

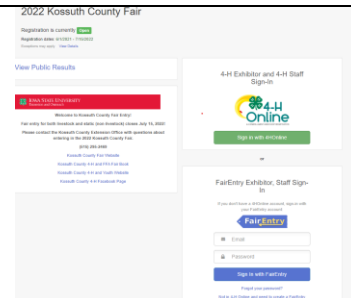
Kossuth County FFA & District FFA Exhibitor Entries

Important Reminders

- Kossuth County District Fair entries are accepted until July 1st. Be sure to complete your entry (including the final “Submit” step) prior to the cut-off date.
- Recommended browsers: Google Chrome or Mozilla Firefox.
- 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.
- You will receive a second email when your entries have been approved.

Log-In

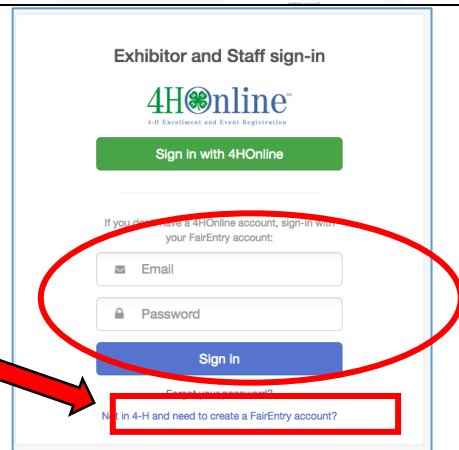
1. Go to to <https://kossuthcounty.fairentry.com/Fair/SignIn/17122>



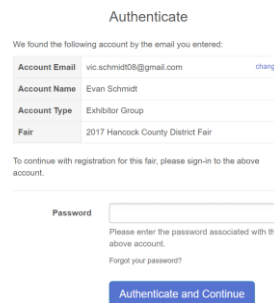
2. If you exhibited in a previous Kossuth County Fair or other fair using Fair Entry as an FFA exhibitor, you have an account. Log in using the blue sign in button.

First Time FFA exhibitors will need to create a new account. Please click “Not in 4-H and need to create a FairEntry account”.

***Note: If you don't remember your password, use the forgot password button under the sign-in button.*



3. **Fair Entry account found** may show up if you try to create a new account but one had been made previously for a different fair. You need to authenticate to be able to sign up for the Kossuth County Fair.



4. (skip if you already had an account). On the account creation page ensure that your information is correct. Account name should be the last name of your family.

IMPORTANT: This must be a valid email address, so that you can receive the necessary confirmation messages.

Account Creation
To continue with registration for this fair, please provide the following details.

Email: normanjessica1980@gmail.com
change

Account Name:
Example: Your last name

Phone Number:
Format: ###-###-#### or #####

Password:

- 8 characters minimum
- at least 1 digit
- at least 1 capital letter or symbol

Confirm Password:

Create Account

Exhibitor Information

5. Exhibitors who made entries last year will be in the system. You will be able to select individual from your family list.

New FFA Exhibitors - Creating a new exhibitor:
Enter the information into the four fields—all fields are required. Click Continue when all information is entered.

(this will save in the account for next year and you will be able to select exhibitors in future years.)

Do you want to register an Individual?

Individual

New Individual Exhibitor

First Name (Required):

Last Name (Required):

Date of Birth (Required): 00/00/0000 (can be typed)

Gender (Required):

The form is incomplete Cancel Continue

6. Answer the exhibitor questions. These will be asked once per exhibitor per year.

2021 Hancock County District Fair \$11.00

Schmidt, Nathan

Questions

ALL BEEF, DAIRY, SHEEP, GOATS, SWINE, AND HORSES (COUNTY AND DISTRICT) WILL BE REQUIRED TO HAVE HEALTH PAPERS.
ALL SWINE HEALTH PAPERS MUST BE NO MORE THAN 7 DAYS PRIOR.
ALL SHEEP HEALTH PAPERS MUST BE NO MORE THAN 14 DAYS PRIOR.
AND ALL BEEF, DAIRY, GOATS, AND HORSES MUST BE NO MORE THAN 30 DAYS PRIOR.
Health Paper Provider List - resource list for where to get health papers.

