

## How to Upload Exhibits to Fair Entry 2023

**ALL animals to be shown at the Muscatine County Fair must be entered into FairEntry from May 16-June 16. Late livestock entries will be assessed a \$25 late fee per entry until July 1st. After July 1st NO ENTRIES WILL BE ACCEPTED.**

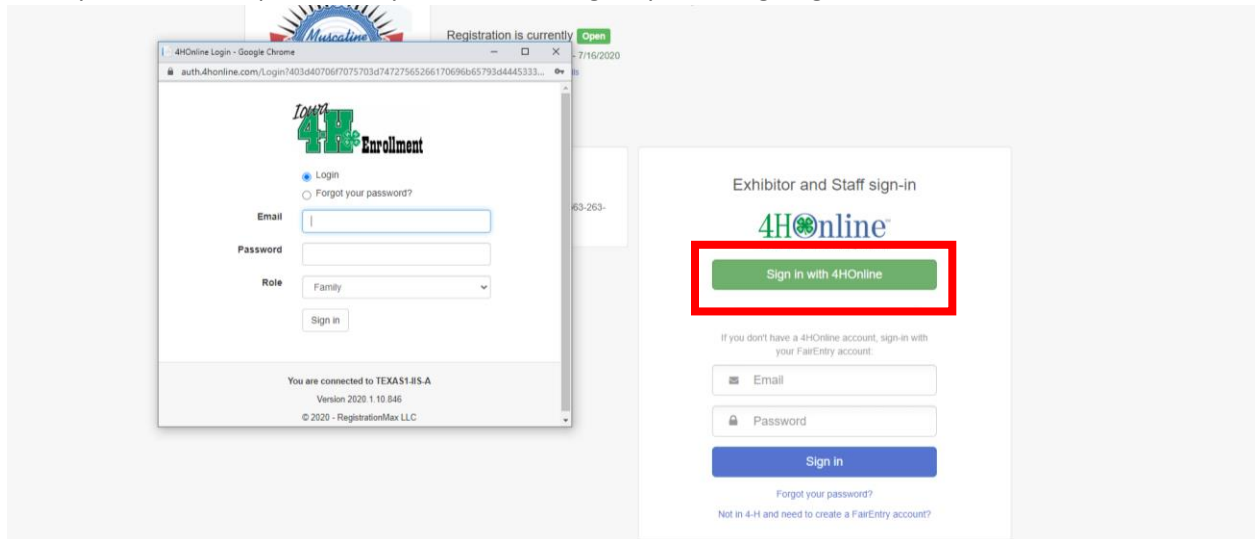
**Communications & Awardrobe Clothing Event Static Exhibits must be entered by July 1.**

**Static Exhibits are STRONGLY ENCOURAGED to enter exhibits prior to Static Exhibit judging on Monday, July 17.**

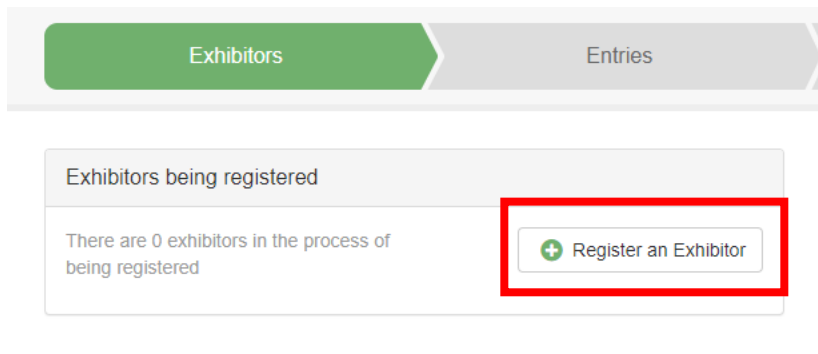
The FairEntry program was created by the same company that developed 4hOnline so both programs are compatible. All your information in 4hOnline will be pulled over into FairEntry, including livestock ID information, so making entries for the fair is easy.

