

FairEntry Help Sheet

Read for Successful Entry Help

Important Reminders

- Be sure to complete your entries (including the final “Submit” step) prior to the cut-off date of **July 1st** for livestock/animal exhibits and **July 14th** for static exhibits.
- 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. It is up to you to confirm you have entered all you want to participate in before the deadline. You will receive a second email when your entries have been approved by your fair.

1. Follow Link

You may access your fair from the direct link:

<https://paloaltocounty.fairentry.com>



2. Sign In

Your family has a 4HOnline account, select “Sign in with 4HOnline” and enter your login information.

NOTE: If you forgot your password for 4HOnline you will need to go to 4HOnline and set a new password or call the office at 712-852-2865 for a temporary password reset. Once you have a new password, log in to FairEntry.

Exhibitor and Staff sign-in



Sign in with 4HOnline

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

Email

Password

Sign In

Forgot your password?

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

3. Click “Begin Registration”

Your Current Invoice

You do not have a current invoice.

Begin work on a new invoice

4. Select an Exhibitor

Exhibitors being registered

There are 0 exhibitors in the process of being registered

Register an Exhibitor

Exhibitors Entries Payment \$0.00

Do you want to register an Individual?

Individual

5. Edit Exhibitor Information – If Needed

Click through exhibitor information tabs & make any changes needed.

After reviewing exhibitor information, click “Continue to Entries”.

Helpsheet, Becky 8/55/2000

Personal Details Contact Info Address Questions Files Review

Delete this Exhibitor

Please review the exhibitor registration. Continue to Entries

Personal Details	Contact Info
First Name: Becky	Email:
Last Name: Helpsheet	Home Phone: 555-123-4444
Date of Birth: 8/55/2000	Cell Phone:
Gender: Female	Cell Phone Carrier:

Entry Creation Overview

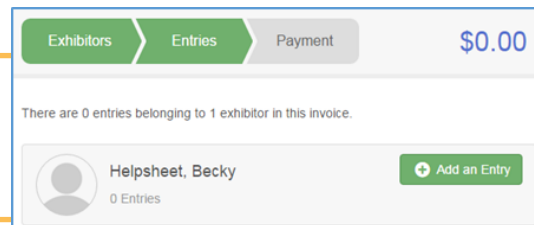
Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc. For example, if an exhibitor is bringing 2 lead calves, two entries in market beef must be made. If an exhibitor is bringing 2 photos, 2 entries must be made into “Static” under “Photography”. If an exhibitor is showing a horse or dog in 3 classes, 3 classes must be selected.

To navigate the Divisions and find the Classes you are looking for, **use the Fair Book!** It is your friend and can be found at www.extension.iastate.edu/paloalto/county-fair.

Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this exhibitor group (and entries) or proceeding to checkout (a.k.a. “Submitting the Entries”)

6. Click “Add an Entry”

Click “Add an Entry” beside the correct exhibitor.

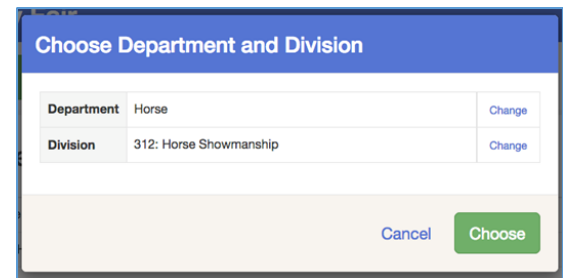


7. Select Department – Division – Class

Click select beside the first department you wish to enter.

After you select a department, you will see a list of divisions to choose from and then a list of classes.

After you have selected a class, click the green “Choose” button.



8. Match Entries

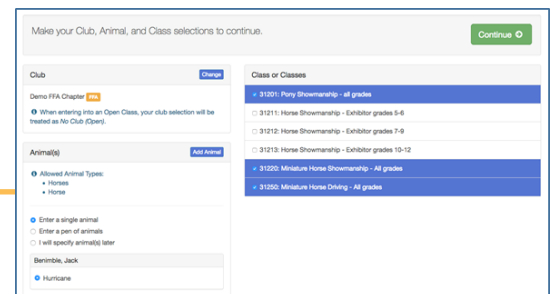
Make sure that “Club” and “Animal” information matches your entry. For some classes you will be required to select an animal that transferred over from 4HOnline. For other livestock classes you will be able to add an animal or select animals at check-in.

Are you entering a livestock class and unsure what to select or match with?

1. Read the Fair Book
2. Try. The system will display feedback on your screen if it wants you to add an animal before continuing. **Click Continue.**

9. Answer Questions

Some class selections are only allowed to be made one at a time, instead of multiple at a time. Repeat the department, division, & class selection processes as needed.



10. Review Entries

If you made multiple entries at once you may be asked to “Review Entries” multiple times. This is to avoid errors. Review the entries. If you need to make any changes, click “Cancel”. If everything is correct, click “Create Entries”.

11. After Completing an Entry...

When each class entry is complete, you have three choices for what to do next:

1. If all class entries have been completed for one exhibitor, you can **“Register Another Exhibitor”** in this exhibitor family.
2. If this exhibitor has more class entries to make, you can **“Add Another Entry for this Exhibitor”**. After selecting “Add another Entry”, repeat the department, division, & class selection processes as needed.
3. If all entries for exhibitors in this family have been completed, **“Continue to Payment”** to finalize and submit your entries.

Review your selections

Before we actually create your entries, please review your selections.

If you continue with your current selections, 3 entries will be created with the following information:

Department	2016 Demo Fair
Division	Horse
Club	Demo FFA Chapter
Animal(s)	Hurricane

Entry Classes

1. 31201: Pony Showmanship - all grades
2. 31220: Miniature Horse Showmanship - All grades
3. 31250: Miniature Horse Driving - All grades

Cancel Create Entries

12. Review & Submit

Review your entries for completeness & 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.

Once all entries have been entered for exhibitors in your family, submit the invoice for approval.

Exhibitors Entries Payment \$2.00

Helpsheet, Becky
8/05/2000
#2145

What do you want to do next?

- Register another Exhibitor
- Add another Entry for this Exhibitor
- Continue to Payment

Read and accept the behavior agreement that applies to all 4-H & FFA youth along with their families and guests for conduct at the fair. These requirements are also listed in the Fair Book. There will be consequences for any violations in conduct on the fairgrounds.

You will receive an email message when the entries have been submitted for approval. You will receive a second email when entries have been approved.

Is there a Clover Kid in the family?

Parents of Clover Kids are also encouraged to enter animals and static exhibits into the FairEntry program using these instructions. Please make sure to make entries into the classes that specifically say “Open Class (K-3)”.

Want Help?

FairEntry Help Nights are scheduled for **June 21st** and **July 12th** – 4:30-6:00 PM at the Extension Office – downstairs meeting room – to help you create fair entries. Help is also available by appointment by calling 712-852-2865.

Thank you for entering the Palo Alto County Fair!

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