

# Marion County FFA Family Fair Entry

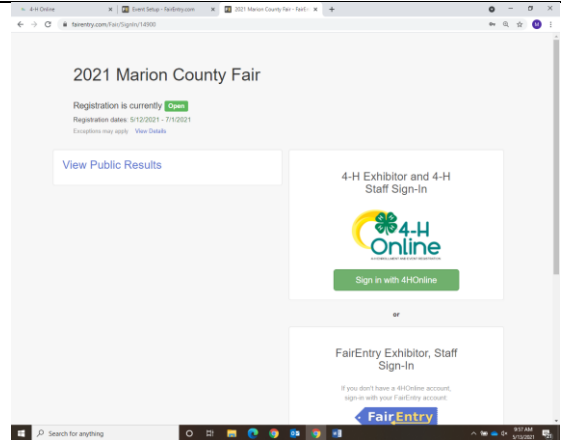
4-H entries – view 4-H Entries Help Sheets

## Important Reminders

- Entries are due: Livestock Entries due- **July 1**, Dyer Hudson Entries due **July 12**
- Recommended browsers: Google Chrome or Mozilla Firefox. Older versions of Internet Explorer may cause unexpected results.
- Some steps may vary from the process described below. Follow the prompts on your screen.
- 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.**

## Steps

1. Go to <http://marioncounty.fairentry.com>
2. Sign in or Register using the Fair Entry Exhibitor, Staff Sign In – the **BLUE** box.



3. The sign-in you will use will look like this (shown right)

### FairEntry Exhibitor, Staff Sign-In

If you don't have a 4HOnline account, sign-in with your FairEntry account.





Sign In with FairEntry

Forgot your password?

Not in 4-H Online and need to create a FairEntry exhibitor account?

4. Click the “Sign In with FairEntry” box.

5. Click “Begin Registration”

# Welcome!

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

Begin Registration



**Exhibitor Information**

Choose to register an individual.

1. Fill out the information boxes shown in the picture to the right.

2. Review your contact info and address in the 2<sup>nd</sup> and 3<sup>rd</sup> steps of the progress bar.

3. Step 4 of the progress bar is a page with instructions followed by some questions. **READ THIS CAREFULLY.** Once you reach the animal stall/pen questions, you will need to select the number of stalls/pens you need for each species. If you do not show that species, ignore the question. Click continue when you are finished. You will only be asked these once per exhibitor. Answer them NOW.

4. Review your 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.

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 Entries**

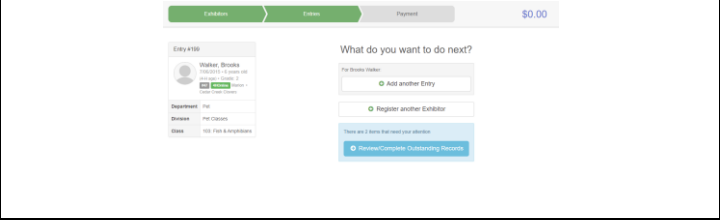
Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc. For example, if an exhibitor is bringing 2 Photographs, two entries into the Photography class must be created. If an exhibitor is showing one horse in 5 events, five class entries must be created. Once all entries have been created for the first exhibitor, you have the choice of registering another exhibitor in this family (and entries) or proceeding to check-out (submitting the entries, NO FEES ARE CHARGED).



