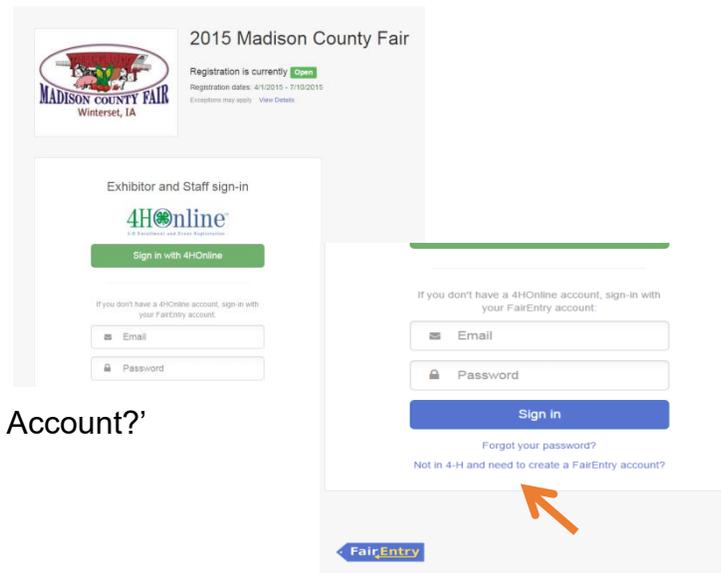




How to Enter FFA Exhibits in Fair Entry for the Lee County Fair

Registration Opens: May 16, 2019
Registration Closes: June 20, 2019

1. Go to <http://lee-county.fairentry.com>



2. Click 'Not in 4-H and Need a Fair Entry Account?'

3. Enter your e-mail address and confirm it. This will be your permanent account information, so please retain it for your records.



4. Create your account by entering an account name, phone number, and password. Once you are finished, click “Create Account”.

Account Creation

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

Email
[change](#)

Account Name
Example: Your last name

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

Password

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

Confirm Password

Create Account

5. You will see a Welcome screen. Click green box to “Begin Registration”.

2015 Madison County Fair Clover



Welcome!
 We noticed you haven't yet registered for the fair.

[Begin Registration](#)

6. To begin registration, select “Individual”.

2015 Madison County Fair Clover

Exhibitors Entries Payment \$0.00

Do you want to register an Individual?

[Individual](#)

7. Create a new individual exhibitor by entering the youth’s first and last name, date of birth, and gender. Click “Continue” when it is complete.

FairEntry **New Individual Exhibitor**

First Name (Required)

Last Name (Required)

Date of Birth (Required)

Gender (Required)

8. Enter the individual exhibitor’s account information. Hit “Continue” once complete.

2015 Madison County Fair Clover

Exhibitors Entries Payment \$0.00

1
2
3
4
5

Delete this Exhibitor

Contact Info

Home Phone Number (Required)
Format: ###-###-####

Email Address (Optional)
Format: name@website.com

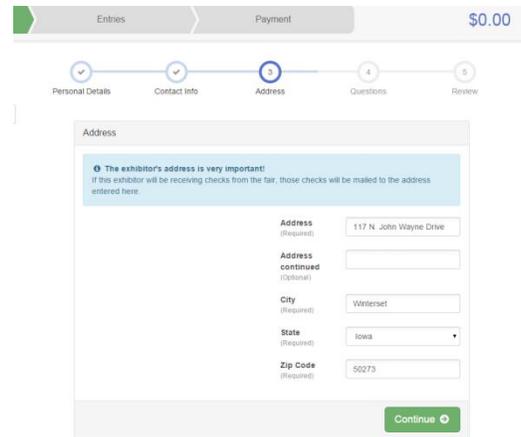
Cell Phone Number (Optional)
Format: ###-###-####

Specify your cell phone number (and cell phone provider) if you want to receive SMS Text messages about your FairEntry records.

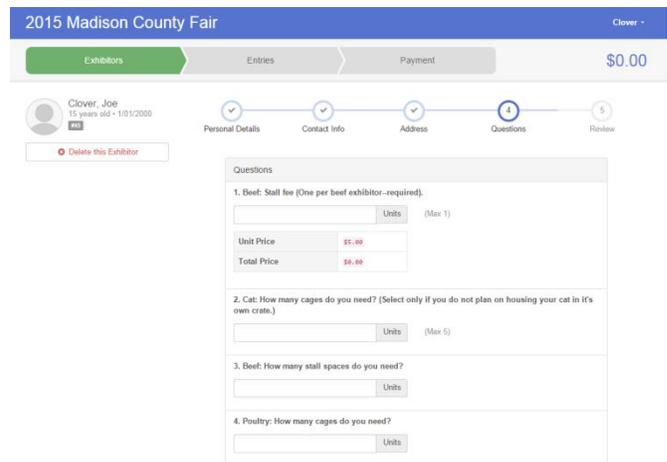
Cell Phone Carrier (Optional)