Please review the exhibitor registration. Continue to Entries

7. Review your exhibitor registration. If any information is incorrect, click the green Edit button in the appropriate group to change it. When all information is correct, click Continue to Entries.

Helpsheet, Becky 8/05/2000 #2145

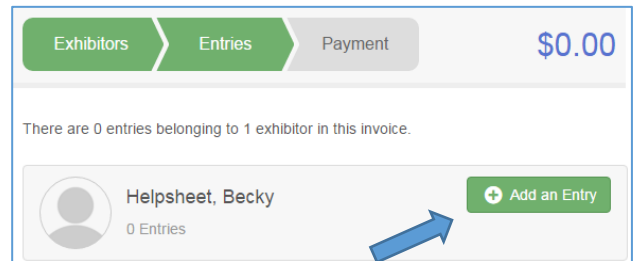
Please review the exhibitor registration. Continue to Entries

Personal Details	Contact Info
First Name: Becky	Email:
Last Name: Helpsheet	Home Phone: 555-123-4444
Date of Birth: 8/05/2000	Cell Phone:
Gender: Female	Cell Phone Carrier:

Creating Livestock Entries

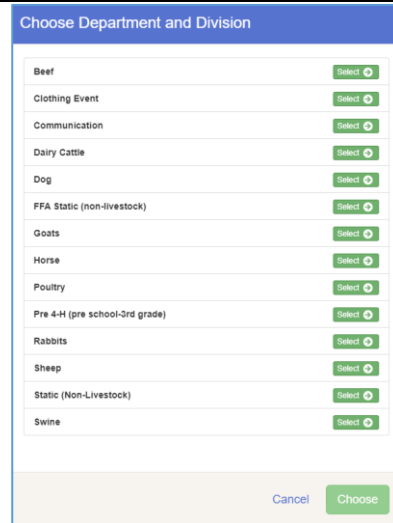
Note: Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc. For example, if an exhibitor is bringing 2 breeding heifers, two entries into the breeding beef class must be created. If an exhibitor is showing one horse in 5 events, five class entries must be created. Once all entries have been created for the first exhibitor, you have the choice of creating/adding another exhibitor in this family (and entries) or proceeding to check-out (submitting the entries, whether or not fees are charged).

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

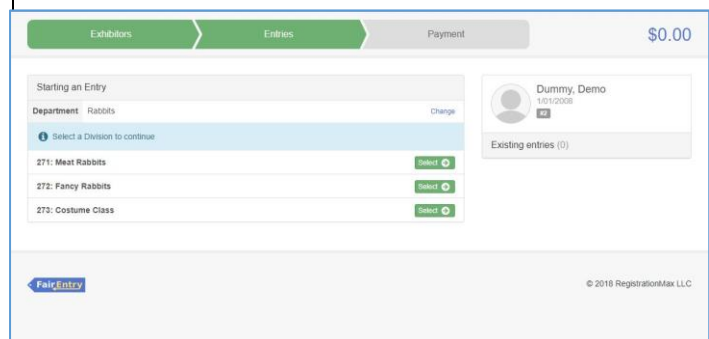


9. Click Select beside the first **department** you wish to enter. Department is the animal species. The classes will line up to what is in the fairbook. Please refer to the fairbook for class descriptions, rules, limits, and guidelines on which classes to enter.

[Kossuth County Livestock Fairbook](#)



10. After you select a department, you will see a list of **divisions** to select from, and then a list of available classes. Click Select.



