

Mahaska County FairEntry (4-H & FFA Family Help Sheet)

IMPORTANT REMINDERS

- Entries are open from May 1-June 1, 2023, for all 4-H Awardrobe Event participants.
- Entries are open from May 16-July 1, 2023, for All Animals & Communications.
- Entries are open from May 16-July 11, 2023, for Static Exhibit Entries, including Horticulture.
- 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. *If you do not receive an email confirmation, your entries have not been submitted.*
- You will receive a second email when your entries have been approved by your fair or show.

1. You may access the Southern Iowa Fair at <https://southerniowafair.fairentry.com>. You will see the image to the right on this homepage.



2. If you have a 4-H Online Family Account and are making entries for 4-H, select “Sign in with 4HOnline” and enter your login information.
NOTE: If you forgot your password for your 4-H Online account, you will need to reset your password and then set a new password to log into FairEntry.
3. If you do not have a 4-H Online Account but have registered for a fair with FairEntry before (last year’s fair or the Iowa State Fair), enter your FairEntry login information. This is ONLY acceptable for FFA families, all 4-H and Clover Kids families MUST USE their 4-H Online sign-in.
4. FFA Entries for new exhibitors: Select to Create a New Account. “Not in 4-H Online and need to create a FairEntry exhibitor account?”




5. Click "Begin Registration"

Welcome!

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

Begin Registration ↻

EXHIBITOR INFORMATION

If your fair is configured to accept both individual and team entries, click on the appropriate choice for your entry. Some fairs may only be configured for individual entries.

Team entries are only accepted for the 4-H Communications Event in Mahaska County.

Exhibitors
Entries
Payment

\$0.00

Do you want to register an **Individual**?

Individual

1. Enter the exhibitor information into the required fields. Some forms may require different information depending on the event.

4-H FAMILIES: This information should already sync in from 4-H Online. Skip to the [Creating Entries](#) section of this Help Sheet.

New Individual Exhibitor

First Name
(Required)

Last Name
(Required)

Date of Birth
(Required)

Gender
(Required)

⚠ The form is incomplete
Cancel
Continue

2. (If you entered/spelled something incorrectly on the previous screen, you have the option to Delete this Exhibitor on this screen.) Enter the information on the Contact Info screen—the only required field is the top Home Phone Number. You can use the same email address that you used to create the account, or an alternate one unique to the exhibitor. If they wish to receive text messages, enter the cell phone number and carrier. That number can be the same as the Home Phone Number entered above, or different. Click Continue when you are finished entering data.

3. Enter the mailing address. All fields, except Address continued, are required. If the exhibitor has the same address as another exhibitor in the Exhibitor Group, simply click “Copy” to add the address to the current Exhibitor record. Click Continue when all information is entered correctly.

4. If your fair or show asks additional questions, those will be step 4 or 5 on the progress bar at the top. Answer any questions and click Continue.

If your division requires you to upload any files for the exhibitor, those will be step 5 or 6 on the progress bar. Upload requested files and click Continue. Some files will be optional (Ex: Bucket/Bottle Packets).

Review the exhibitor information. 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.



NOTE: FFA Members will enter their animals into FairEntry, this is the same information that was entered into the FFA ID Google Form. We apologize for the duplication of information, but FairEntry only “speaks” with 4-H Online. We will double-check the entries in FairEntry against the identifications in the FFA ID Google Forms.

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).

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

The screenshot shows a navigation bar with 'Exhibitors', 'Entries', and 'Payment' tabs. The 'Entries' tab is active, and the total amount is \$0.00. Below the navigation bar, it states 'There are 0 entries belonging to 1 exhibitor in this invoice.' A profile card for 'Helpsheet, Becky' with '0 Entries' is shown, and a green '+ Add an Entry' button is visible.

2. 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.
3. 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.*
4. After you have selected the class, click the green Choose button.

The screenshot shows a 'Choose Department and Division' screen. It has a table with two rows: 'Department' set to 'Horse' and 'Division' set to '312: Horse Showmanship'. Each row has a blue 'Change' link to its right. At the bottom right, there are 'Cancel' and 'Choose' buttons.

5. Select the class you would like to enter into, this will need to be done for each individual class entry per animal/per exhibitor, then click Continue. Choose the animal you wish to enter in the class (all animals from 4-H Online will sync here). FFA will create animals here, FFA animals must match what was identified in the FFA ID Google Forms.

The screenshot shows the 'Starting an Entry' screen for the '2021 Southern Iowa Fair'. It features a navigation bar with 'Exhibitors', 'Entries', and 'Payment' tabs. The 'Entries' tab is active. Below the navigation bar, it says 'Starting an Entry'. There are fields for 'Department' (County Fair Clothing Event) and 'Division' (104: Clothing Selection), each with a 'Change' link. A section titled 'Select a Class to continue' lists three classes: '10490: Junior Clothing Selection', '10491: Intermediate Clothing Selection', and '10492: Senior Clothing Selection', each with a green 'Select' button. On the right, a profile card for 'Clover, Carley' (10/12/2010 - Grade: 5) is shown with 'Existing entries (0)'. At the bottom, there are 'Continue' and 'Cancel' buttons.



- If you need to add another exhibitor, click on the Exhibitors button at the top left and repeat the steps to create a new exhibitor.
- If you need to add more entries for an existing exhibitor, click Add an Entry.
- If all entries are complete, click Continue to Payment. **ONLY DO THIS WHEN YOU ARE FINISHED ENTERING FOR THE FAMILY!**

When entries are submitted, it will require 4-H Staff/FairEntry Managers to approve or reject the submission before you have access to your account to add more entries.

- Review your entries for completeness and accuracy. *Notice the Summary and Details buttons at the top of the list on the right.* If there are errors, click on the green Entries sections at the top of the page. Click Continue when all information is correct.
- MAKE NOTE: Once all entries have been entered for exhibitors in your family, submit the invoice for approval. Submitting locks, the account until the 4-H Staff/FairEntry Managers approve or reject entries. You will not be able to add anything once you have submitted entries, unless the staff approve or reject. Please note that we do not charge entry fees, so your balance should be \$0.00.**
- 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.

Questions?

Contact the 4-H Staff at the Mahaska County Extension office at 641-673-5841 or email Dustin Winkelman at dwinkel@iastate.edu.