[Continue](#)

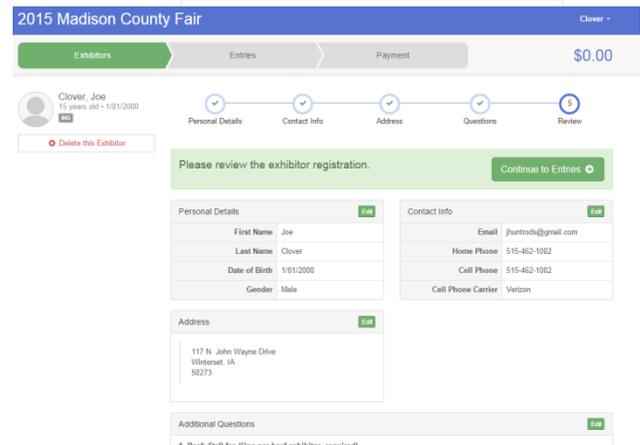
9. Enter the individual exhibitor's mailing address. This is an important step, because it is the address where your premium check will be mailed. Once the form is complete, hit "Continue."



10. A page showing questions about your fair plans will appear. Please answer them based on the projects you plan to exhibit at the fair.

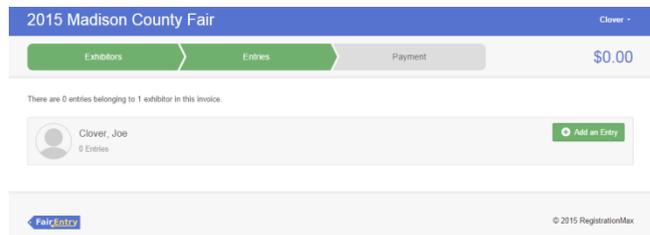


11. You will be asked to review the exhibitor's registration. Please verify that the information is correct before proceeding. If there is incorrect information, please go back and edit. If the information is correct, hit the green "Continue to Entries" button.



FairEntry Entries Tab

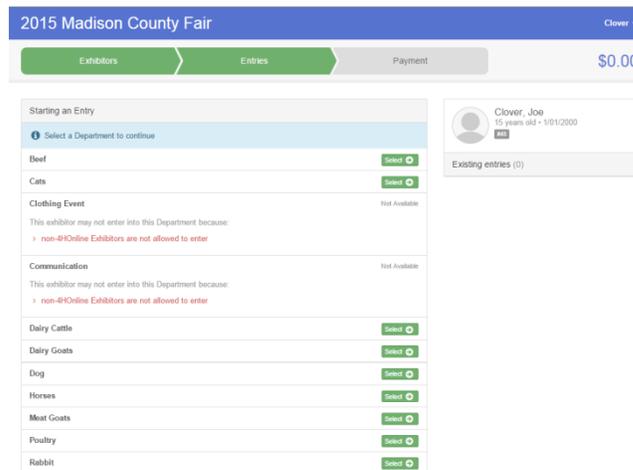
12. To add an entry to this exhibitor, click the green “Add an Entry” button.



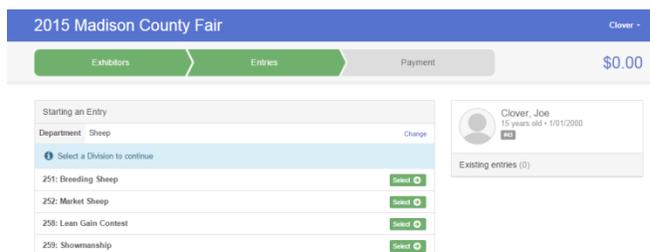
13. Select the department you wish to enter by clicking the green “Select” button.

