

2018 State Fair 4-H Livestock Entry

FairEntry Help Sheet

ENTRY DEADLINE: July 1 @ 11:59 PM!!

AGAIN FOR 2018:

- 4-H Livestock entries will **NOT** go through your County Extension Office this year
- All 4-H Livestock exhibitors will make entry online through the Fair Entry system
- **ALL** payments, whether by Check or Credit Card will go directly to the State Fair Office
- You need to send a copy of your invoice along with your personal check if you use that payment method – **MAKE SURE THE TOTAL AMOUNT ON THE INVOICE MATCHES YOUR CHECK PAYMENT!!**
- Credit Card payments will be processed automatically online by 4-H/State Fair Staff

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- 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.

Registration is currently **Open**

4HOnline - Mozilla Firefox
https://www.4honline.com/Api/Login.aspx?403d40706f7075703d74727565266170696b6

Iowa 4H Enrollment

I have a profile
 I forgot my password

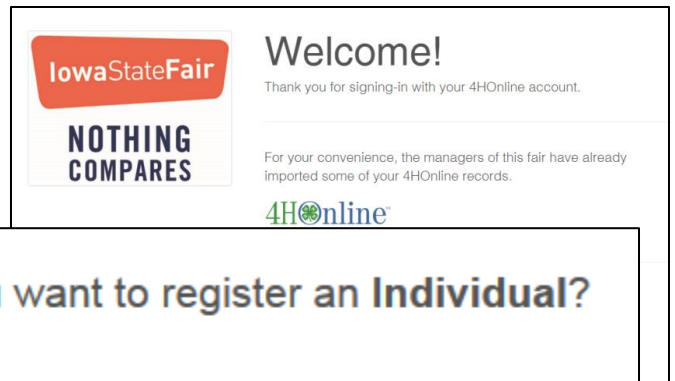
Email:

Password:

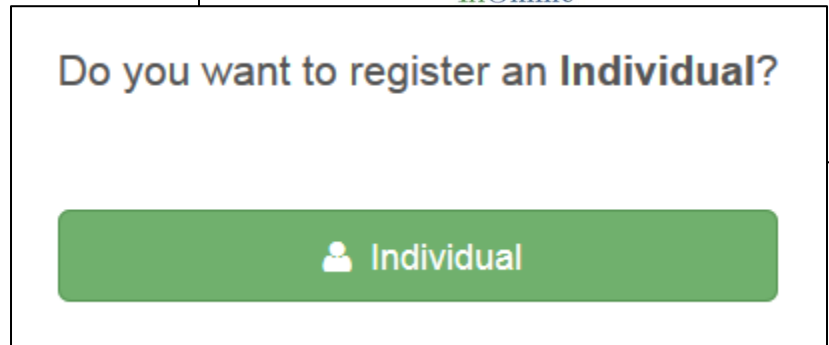
Role: Family

Login

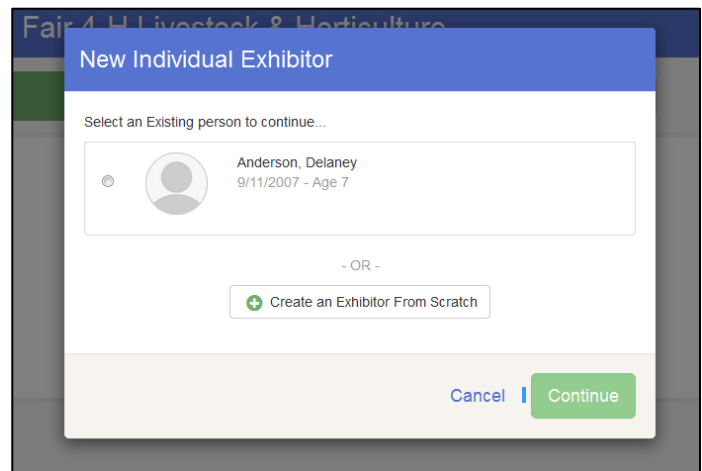
2. Click **Begin Registration**.



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**.



- 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).

Please review the exhibitor registration. Continue to Entries

Personal Details		Contact Info	
First Name	Delaney	Email	mikeande@iastate.edu
Last Name	Anderson	Home Phone	555-222-8888
Date of Birth	9/11/2007	Cell Phone	
Gender	Female	Cell Phone Carrier	

Address

3630 Extension Bldg
Ames, IA

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

Anderson, Delaney 0 Entries 4HOnline Add an Entry

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
Rabbits	Select

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

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

- Select the Division
 - Showmanship Class entries (except Horses) are registered at 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

- Select the Class.
 - Class changes can be made during fair check-in

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**.

12. Select your 4-H club, click **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 # is filled)
- 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**.

Animals		Edit
Identifier (Tag)	33333333	Archive
Animal Type	Beef, Breeding	
Breed		
Left Ear Tattoo	123456	
Right Ear Tattoo	7890	
Eartag (optional)	33333333	
Birthdate	5/06/2015	
Registration No. (required if registered)	111111111111	
Add information		

Additional Questions

There are no questions or answers.

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**.

What do you want to do next?

For Avery Anderson:

+ Add another Entry

+ Add another Entry in this Division

+ Register another Exhibitor

+ Continue to Payment

If you see a blue section that indicates that you need to review or complete outstanding records, and you are unable to complete them please contact Grace Davidson at gkd@iastate.edu.

There are 2 items that need your attention

Review/Complete Outstanding Records

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**.

Invoice

Summary Detail

Individual Exhibitor: Delaney \$20.00

Total: \$20.00

Continue

19. The next screen just informs you of the payment options you have. *****New for this year***** you should have the option to pay your state fair entry fees online, but you may still choose to pay by Check or Cash. If you choose to pay by check or cash **DO NOT** send your entry to your county extension office. *****Payments must be postmarked by July 1st.*****

- Mail all check or cash payments directly to:
Iowa State Fair, 4-H Livestock Department, P.O. Box 57130, Des Moines, IA 50317

Once you have read through and chosen your payment method, click **Continue**.

2017 Iowa State Fair 4-H Livestock & Horticulture StateFair

\$55.00

Exhibitors > Entries > Payment

1 Review 2 Payment Method 3 Confirm

Please select a form of payment to continue.

Pay by Credit Card
 Pay by Check

Your Credit Cards + Add a Credit Card

You do not yet have any credit cards on file

New Credit Card

Credit Card Details

Name on card

Card Number

CVC

Expiration

Address

Street Address

City

State

Postal Code

Cancel Save

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

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.

Agree to Terms

- Review the entries and fees charged to this entry before proceeding
- All entries are "Pending" upon County Extension Office approval
- If payment is not received, the entry will be invalid and not eligible for exhibition

I agree to the above statement

Payment Total

\$50.00
By Check

Instructions to Pay by Check

- Checks/Cash are the only allowed methods of payment
- Checks/Cash are due to your County Extension Office **postmarked** July 1.
- Payable to: *Iowa State Fair*
- No refunds for State Fair 4-H Livestock entry fees
- **Print off your invoice and attach to your check and deliver or mail to your county extension office - Postmarked by July 1.**

Please see the [State Fair 4-H Livestock](#) website for updated fair information throughout the next month!

Submit

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

Shayla Holland, State 4-H Office, FairEntry Assistant

Phone: 515-294-3187

Email: sholland@iastate.edu