

# 2017 State Fair 4-H Livestock Entry

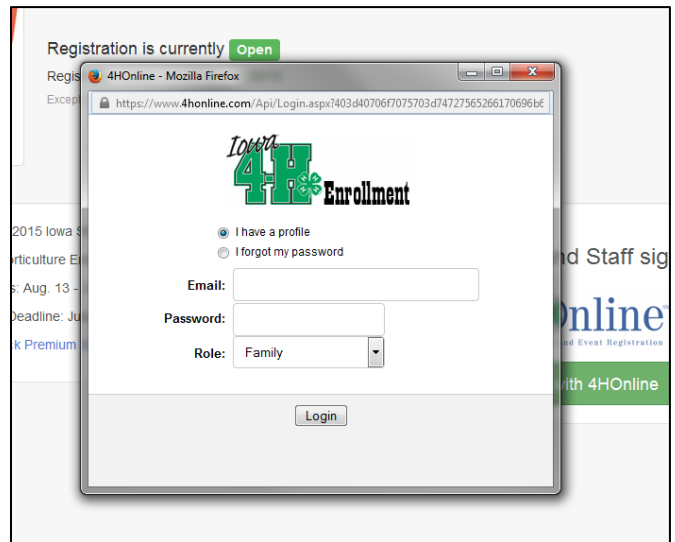
## FairEntry Help Sheet

### ENTRY DEADLINE: July 1

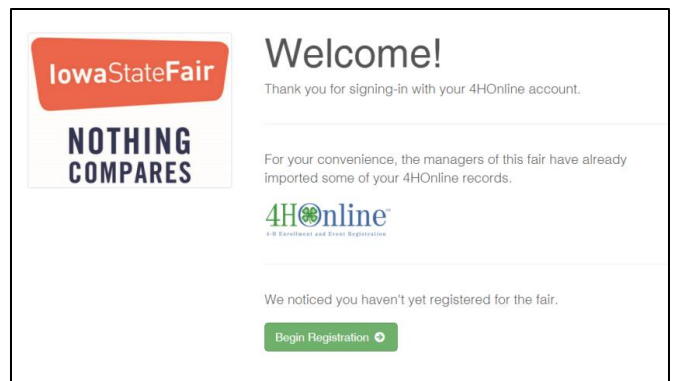
- Internet Explorer is not the preferred browser. Google Chrome, Firefox, and Safari are the best browsers to use when signing into FairEntry.
  - Chrome: <https://www.google.com/chrome/index.html>
  - Firefox: <https://www.mozilla.org/en-US/firefox/new/>
- Be sure all the animals you are entering have been properly identified in 4HOnline for State Fair exhibition
  - For example (Breeding beef tattoo (all heifers), Reg. # for purebreds; Retinal images for market beef, all sheep, and all meat goats; DNA punch tag # for all swine)
- Substitution of animals will be allowed during fair check-in as long as the animal has been properly identified in 4HOnline

1. Go to <https://iowastatefair4hlivestock.fairentry.com>.

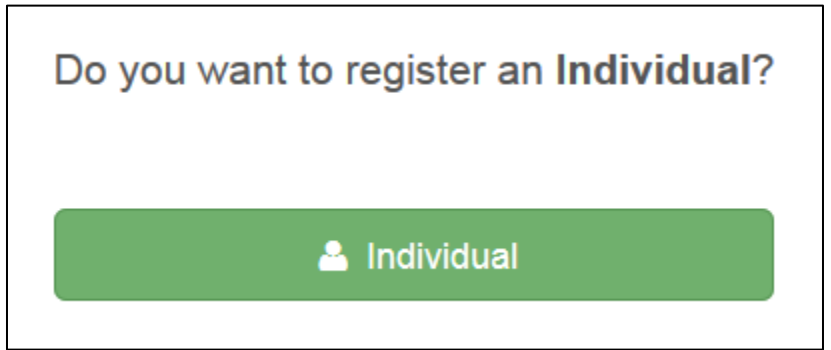
- Click **Sign in with 4HOnline**
- Enter your family 4HOnline Email and Password
- If you can't remember your password, **DO NOT** select the "Forgot my password" option here. Instead, login to your 4HOnline account at <http://iowa.4honline.com>, and select the "Forgot my password" option to reset it there first. Then go back to FairEntry with your new temporary password.