Please try to make your entries all at once, especially livestock entries. Once you submit your entries you will not be able to make more entries until your previous entries have been approved.

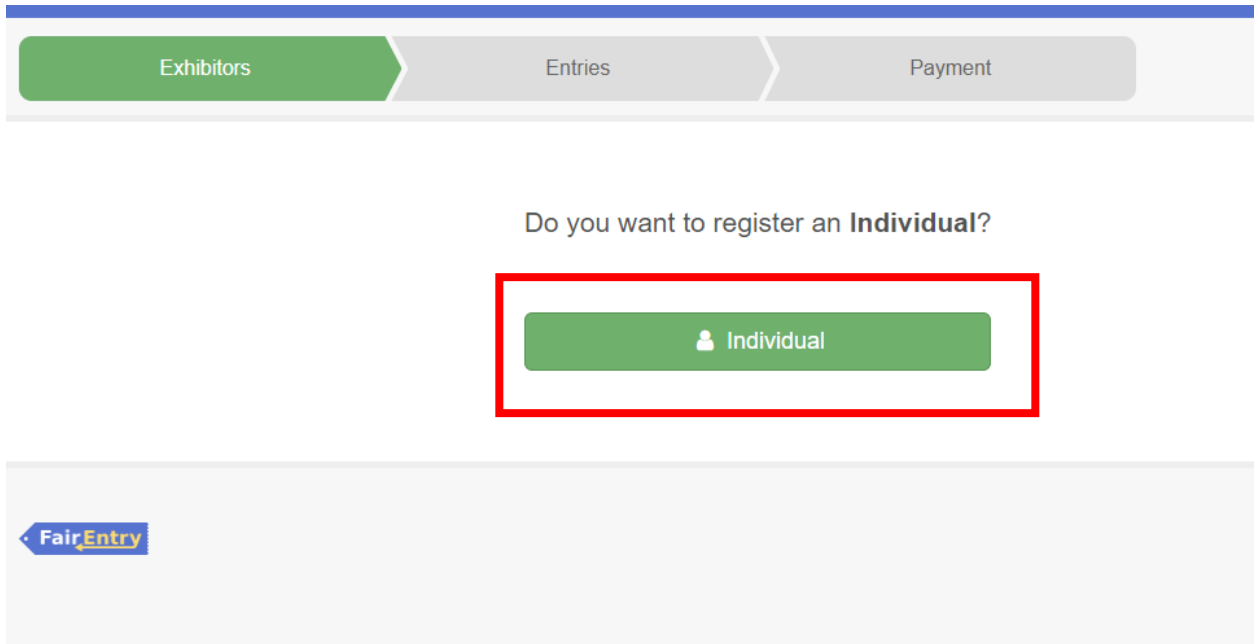
1. Go to [muscatine.fairentry.com](https://muscatine.fairentry.com)
2. Since you are in 4-H, please use your 4hOnline login by selecting “Sign in with 4hOnline.”



