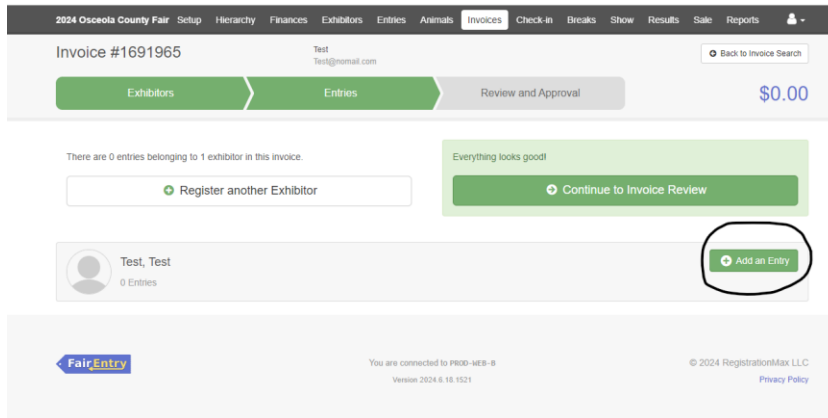


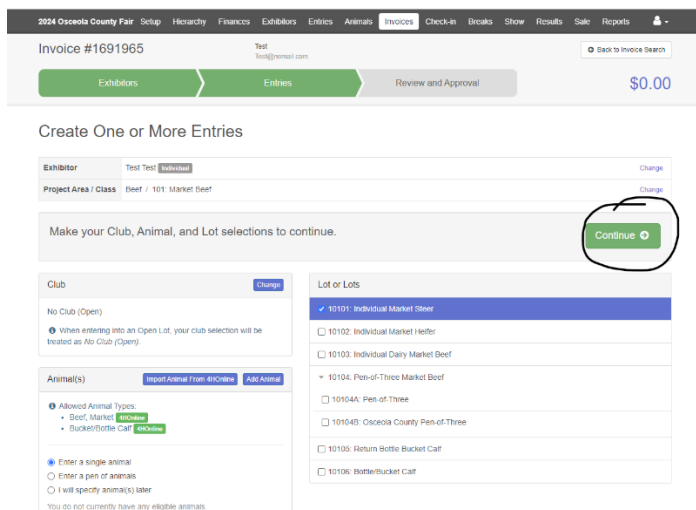
FairEntry Help Sheet – Osceola County

Create an entry and add an animal

1. After you have registered your exhibitor, you will need to create their entries. To create an entry, click on the GREEN “Add an Entry” button next to the exhibitor’s name.

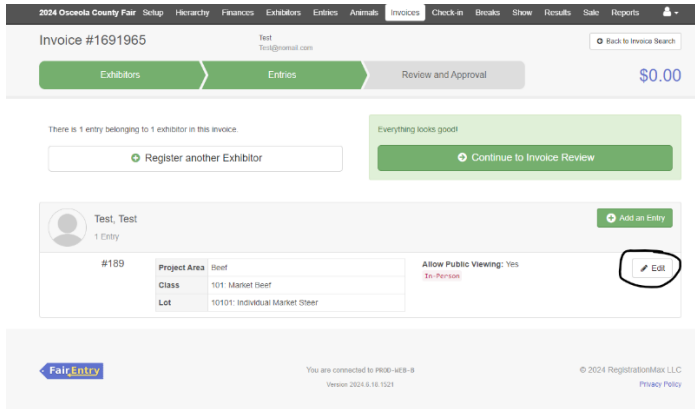


2. A pop-up screen will show all the project areas you can enter into. Select one by clicking on the GREEN “Select” button. Once you have selected a project area, the pop-up screen will display the project area’s individual classes you can enter. Select one by clicking the GREEN “Select” button. After you select the class, click on the GREEN “Choose” button.
3. You have now created an entry and need to select the specific lot(s) you want to enter. After making your selections, click on the GREEN “Continue” button.