For more information about each department, check out the Lee County Fair Book at

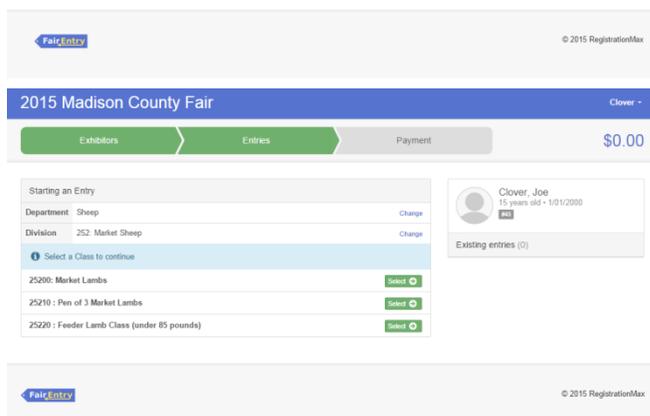
<https://www.extension.iastate.edu/lee/page/prepare-fair>



14. Select the Division you wish to enter from the list provided by clicking the green “Select” button.



15. Select the class you wish to enter from the list provided by clicking the green “Select” button.





16. Verify that your selections are correct, then click “Continue” to proceed with the entry process.

17. Select the FFA Chapter you belong to from the provided list.

18. You are prompted to “Add an Animal to Slot”. Please select the “Add an Animal” button to continue.

19. A box will come up asking if you want to select an existing animal or create an animal record. Choose “Enter a New Animal Record”.

Adding an Animal

☰ Choose an Existing Animal Record

OR

✎ Enter a New Animal Record

You will need copies of any Animal ID Forms you have turned in to the Extension office to complete this step. **Reminder: Animal ID's are due to the Extension Office by May 15.**

Cancel

Adding a New Animal

Animal Type

Cancel





20. Select the animal type from the drop-down list. This is limited to the accepted animal types for the class selected in previous steps.

Once you have selected the animal type (ie: Sheep Weighed-In, Swine Weighed-In, Beef Not Weighed-In), the required information for that specific animal (to be shown in the selected class) will need to be entered.

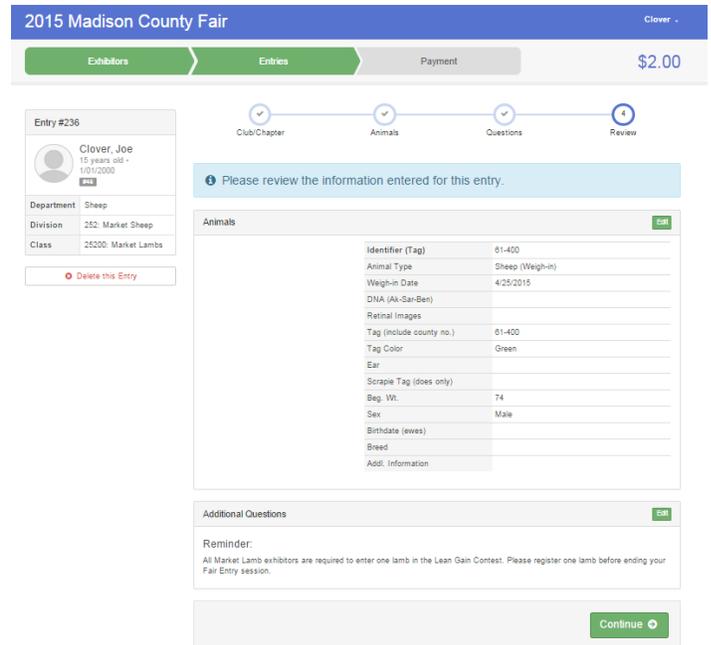
Please use the information you have provided the Extension Office on Animal ID Sheets or Weigh-In Sheets when completing this portion. Animals that have not had their ID Sheets returned to the ISU Extension Office by the May 15th deadline will be rejected.

Once the entry is complete, click green “Create and Add Animal” box.

21. Please verify that the information you have entered for the class you have chosen is correct. If it is incorrect, please edit your entry. If it is correct, please select the green “Continue” box.

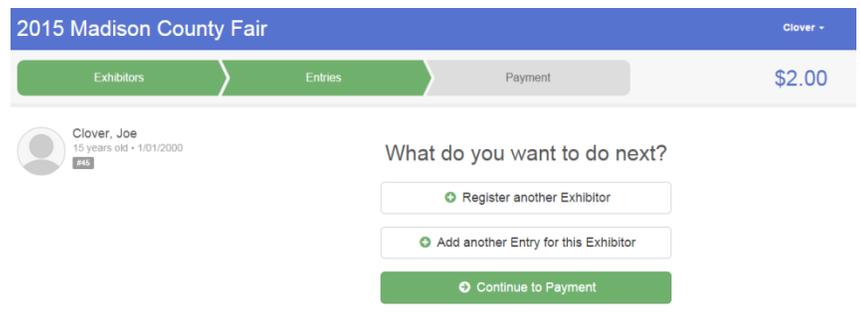
22. Please answer any questions you are prompted with. Also, you may be prompted to enter other classes. Please follow the instructions, if any are given. When you are finished, please click the green “Continue” button.