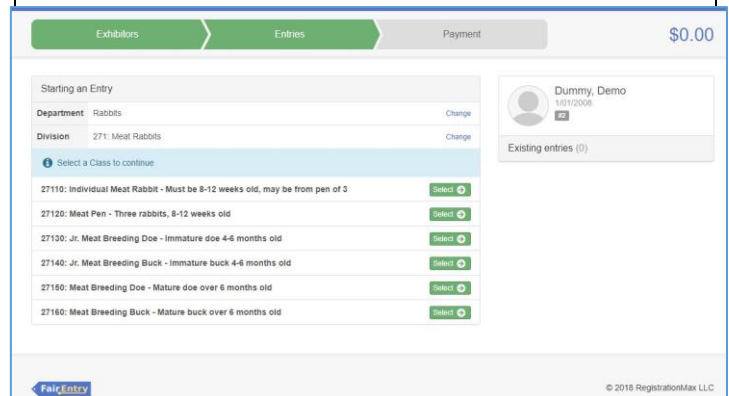
11. After you have selected the department and division, click the green Choose button. Also notice that there are blue "Change" links in case you mistakenly select an incorrect department, division, or class.



The screenshot shows a form titled "Choose Department and Division". It has two rows: "Department" with the value "Horse" and "Division" with the value "315: Game Classes". Each row has a "Change" link to its right. A blue arrow points to the "Change" link for the Department. At the bottom right, there are two buttons: "Cancel" and "Choose".

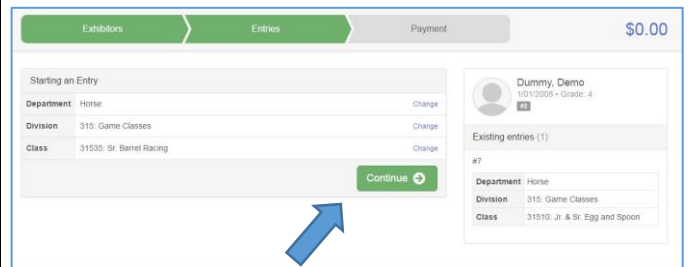
12. Select your class by clicking the Select button for the appropriate class

a) For Horse classes you will be able to select multiple classes at once, assign one horse to all those classes, and then click continue. If showing more than one horse, please select all classes for one horse, hit continue, and then do another set of entries for the next horse.



The screenshot shows the "Starting an Entry" form. The "Department" is "Rabbits" and the "Division" is "271: Meat Rabbits". Below this is a section titled "Select a Class to continue" with a list of classes and "Select" buttons. The classes listed are: 27110: Individual Meat Rabbit - Must be 8-12 weeks old, may be from pen of 3; 27120: Meat Pen - Three rabbits, 8-12 weeks old; 27130: Jr. Meat Breeding Doe - Immature doe 4-6 months old; 27140: Jr. Meat Breeding Buck - Immature buck 4-6 months old; 27150: Meat Breeding Doe - Mature doe over 6 months old; 27160: Meat Breeding Buck - Mature buck over 6 months old. A blue arrow points to the "Select" button for class 27110. The top right shows a payment amount of "\$0.00" and a user profile for "Dummy, Demo".

13. After you have selected the class, click the green Continue button.



The screenshot shows the "Starting an Entry" form after a class has been selected. The "Department" is "Horse", the "Division" is "315: Game Classes", and the "Class" is "31535: Sr. Barrel Racing". A green "Continue" button is visible at the bottom right of the class selection area, with a blue arrow pointing to it. The "Existing entries" section shows one entry with details: #7, Department: Horse, Division: 315: Game Classes, Class: 31510: Jr. & Sr. Egg and Spoon. The top right shows a payment amount of "\$0.00" and a user profile for "Dummy, Demo".

14. In the Club/Chapter screen is your opportunity to select your club according to each entry. Click Continue.

Note: Out of county exhibitors select the appropriate county.

15. In the Animals screen is where you will be asked to specify which animal will be exhibited in this class. You will see the option to “Add an animal”. Click Add an animal. Animals can be changed to other ID’ed 4-H animals at fair check-in.

16. Select the Enter a New Animal Record. As FFA members your ID paperwork is not stored in 4-H online, rather paper copies must be verified by the Extension Office or FFA Advisor.