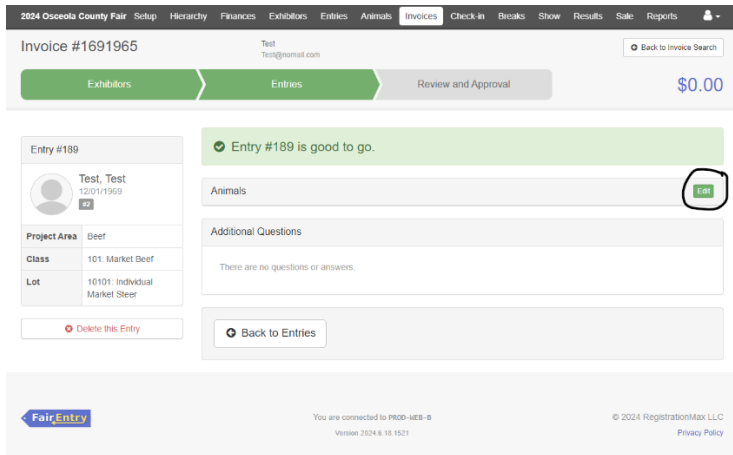


4. You will now see a pop-up screen to review your selections. If all looks correct, click on the GREEN “Create Entries” button.

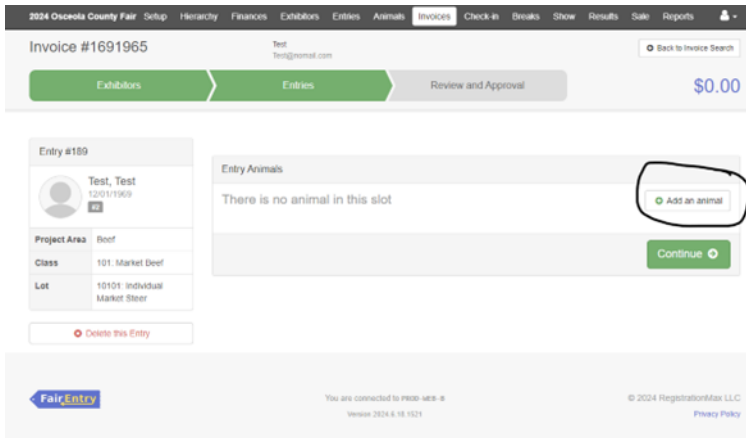
5. You have now successfully created an entry and need to attach a specific animal to it. To do so, start by clicking on the WHITE “Edit” button of the entry you wish to add an animal to.



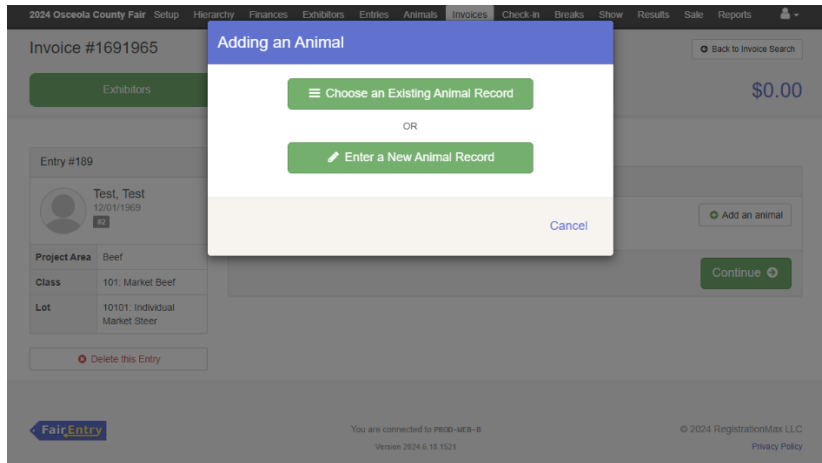
6. To add the animal, click on the GREEN “Edit” button across from the Animals bar.



7. Under the Entry Animals bar you will click on the WHITE “Add an animal” button.



8. A pop-up screen will appear for Adding an Animal.



- a. 4-H exhibitors - Click on the GREEN “Choose an Existing Animal Record” to select from your ID’d animals.
 - i. Click on the specific animal you’d like to attach to the entry and click on the GREEN “Select Animal” button.
 - ii. Click on the GREEN “Continue”
 - b. FFA exhibitors – Click on the GREEN “Enter a New Animal Record” to enter your animal information.
 - i. Select your animal type from the drop-down menu.
 - ii. Enter your animal’s information. Then, click on the GREEN “Create and Add Files”
 - iii. Upload any files if needed. Then, click the GREEN “Done with Files” button.
 - iv. Click the GREEN “Continue” button.
9. You have now created and attached an animal to the entry.
- a. If you have more entries to add, click the WHITE “Add another Entry”.
 - b. If you have another exhibitor to add, click the WHITE “Register another Exhibitor”.
 - c. If you are finished entering entries and exhibitors, click the GREEN “Continue to Invoice Review” button.
 - i. If all your entries are correct, click on the GREEN “Submit” button to finish entering your exhibitor and entries.