2015 State Fair 4-H Livestock Entry
FairEntry Help Sheet

ENTRY DEADLINE: July 1

- Internet Explorer is not the preferred browser. Google Chrome, Firefox, or Safari are the best browsers to use when signing into FairEntry.
  - Chrome: https://www.google.com/chrome/index.html
- Be sure all the animals you are entering have been properly identified in 4HOnline for State Fair exhibition
  - For example (Breeding beef tattoo (all heifers), Reg. # for purebreds; Retinal images for market beef, all sheep, and all meat goats; DNA punch tag # for all swine)
- Substitution of animals will be allowed during fair check-in as long as the animal has been properly identified in 4HOnline

   - Click Sign in with 4HOnline
   - Enter your family 4HOnline Email and Password

2. Click Begin Registration.

3. Click Register an Exhibitor.
4. Click **Individual**.

5. Select the exhibitor and click **Continue**.
   - **DO NOT** “Create an Exhibitor From Scratch”

6. Then you will be taken to the Questions tab.
   - Read through the reminders and answer the required questions (i.e. T-shirt size), then click **Continue**.

7. Verify you’re information is correct and click **Continue to Entries**.
   - You may edit exhibitor’s address (this address is where all premium money will be sent).

8. Click **Add an Entry** to the exhibitor.
9. Pick the desired Department.
   - Be sure you have animals identified in 4HOnline for the Department.

10. Select the Division
    - Showmanship Class entries (except Horses) are registered at fair check-in.

11. Select the Class.
    - Class changes can be made during fair check-in

12. Verify that the entry is correct. If something is incorrect, simply click “Change” and it will allow you to change whichever one is incorrect. If everything is correct, click Continue.
13. Select the your 4-H club, click Continue.

   - This will bring up a list of animals that you have identified in 4HOnline that would fit into this Department.
   - Make sure to click View Info and verify that this animal is properly identified for the Iowa State Fair.
     - i.e Retinal image=true (market beef, sheep, meat goat)
     - Swine (State Fair DNA tag # is filled)
   - Once you have your animal chosen, click Select Animal.

15. The selected animal will then appear with all the information you entered on that animal. If this is the correct animal, click Continue.
   - If this is not the correct animal, click Remove From Entry.
   - Substitution of animals will be allowed during fair check-in as long as the animal has been properly identified in 4HOnline

16. If applicable, there may be additional questions or reminders specific to the department/division/class.

17. Review the classes and animals you have entered. Check that you have read/answered additional information. Click Continue.
18. Choose whether you would like to Register Another Exhibitor or Add another Entry for this Exhibitor, be sure you have entered all classes for all exhibitors before clicking Continue to Payment.

19. This is a summary of your invoice. You can select the “Detail” button which will show each specific class you have entered. If this looks correct, click Continue.

20. The next screen just informs you of the payment options you have. Only checks or cash are acceptable forms of payment for 2015. Once you have read through, click Continue.

21. This Screen is a summary of the invoice and the final step. Before you hit Submit, remember:
   - You will no longer be able to change entries
   - There will be no refunds
   - Make sure everything is correct
   - Make sure you are done entering all classes for all exhibitors

22. Print off your invoice, attach to your check/cash and mail or deliver to your county extension office – Postmark by July 1.

If you have any questions during the process, please contact:

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