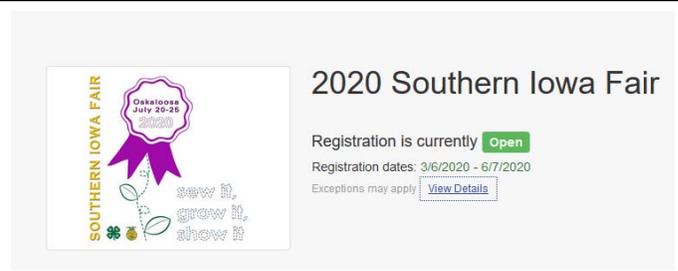


Mahaska County FairEntry (4-H & FFA Family Help Sheet)

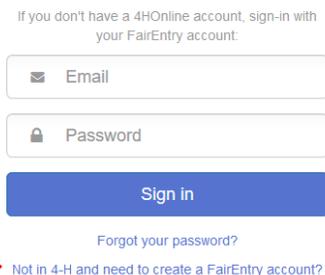
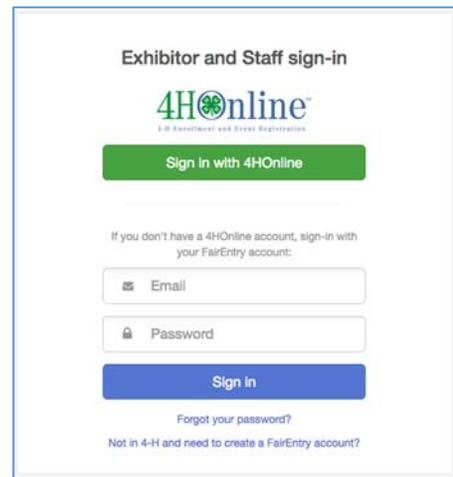
Important Reminders

- Entries are open from May 22-June 7, 2020 for Clothing Event & Communications, from May 22-June 15 for Livestock, and from May 22-July 15 for Static Exhibits.
- 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 by your fair or show.

1. You may access your Fair or Show from their direct link or go to <https://southerniowafair.fairentry.com>.



2. If you have a 4HOnline family account and are making entries for 4-H, select to “Sign in with 4HOnline” and enter your login information.
NOTE: If you forgot your password for your 4HOnline account, you will need to go to 4HOnline to set a new password. Then use the new password (not the temporary password) to log in to FairEntry.
3. If you do not have a 4HOnline account, but have registered for a Fair with FairEntry before, enter your login information. This is ONLY acceptable for FFA families, all 4-H and Clover Kids families MUST USE their 4HOnline sign-in.
4. FFA Entries: Select to Create a New Account. Even if you have a 4HOnline account, please create an account for your FFA entries. Follow the instructions to create your account. IMPORTANT: This must be a valid email address, so that you can receive the necessary confirmation messages.



<p>5. Click “Begin Registration”</p>	
<p style="text-align: center;">Exhibitor Information</p> <p>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. <i>Team entries are only accepted for the 4-H Communications Event in Mahaska County.</i></p>	
<p>1. Enter the exhibitor information into the required fields. Some forms may require different information depending on the event.</p> <p>*4-H Families: This information should already sync in from 4HOnline. Skip to the <u>Creating Entries</u> section of this Help Sheet.*</p>	
<p>2. <i>(If you entered/spelled something incorrectly on the previous screen, you have the option to Delete this Exhibitor on this screen.)</i> 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.</p>	



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 fair 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.

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.

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).

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.

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

- 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 4HOnline will sync here). FFA will create animals here.

- 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.

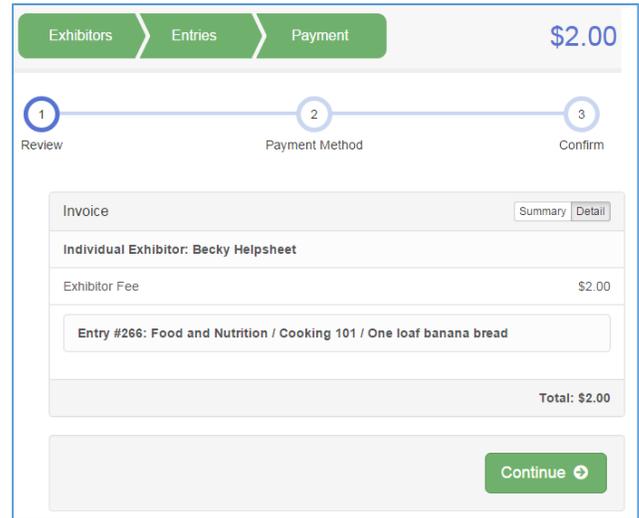


9. Review your entries for completeness and accuracy. *Notice the Summary and Detail buttons at the top of the list on the right.* If there are errors, click on the green Entries section at the top of the page. Click Continue when all information is correct.

10. 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.

11. 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 Ashtin at acharris@iastate.edu (Animals) or Amy at vermeerA@iastate.edu (Static/Communications/Clothing)



Exhibitors	Entries	Payment	\$2.00
1 Review	2 Payment Method	3 Confirm	
Invoice Summary Detail			
Individual Exhibitor: Becky Helpsheet			
Exhibitor Fee			\$2.00
Entry #266: Food and Nutrition / Cooking 101 / One loaf banana bread			
			Total: \$2.00
Continue			