2. Click **Begin Registration**.

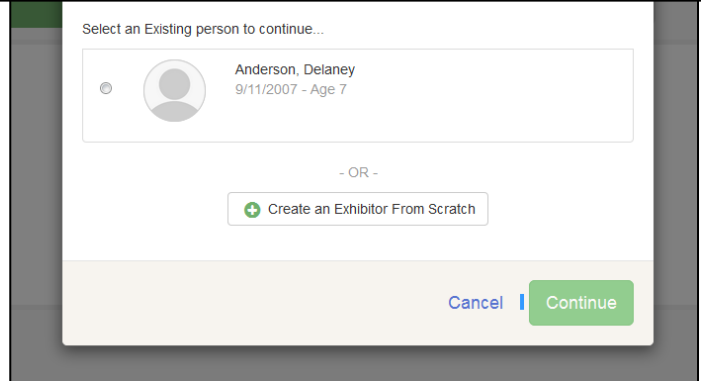


3. Click **Individual**.



4. Select the exhibitor and click **Continue**.

- **DO NOT** "Create an Exhibitor From Scratch"



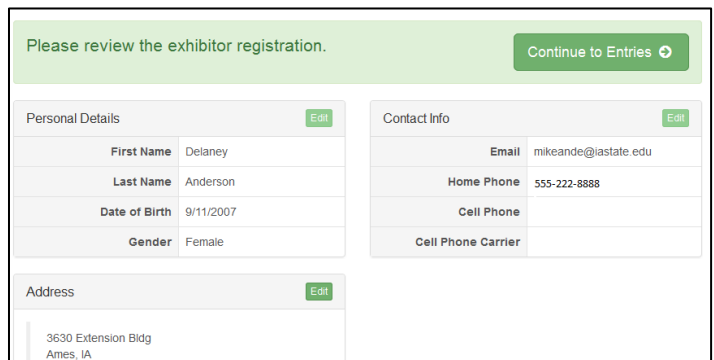
5. Then you will be taken to the Questions tab.

- Read through the reminders and answer the required questions (i.e. T-shirt size), then click **Continue**.



6. Verify your information is correct and click **Continue to Entries**.

- You may edit exhibitor's address (this address is where all premium money will be sent).



7. Click **Add an Entry** to the exhibitor.

8. Pick the desired Department.

- Be sure you have animals identified in 4HOnline for the Department.

Starting an Entry

Select a Department to continue

Beef	Select
Dairy Cattle	Select
Dairy Goats	Select
Dog Obedience and Handling	Select
Horse	Select
Horticulture	Select
Meat Goats	Select
Poultry	Select

9. Select the Division

- Showmanship Class entries (except Horse and Rabbit) are registered at fair check-in.

Starting an Entry

Department Beef [Change](#)

Select a Division to continue

201: Breeding Beef	Select
202: Market Beef	Select
209: Beef Showmanship	Not Available

This exhibitor may not enter into this Division because:  
> 4HOnline Exhibitors are not allowed to enter

10. Select the Class.

- Class changes can be made during fair check-in

Starting an Entry

Department Beef [Change](#)

Division 201: Breeding Beef [Change](#)

Select a Class to continue

20121: Angus	Select
20122: Charolais	Select
20123: Charolais Cross	Select
20124: Chianina	Select
20125: Gelbvieh	Select

11. Verify that the entry is correct. If something is incorrect, simply click “Change” and it will allow you to change whichever one is incorrect. If everything is correct, click **Continue**.

Starting an Entry

Department	Beef	<a href="#">Change</a>
Division	201: Breeding Beef	<a href="#">Change</a>
Class	20121: Angus	<a href="#">Change</a>

[Continue](#)

12. Select your 4-H club, click **Continue**.

Club/Chapter

Please select the 4-H Club or FFA Chapter that is associated with this entry.

Selected Club: None

Search: \_\_\_\_\_

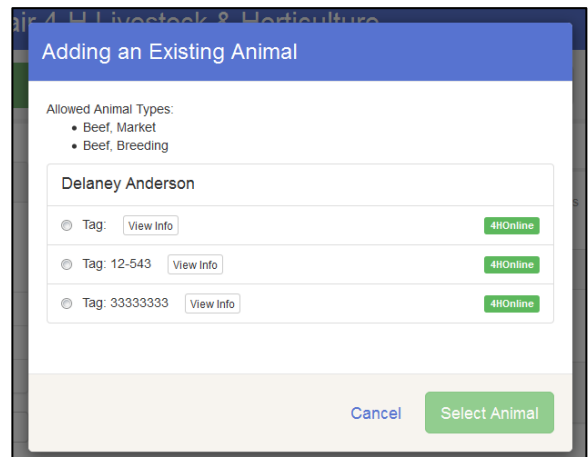
<input type="radio"/>	Audubon Clover Kids	4-H
<input type="radio"/>	"New" Ankeny Club	4-H
<input type="radio"/>	1 test club	4-H
<input type="radio"/>	12 Mile Lakers	4-H
<input type="radio"/>	3 Mile Sharp Shooters	4-H
<input type="radio"/>	3-L'S	4-H
<input type="radio"/>	4 Bar H	4-H