23. Please review your entry. If it is incorrect, please go back and edit. If it is correct, please hit the green “Continue” button.



2015 Madison County Fair																														
Exhibitors	Entries	Payment \$2.00																												
<p>Entry #236</p> <p>Clover, Joe 15 years old • 1/01/2000</p> <p>Department: Sheep Division: 252: Market Sheep Class: 25200: Market Lambs</p> <p>Delete this Entry</p>																														
<p>Club/Chapter</p> <p>Animals</p> <p>Questions</p> <p>Review</p> <p>Please review the information entered for this entry.</p>																														
<p>Animals</p> <table border="1"> <tr><td>Identifier (Tag)</td><td>81-400</td></tr> <tr><td>Animal Type</td><td>Sheep (Weigh-in)</td></tr> <tr><td>Weight Date</td><td>4/25/2015</td></tr> <tr><td>DNA (AA-San-Ben)</td><td></td></tr> <tr><td>Retinal Images</td><td></td></tr> <tr><td>Tag (include county no.)</td><td>81-400</td></tr> <tr><td>Tag Color</td><td>Green</td></tr> <tr><td>Ear</td><td></td></tr> <tr><td>Scrapie Tag (does only)</td><td></td></tr> <tr><td>Beg. Wt.</td><td>74</td></tr> <tr><td>Sex</td><td>Male</td></tr> <tr><td>Birthdate (ewes)</td><td></td></tr> <tr><td>Breed</td><td></td></tr> <tr><td>Add. Information</td><td></td></tr> </table>			Identifier (Tag)	81-400	Animal Type	Sheep (Weigh-in)	Weight Date	4/25/2015	DNA (AA-San-Ben)		Retinal Images		Tag (include county no.)	81-400	Tag Color	Green	Ear		Scrapie Tag (does only)		Beg. Wt.	74	Sex	Male	Birthdate (ewes)		Breed		Add. Information	
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<p>Additional Questions</p> <p>Reminder: All Market Lamb exhibitors are required to enter one lamb in the Lean Gain Contest. Please register one lamb before ending your Fair Entry session.</p> <p>Continue</p>																														

24. You have successfully completed one entry. You are then prompted with three options: Register another exhibitor (ie: a sibling), Add another Entry for this Exhibitor, or Continue to Payment.



2015 Madison County Fair	
Exhibitors	Entries
Payment \$2.00	
<p>Clover, Joe 15 years old • 1/01/2000</p>	
<p>What do you want to do next?</p> <p>Register another Exhibitor</p> <p>Add another Entry for this Exhibitor</p> <p>Continue to Payment</p>	

If you wish to complete another entry, go back to step 12 and begin again from there.

If you wish to Register another exhibitor, go back to step 7 and begin again from there.

If you wish to proceed to payment, go to step 25.

FairEntry Payment

Process

25. Review your invoice to make sure it is correct. If there are any errors, please contact Whitney at the Extension office.

If your Invoice is correct, please hit the green "Continue" button.

Invoice		Summary	Detail
Individual Exhibitor:	Joe	\$2.00	
		Total:	\$2.00

Continue

26. Select pay by check. All payments go directly to the Lee County Fair Board.

Pay by check: you will be given instructions. Please make checks payable to "Lee County Fair" You can drop them off or mail them to the ISU Extension Office, PO BOX 70, Donnellson, IA 52625.

Please print a copy of your invoice and include it with the check.

One last step!
Agree to the terms below and press submit.

After you Submit

- Records will be locked to editing, awaiting manager approval
- Your credit card will not be charged until a manager approves the records
- If the manager does not approve all the records, the amount charged to the credit card may be less than the amount cited here.

Payment Total

\$2.00
By Check

Instructions to Pay by Check

Please make checks payable to "Madison County Fair" for the amount of your invoice. Please print your invoice and include it with payment.

Mail checks to:
Madison County Extension and Outreach
117 N. John Wayne Drive
Winterset, IA 50273
If you have questions, contact Jennie Hargrove at 515-462-1001.

Submit

27. Once you have completed your payment selection, you will confirm your entry one last time. If everything is correct, select the green "Submit" button.

Note: Once you have hit submit, you cannot edit your entry.

28. You will receive a "Thanks!" message. You can choose the button to "Visit Dashboard" to see your entry. You can view the entry summary or details from the Dashboard Screen. Please print us an invoice from here if you chose to pay by check.

Success! You have entered for the 2019 Lee County Fair.

2015 Madison County Fair

Thanks!

Thank you for participating in 2015 Madison County Fair.

An email confirmation of your submission has been sent.
If the fair management finds any issues with your registration, you will receive another email.

Visit Dashboard Sign out

FairEntry