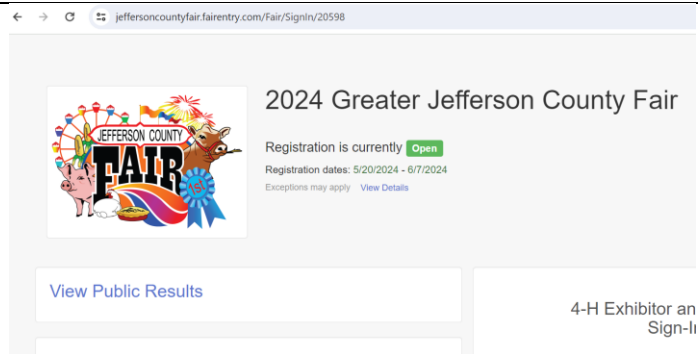


Exhibitor Entry

Important Reminders

- **Be sure to complete your entries by Friday, June 7th at 4:30 PM.** YQCA certificates and Stall Fee payments are due that day also.
- 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.
- Fees cannot be paid online and need to be paid at the Extension Office, with checks made payable to the Jefferson County Fair Board.

1. You may access the Jefferson County Fair at:
jeffersoncountyfair.fairentry.com



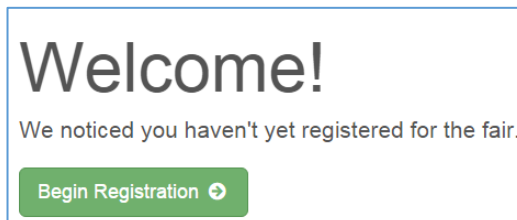
1. If you have a 4-H Online account (all Clover Kids and 4-H members do), then log in with the Sign in with 4HOnline option (green button).
2. If you are only an FFA member and no one in your family is exhibiting through 4-H, please use the Sign In with FairEntry (blue) button and create an account if you do not already have one.

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



Sign in with 4HOnline

1. Click “Begin Registration”



Creating Entries

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. 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 another exhibitor in this exhibitor group (and entries) or proceeding to check-out (submitting the entries, whether or not fees are charged). If you have questions about which class to enter items, see the Fair Book, posted on the county fair webpage:

<https://www.extension.iastate.edu/jefferson/county-fair>

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

1. 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.
2. After you select a department, you will see a list of divisions to select from, and then a list of available classes. *Also notice that there are blue "Change" links in case you mistakenly select an incorrect department, division, or class.*

After you have selected the class, click the green Choose button.

3. Select the Class. Click Continue



4. Select a Club or Chapter for this entry. If you are both a 4-H and FFA member, make sure you are selectin the appropriate club or chapter.
5. If this is not an animal class entry, follow the instructions on-screen to enter any additional information such as Entry Description, Custom Questions or Custom Files associated with that entry.

6. If this is an **animal class entry**, you may be required to specify which animal will be exhibited in this class. If you are able to do that, you will see the option to “Add an animal”.
7. Select “Choose an Existing Animal Record” to import and select animals from 4HOnline or animals already entered in FairEntry.

8. When each class entry is complete, you have three choices for what to do next:
 - a. If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this exhibitor group.
 - b. If this exhibitor has more class entries to make, you can **Add**



another Entry for this Exhibitor.

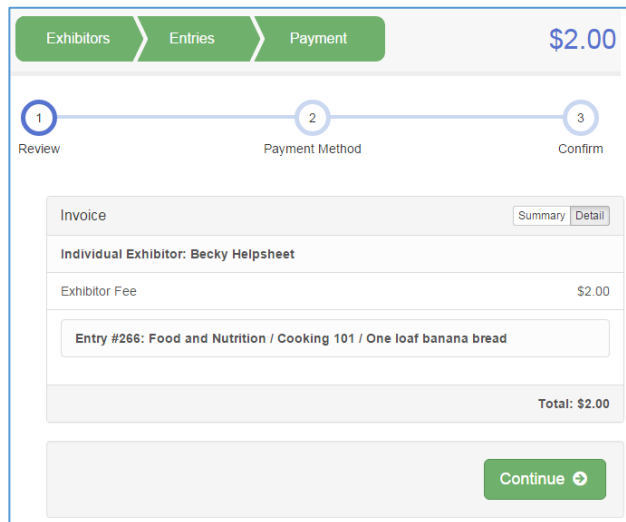
9. If all entries for all exhibitors in the exhibitor group have been completed, **Continue to Payment** to finalize and submit your entries.

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.

11. 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.

At this point, you need to stop by the Extension Office to drop off payment for any fees. Only livestock exhibitors will have fees. These are due Friday, June 7 at 4:30 PM to the Extension Office.



The screenshot shows a payment interface with three steps: 1. Review, 2. Payment Method, and 3. Confirm. The current step is Review. The invoice details are as follows:

Invoice	
Individual Exhibitor: Becky Helpsheet	
Exhibitor Fee	\$2.00
Entry #266: Food and Nutrition / Cooking 101 / One loaf banana bread	
Total: \$2.00	

Buttons for 'Summary' and 'Detail' are visible next to the invoice title. A green 'Continue' button is at the bottom right.

