

Family Entry Process (4-H Families)

Important Reminders

- Be sure to complete your entry (including the final “Submit” step) prior to July 1st.
- Recommended browsers: Google Chrome or Mozilla Firefox. Older versions of Internet Explorer may cause unexpected results.
- 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.
- You will receive a second email when your entries have been approved by your fair.
- The directions may vary slightly depending on the number of class options in each division.

Special Note – Entries in the 4-H building are referred to as static exhibits. If you select static, you should then see all the divisions in the 4-H building. You should be able to select the division and then the class for all these exhibits at this point.

Steps

1. Go to <http://mitchellcounty.fairentry.com>
2. Click on the green button – Sign in with 4-H Online
3. Enter your email and password
4. Click **Begin Registration**
5. Click **Individual**
6. Select the member you wish to make entries for
7. Click **continue**
8. Enter your premise ID number if you have livestock, enter none if you do not have livestock
9. Click **continue**
10. Verify all the information on the next screen, if there is a mistake contact the Extension Office
11. Click **continue to entries**
12. Click **add/create entry** (you will have to add each entry separate, if you want to enter 3 photographs, you will have to click add entry 3 times etc.)
13. Select the division (**click select**)
14. Select the department (**click select**)

15. Review the information and if it is the correct class click **choose**
16. Select the class (**Click select or check the box beside the class you wish to enter**)
17. **Click Continue**
18. Click **create entries**
19. Select the **club** (The member's primary club should show up automatically)
20. Click **continue**
21. Make sure to **register all family members and all exhibits** before clicking continue to payment.
22. The balance should be zero for all members
23. You will then see a screen that says one last step, you must then **SUBMIT** for entries to be valid.
24. You will receive an email once your entries are submitted
25. You will receive an email once your entries are approved.

For Livestock:

1. Choose department – click **select**
2. Choose division – click **select**
3. Review your selection and click **choose**
4. Click **select** next to the class you wish to enter
5. Click **continue**
6. Select the club (if not already showing) click **continue**
7. Click **add an animal**
8. Choose the animal you wish to exhibit in that class
9. Click **select animal**
10. Click **continue**

You should then see add another entry or register another exhibitor and you can continue from there.

Note: Exhibitors are required to enter an animal ID with each entry. If you are not sure which animal you will be exhibiting in each class you must still choose an animal. THIS CAN BE CHANGED AT FAIR (as long as the animal was weighed in or ID'd by May 15th).