2134 total clubs are available

[Continue](#)

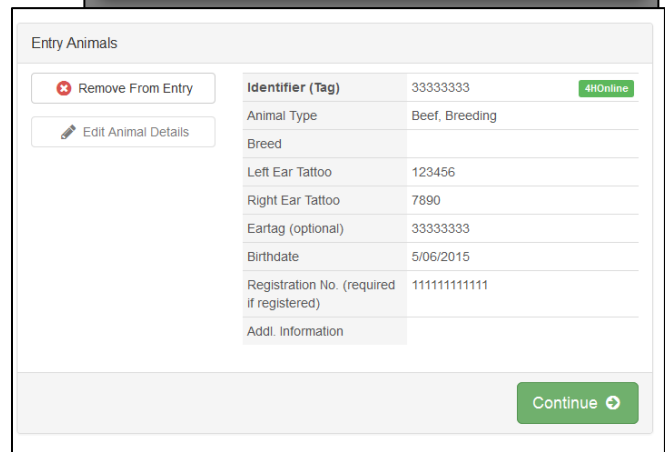
13. Select **Add an Animal**.

- This will bring up a list of animals that you have identified in 4HOnline that would fit into this Department.
- Make sure to click **View Info** and verify that this animal is properly identified for the Iowa State Fair.
  - i.e Retinal image=true (market beef, sheep, meat goat)
  - Swine (State Fair DNA tag #)
- Once you have your animal chosen, click **Select Animal**.

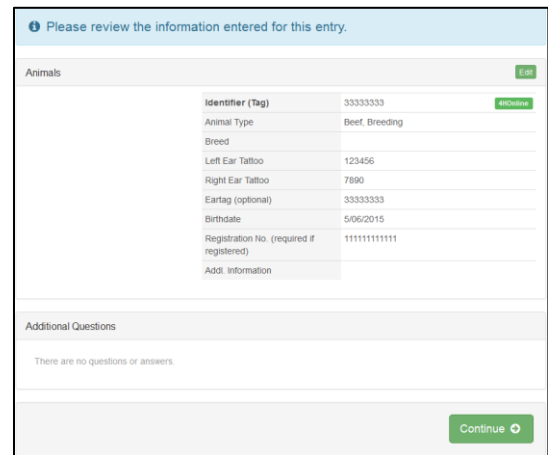


14. The selected animal will then appear with all the information you entered on that animal. If this is the correct animal, click **Continue**.

- If this is not the correct animal, click **Remove From Entry**.
- Substitution of animals will be allowed during fair check-in as long as the animal has been properly identified in 4HOnline

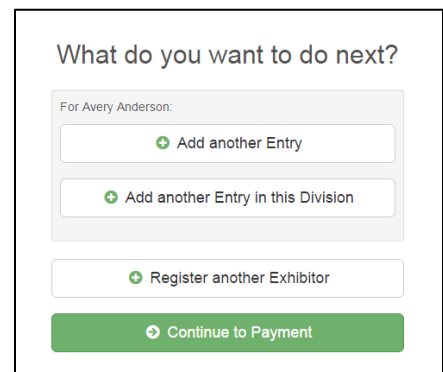


15. If applicable, there may be additional questions or reminders specific to the department/division/class.



16. Review the classes and animals you have entered. Check that you have read/answered additional information. Click **Continue**.

17. Choose whether you would like to **Register Another Exhibitor** or **Add another Entry for this Exhibitor**, be sure you have entered all classes for all exhibitors before clicking **Continue to Payment**.



18. This is a summary of your invoice. You can select the “Detail” button which will show each specific class that you have entered. If this looks correct, click **Continue**.

19. The next screen just informs you of the payment options you have. **Only checks or cash are acceptable forms of payment for 2016**. Once you have read through, click **Continue**.

20. This screen is a summary of the invoice and the final step. Before you hit **Submit**, remember:

- You will no longer be able to change entries
- There will be no refunds
- Make sure everything is correct
- Make sure you are done entering all classes for all exhibitors

21. **Once the county approves the entries, you will receive an email with your invoice. Print off your invoice, attach to your check/cash and mail or deliver to your county extension office – Postmark by July 1.**

The Invoice you will receive by email AFTER the county approves your entries.

If you have any questions during the process, please contact:

Katherine Gray, State 4-H Office, FairEntry Assistant

Phone: 515-294-3187

Email: [kgray@iastate.edu](mailto:kgray@iastate.edu)