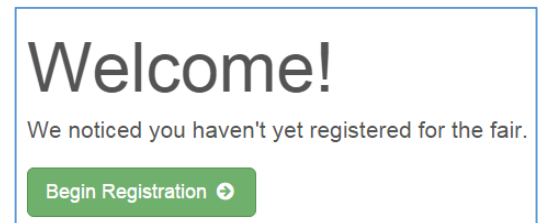
Registration Closes: June 9, 2023



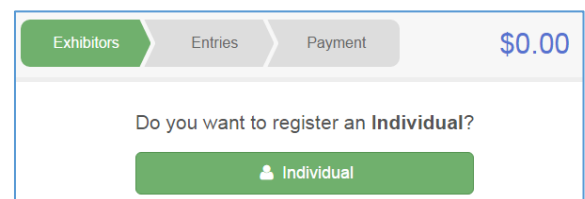
1. Go to <http://jeffersoncountyfair.fairentry.com>



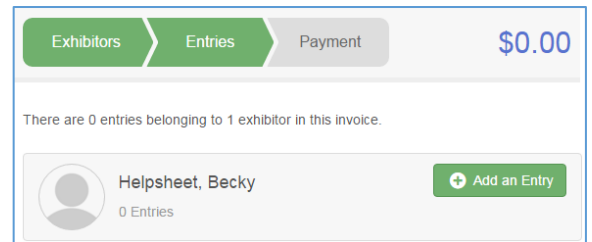
2. Click "Begin Registration"



3. Once you select to register an Individual, you will have the option of registering one or more of all the members with an active and up to date registration of that 4H Online account.



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



Exhibitors > Entries > Payment \$0.00

There are 0 entries belonging to 1 exhibitor in this invoice.

Helpsheet, Becky
0 Entries

+ Add an Entry

5. Select the **Clover Kids** department. Click Continue

All class numbers & information can be found in the Fair Book online:

<https://www.extension.iastate.edu/jefferson/content/all-things-fair>

Choose Department and Division

Beef	Select
Cats	Select
Clothing Event	Select
Clover Kids	Select

6. Select the appropriate division and class:

Division 901 Static

- 90101: Clover Kids Project Showcase

Division 902 Livestock

- 90201: Clover Kids Pets
- 90202: Clover Kids Dog Obedience
- 90203: Clover Kids Poultry
- 90204: Clover Kids Rabbits
- 90205: Clover Kids Bottle-Bucket Lambs & Goats
- 90206: Clover Kids Bottle-Bucket Calves
- 90207: Special Class: Classroom Chickens

Choose Department and Division

Department	Clover Kids	Change
901: Clover Kids Static Projects	Select	
902: Clover Kids Animals	Select	

Cancel Choose

Starting an Entry

Department	Clover Kids	Change
Division	902: Clover Kids Animals	Change
Select a Class to continue		
90201: Clover Kids Pets	Select	
90202: Clover Kids Dog Obedience	Select	
90203: Clover Kids Poultry	Select	
90204: Clover Kids Rabbits	Select	
90205: Clover Kids Bottle-Bucket Lambs & Goats	Select	
90206: Clover Kids Bottle-Bucket Calves	Select	
90207: Special Class: Classroom Chickens	Select	



7. Select your club for this entry

Answer questions if prompted

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

- If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this exhibitor group.
- If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**. Do this until all entries for all exhibitors are complete, then Continue to Payment.

9. When all entries for all exhibitors in the exhibitor group have been completed, **Continue to Payment** to finalize and submit your entries. You must submit your entries even if there are no fees, so no payment is required.

10. 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.

Once all entries have been entered for exhibitors in your family, submit the invoice for approval. You will receive an email message when the entries have been submitted for approval. You will receive a second email when the entries have been approved.

NOTE: Once you hit Submit, you cannot edit your entry. You can call the Extension Office to edit, or at check in at Fair, it can be edited or scratched.





FAQ

What is my password?

Your log-in information is the same as your 4honline log-in for 4-H. If you cannot remember your password click on the reset password to reset it.

Can I change my Entry later?

Once your entry is submitted to staff it will be reviewed and approved. Only staff will be able to edit or change your entry after it has been approved. At check in at Fair, it can be edited or scratched.

Can I enter all my children at one time?

Yes! Once you are logged in, you will be able to add all children and their projects on one invoice. Do not submit approval until all children are entered.

Can I go back and add more entries later?

Yes! You are able to add entries up to the deadline. However, if an invoice is pending office approval you will have to wait until that invoice is approved before you can add another.

What is the deadline?

June 9th at 11:59 pm

What happens if I miss the deadline?

There will be a \$25 late fee.

Where can I get help?

Call or stop by the Extension Office during office hours 8:00-4:30 Monday-Friday, 641-472-4166 or e-mail hilaryl@iastate.edu