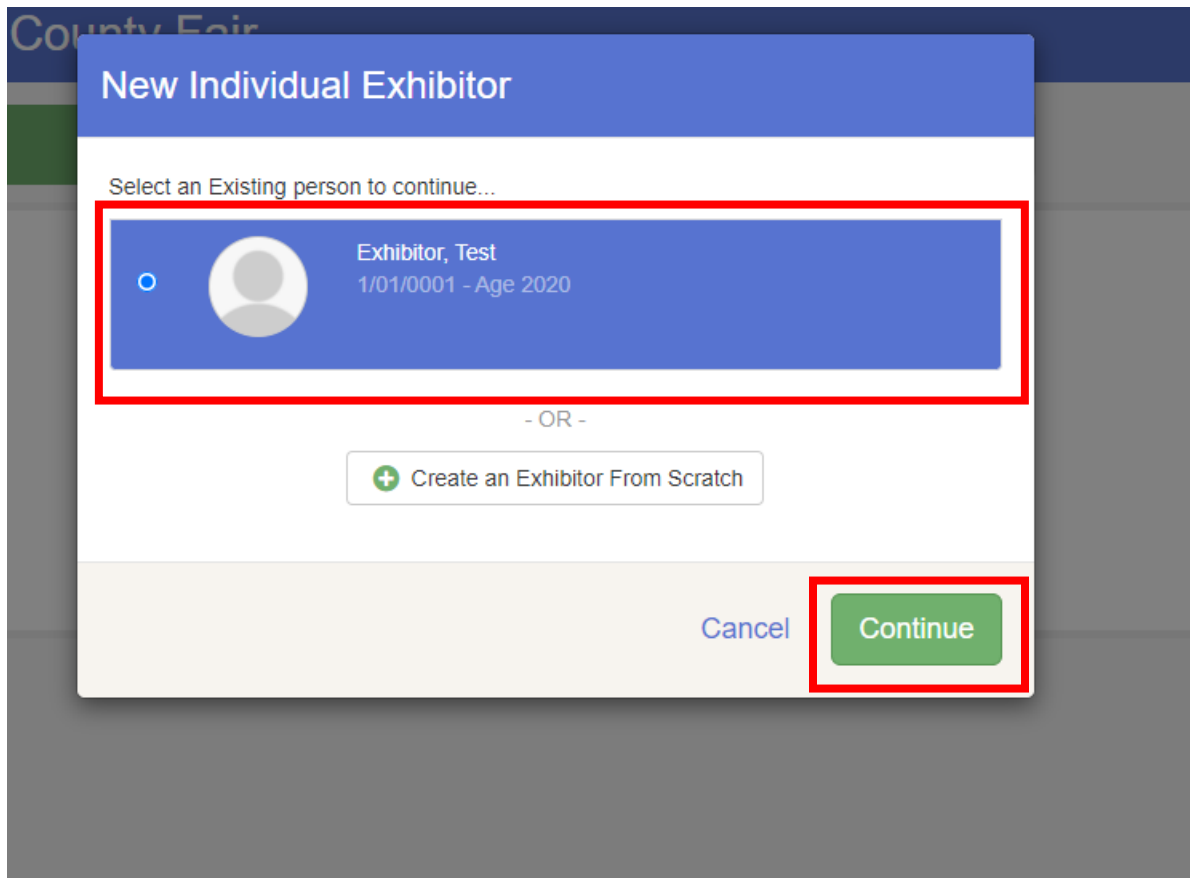
3. Sign in with your 4hOnline login. Select “Register an Exhibitor”



4. Select "Individual."



5. Select the dot next to the name of the 4-H'er you would like to register and then click the green "Continue" box. Do NOT select "Create an Exhibitor from Scratch."



6. Answer the prompted questions.

Profile: Doe, John  
1/01/2006  
#2  
[Delete this Exhibitor](#)

Progress: Personal Details (✓) | Contact Info (✓) | Address (✓) | **Questions (4)** | Review (5)

### Questions

1. How many total beef stalls do you need? (One tack stall per family please.)  
 Units
2. How many total bucket calf stalls do you need? (One tack stall per family please.)  
 Units
3. How many total meat goat stalls do you need (One tack stall per family please.)  
 Units
4. How many total dairy goat stalls do you need? (One tack stall per family please.)  
 Units

7. Confirm the exhibitor registration information that was brought over from 4HOnline. Review this information and make any necessary corrections (using the edit boxes). Note that any corrections made here do NOT transfer back to your 4HOnline account.
8. Select “Continue to Entries.”