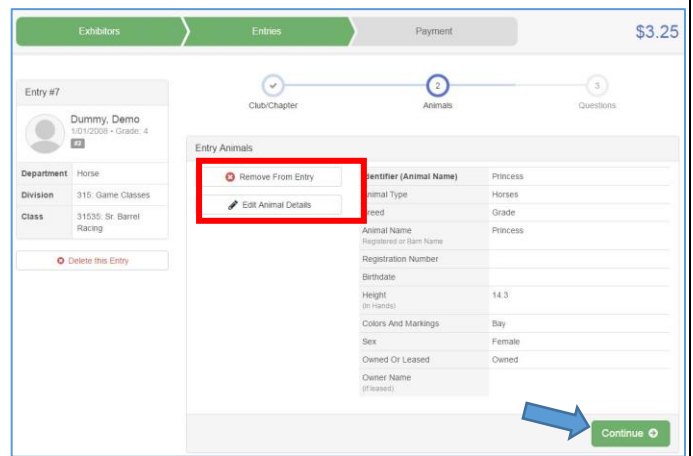
17. Adding an Animal:

Animal Type: click the drop down arrow to select the appropriate animal type.

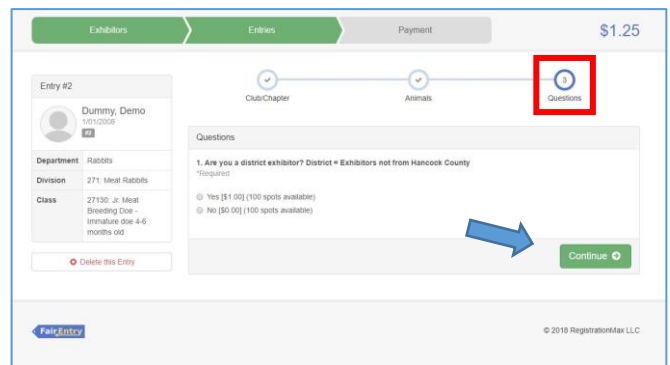
Fill in all the fields with information about the animal you intend to exhibit. **This information MUST match your paper ID forms.** Click Create and Add Animal when finished.

18. If the animal information was entered incorrectly, you have the option to either Remove From Entry (creating a new animal) or Edit Animal Details.

When it's correct, click Continue.

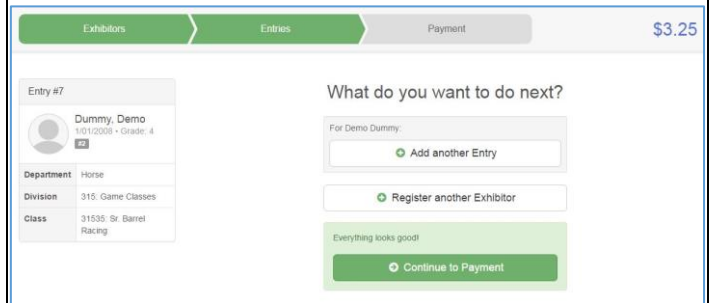


19. In the Questions section is where you answer any questions or file uploads related to entry in this class will be next. Click Continue after answering those questions or uploading documents.



20. When each class entry is complete, you have 3 choices for what to do next:

- a. If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this family.
- b. If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**.
- c. If all entries for all exhibitors in the family have been completed, **Continue to Payment** to finalize and submit your entries.



Note: To change departments or divisions click the blue "change" button

Review and Payment

1. 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. **Note: If showing animals that require a YQCA certification (beef, dairy, goat, poultry, rabbit, sheep, swine) you must submit certificates to jkoppen@iastate.edu before livestock entries are approved.**

21. Read the payment instructions and select your method of payment. **NOTE: Even if you owe no money (no fees are charged) you must click Continue to the last "Confirm" step to submit your entries.**

22. Read the information in the "After you Submit" section.

- Be sure to scroll to the bottom and check "Agree to Terms".
- Click Submit to finalize the entries for the exhibitors in this family. **After you click Submit, no changes are possible to these entries.**

If you have any questions or concerns regarding your entries please contact the Kossuth County Extension Office at 515-295-2469 or email jkoppen@iastate.edu



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Extension and Outreach