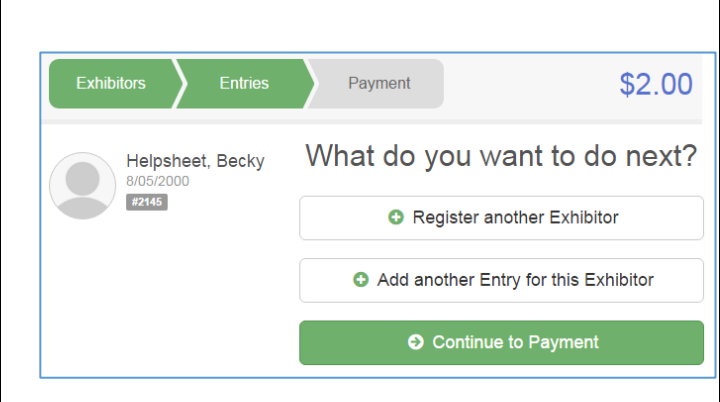
<p>1. Click Add an Entry beside the correct exhibitor (if more than one has been created).</p>	
<p>2. Click Select beside the first department you wish to enter. Any departments that are not available for entry will be noted as "Not Available" with a short explanation.          3. After you select a department, you will see a list of divisions to select from, and then a list of available classes. <i>Also notice that there are blue "Change" links in case you mistakenly select an incorrect department, division, or class.</i>          4. After you have selected the class, click the green Continue button.</p>	
<p>5. Once you click the green Continue button you will enter a new page (shown right).          6. If this is a Dyer Hudson entry, you will be asked to describe what your project is.          7. If this is an <b>animal class entry</b>, you will need to click "Add an animal".          8. You need to choose an "Existing Animal Record," or "Enter a New Animal Record" if you haven't entered the animal's information to FairEntry yet.          9. You will then enter all information needed for the fair, please refer to the rules listed in the Fair Book for requirements.          10. When the animal you chose is correct, click Continue.          11. Any questions or file uploads related to entry in this class will be next. Click Continue after answering those questions or uploading documents.</p>	



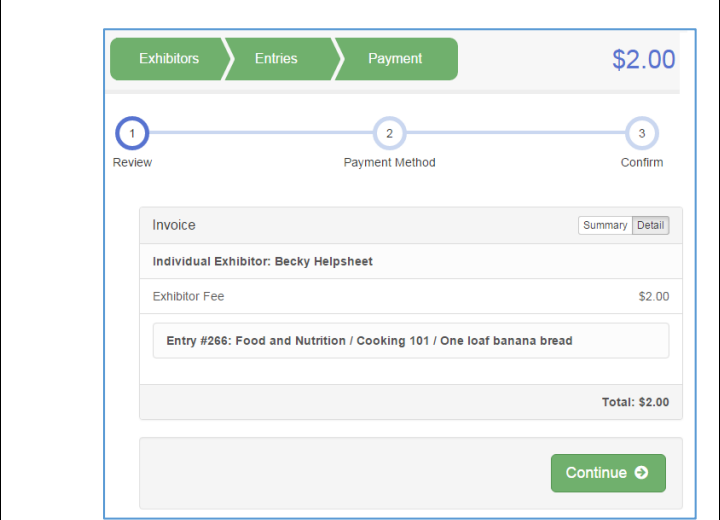
12. If you have not completed all of your exhibitors' registrations a blue box will appear directing you to finish those, and you will repeat the steps above. Once outstanding animals are completed, you will see the next step below.



13. When each class entry is complete, you have 3 choices for what to do next:  
 14. If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this family.  
 15. If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**. If all entries for all exhibitors in the family have been completed, **Continue to Payment** to finalize and submit your entries.



16. 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.



*Please try to print the detailed invoice to keep for your records*



1. Read the payment instructions to pay by check. **NOTE: Even if you owe no money (no fees are charged) you must click Continue to the last “Confirm” step to submit your entries.**

**\*\*There should be NO FEES for the Marion County Fair**

2. Read the information in the “After you Submit” section. You also have to check a box to “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.**

You will receive an email from Fair Entry after your entry has been submitted. **If you do not receive this email (check your junk mail), you have NOT submitted your entry correctly.**

You will also receive an email from Fair Entry letting you know if your entry was approved or rejected by the Extension Staff. You are now able to make additional entries. If part of a previous entry was rejected, a reason will be listed and you will be able to log in and fix the problem before submitting that entry again.

Please contact the Marion County Extension Office if you have any problems with this process at 641-842-2014