Profile: Exhibitor, Test  
12/31/0000  
#6  
[Delete this Exhibitor](#)

Progress: Personal Details (✓) | Contact Info (✓) | Address (✓) | Questions (✓) | **Review (5)**

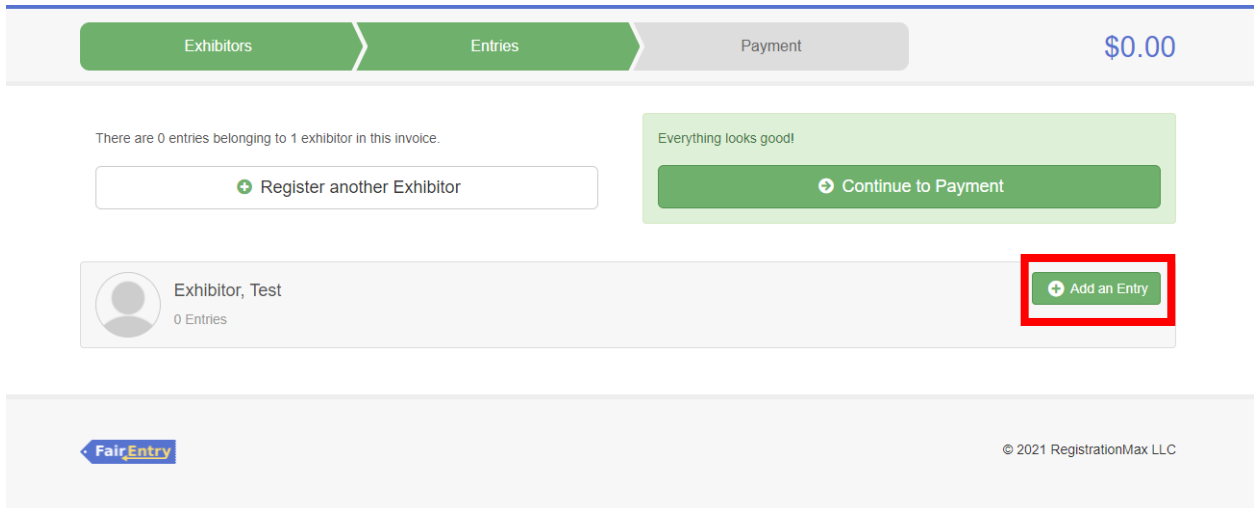
Please review the exhibitor registration. [Continue to Entries](#)

Personal Details		Edit
First Name	Test	
Last Name	Exhibitor	
Birthdate	12/31/0000	
Gender		

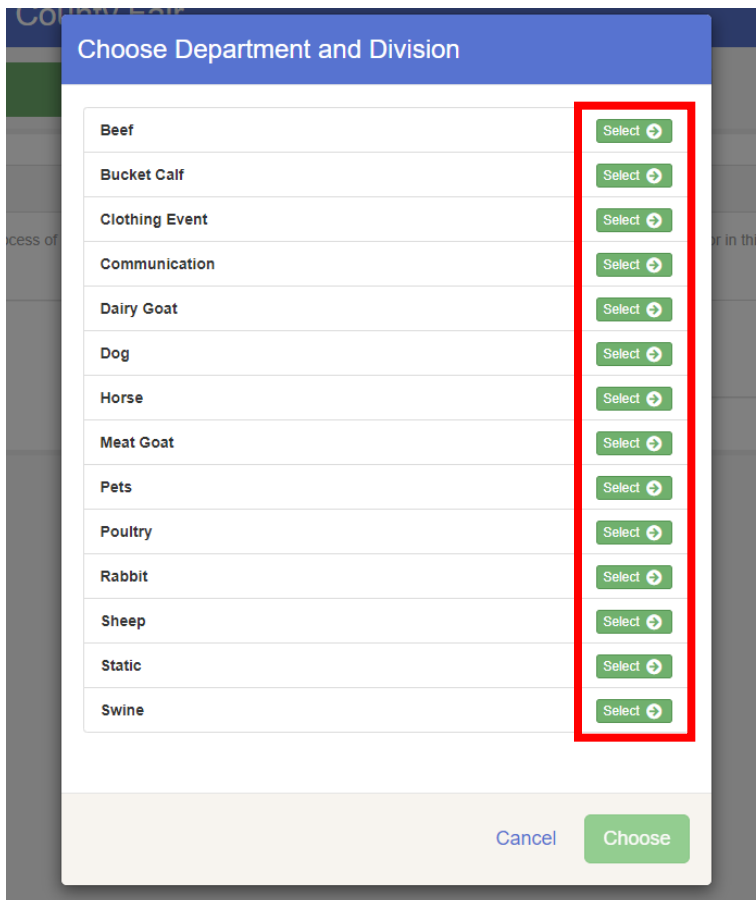
Contact Info		Edit
Email	muscatine4h@nomail.com	
Home Phone	555-555-5555	
Cell Phone		
Cell Phone Carrier		

Address		Edit
1601 Plaza Place Muscatine, IA 52761		

9. Select "Add an Entry" to the right of the exhibitor's name.



10. Click "Select" next to the Department you would like to enter. Please note that you need to make one entry at a time (e.g. one entry for each animal and static exhibit)



11. Click "Select" next to the Division you would like to enter.

Choose Department and Division

Department	Static	Change
------------	--------	--------

101: Animals	Select
102: Ag & Natural Resources	Select
103: Creative Arts	Select
104: Family & Consumer Sciences	Select
105: Personal Development	Select
106: Science, Engineering & Technology	Select

Cancel Choose

12. Click "Choose" if the Department and Division are correct. Click "Change" if you would like to change the Department or Division.

Choose Department and Division

Department	Static	Change
Division	101: Animals	Change

Cancel Choose

13. Click "Select" next to the Class you would like to enter. Check the 2023 Muscatine County 4-H/FFA Fair Book for more information about exhibit classes and rules.

<https://www.extension.iastate.edu/muscatine/county-fair>

Starting an Entry		
Department	Static	<a href="#">Change</a>
Division	101: Animals	<a href="#">Change</a>
<b>i</b> Select a Class to continue		
10110: Animal Science		Select →
10120: Veterinary Science		Select →

14. Select "Continue" if Department, Division, and Class information is correct.

Starting an Entry		
Department	Static	<a href="#">Change</a>
Division	101: Animals	<a href="#">Change</a>
Class	10120: Veterinary Science	<a href="#">Change</a>
Continue →		

**Doe, Jane**  
11/15/2010 • Grade: 4  
#24

Existing entries (1)

#70

Department	Static
Division	101: Animals
Class	10120: Veterinary Science

FairEntry

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15. Choose the dot next to the 4-H Club that you belong to and then select “Continue”

Exhibitors Entries Payment \$5.00

1 Club/Chapter 2 Description 3 Questions 4 Review

Entry #2  
Yerington, Abigail  
9/20/2003 • 11 years old  
4-H age • Grade: 5  
#5 Continue  
Sweetland 4-H

Department: Static  
Division: 103: Creative Arts  
Class: 10302: Photography  
Delete this Entry

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

Search Club/Chapter

Sweetland 4-H 1 club is available

Continue

16. For Static Exhibits, enter a description of your exhibit. Please be specific as this description will be used to distinguish between exhibits. For example, don't just type in “photo,” but instead “Yellow butterfly on leaf photo,” “blue skirt with white polka dots,” or “five cherry tomatoes.”

Then select “Continue.”

Exhibitors Entries Payment \$0.00

1 Club/Chapter 2 Details

Entry #4  
Exhibitor, Test  
1/01/0001  
#6

Department: Static  
Division: 101: Animals  
Class: 10110: Animal Science  
Delete this Entry

Entry Details  
Briefly describe your entry. (Required)  
Poster about Yorkshire Swine

Continue

17. For Livestock Exhibits, select “Add an animal”

The screenshot shows the FairEntry interface for entry #73. At the top, there are three tabs: 'Exhibitors', 'Entries', and 'Payment'. The 'Entries' tab is active, and the payment amount is \$10.00. Below the tabs is a progress bar with five steps: 'Club/Chapter', 'Details', 'Animals', 'Questions', and 'Files'. The 'Animals' step is currently selected. On the left, there is a profile card for 'Doe, Jane' with a 'Delete this Entry' button. The main area is titled 'Entry Animals' and contains the text 'There is no animal in this slot'. A red box highlights the 'Add an animal' button, and a green 'Continue' button is at the bottom right.

18. Select “Choose an Existing Animal Record” to enter an animal to the fair from those eligible that you identified in 4hOnline. Rabbits, poultry, and pets should select “Enter a New Animal Record.”

If you are entering FFA animals, select “Enter a New Animal Record.” You will need your FFA ID information to make FFA entries.

The screenshot shows a dialog box titled 'Adding an Animal'. It has two main options: 'Choose an Existing Animal Record' and 'Enter a New Animal Record'. The 'Choose an Existing Animal Record' button is highlighted with a red box. Below the options is a 'Cancel' button.



19. Choose the animal that you would like to enter. Then, click “Select Animal.”

Adding an Existing Animal

Allowed Animal Types:

- Bucket/Bottle Calf

Jane Doe

Tag: 123 View Info

Tag: 123 View Info

Cancel Select Animal

20. Verify that all information is correct, and then select “Continue.”

Entries Payment \$0.00

1 2 3 4  
Club/Chapter Animals Questions Files

Remove From Entry Edit Animal Details

Identifier (Tag)	123
Animal Type	Bucket/Bottle Calf
Breed	Calf
Tag	123
Animal Name	
Ear	
Birthdate	3/01/2020
Sex	Male

Continue

21. Decide if you would like to:

- Add another exhibit for the current exhibitor, if so select “Add another Entry”
- Enter exhibits for another exhibitor (i.e. a sibling), if so select “Register Another Exhibitor”
- Submit exhibits to be judged, if so select “Continue to Payment”

Please note that you can always come back to FairEntry and enter more exhibits up until the entry deadline if you haven’t submitted your entire invoice.

Exhibitors > Entries > Payment \$0.00

Entry #71

Doe, Jane  
11/15/2010 - Grade: 4  
#24

Department: Static

Division: 101: Animals

Class: 10120: Veterinary Science

What do you want to do next?

For Jane Doe:

Everything looks good!

FairEntry © 2020 RegistrationMax LLC

22. If everything on your invoice looks correct, select “Continue.”

Exhibitors > Entries > Payment \$5.00

1 Review — 2 Payment Method — 3 Confirm

Invoice Summary Detail

Individual Exhibitor: Test Exhibitor \$5.00

Total: \$5.00

23. Read the instructions and reminder about payment. **Checks are payable to Muscatine County Fair and sent to the Muscatine County Fair at PO Box 261 West Liberty, IA 52776.** Cash and check only. No credit cards accepted. Click "Continue." There is not cost for Static Exhibits.

Exhibitors   Entries   **Payment**   \$5.00

Review   **2**   Payment Method   3   Confirm

**Instructions to Pay by Check**

Be sure to review your invoice for accuracy. There are no refunds. Payment is made with cash or checks only. If you miss making a livestock entry you cannot add it in until your first batch of entries have been approved by Extension staff.

Checks are payable to *Muscatine County Fair* and sent to the address below by July 1, 2021. If payments are not made by July 1 YOU WILL NOT SHOW!

Muscatine County Fair  
PO Box 261  
West Liberty, IA 52776

**Continue** →

24. Once you finished with entering ALL of your exhibits, select "Submit."

Review   Payment Method   **3**   Confirm

**One last step!**  
Agree to the terms below and press submit.

**After you Submit**

- Records will be locked to editing awaiting manager approval
- Your credit card will not be charged until a manager approves the records
- If the manager does not approve all the records, the amount charged to the credit card may be less than the amount cited here.

**Payment Total**

**\$5.00**  
By Check

**Instructions to Pay by Check**

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Checks are payable to *Muscatine County Fair* and sent to the address below by July 1, 2021. If payments are not made by July 1 YOU WILL NOT SHOW!

Muscatine County Fair  
PO Box 261  
West Liberty, IA 52776

**Submit**

25. You're done! If there are any issues or questions with your submission, the Muscatine County Extension and Outreach office will contact you.