# How to Enter FFA and 4-H Exhibits in Fair Entry for the Plymouth County Fair

ALL (Static, Livestock, and Communication) Entries due: July 10, 2023 at 11:59 pm

1. Go to https://plymouthiowa.fairentry.com

2. If you or a family member is in 4-H, click Sign in with 4-H Online and use your 4-H Online email and password. If not a 4-H Family, then click at the bottom to create a Fair Entry account. You will be prompted to enter an email and create a password. **CLOVER KIDS DO NOT MAKE ENTRIES HERE!**
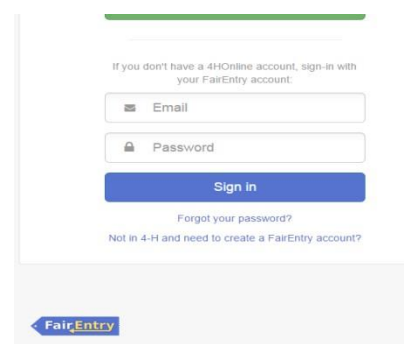
***FFA members that are also 4-H members can log in with their 4-H Online password and then just switch the club to the correct FFA to add an entry under their FFA group.**

5. You will see a Welcome screen. Click green box to "Begin Registration".
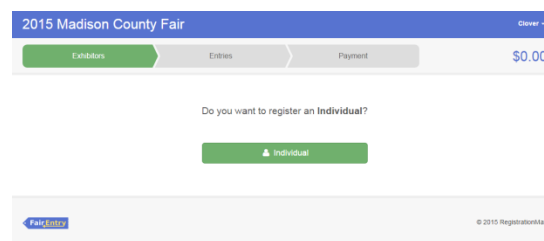
6. To begin registration, select "Individual".

7. Select the dot next to the exhibitor's name and click continue. Select the continue button through the next screens until you get to the green button that says Continue to Entries.
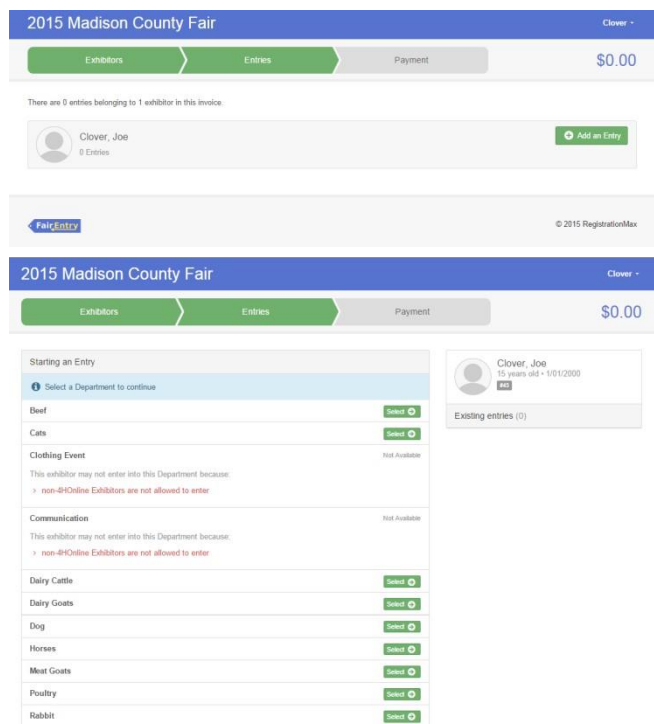
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Entries Tab

8. To add an entry to this exhibitor, click the green "Add an Entry" button.

9. Select the department you wish to enter by clicking the green "Select" button.

10. Select the Division you wish to enter from the list provided by clicking the green "Choose" button.

***EXHIBITORS CAN SELECT MULTIPLE EXHIBITS WITHIN A DEPARTMENT ALL IN ONE STEP

***LEADERS WILL ENTER GROUP EXHIBITS BY LOGGING IN AND CREATING A GROUP ENTRY WITH THE EXHIBITOR NAME BEING THE CLUB NAME

***COMMUNICATION ENTRIES THAT CONSIST OF MORE THAT ONE MEMBER SHOULD ONLY BE MADE BY ONE MEMBER OF THE TEAM!

***CLOTHING EVENT AND PRIDE OF IOWA ENTRIES GET ENTERED IN FAIR ENTRY. MEMBERS SHOULD REFER TO THE QUESTIONS THAT WILL BE ASKED SO THEY CAN HAVE THEM ALREADY TYPED OUT AND THEN COPY AND PASTE INTO THE TEXT BOX IN THE ENTRY SYSTEM. ALSO HAVE ONE PHOTO READY TO UPLOAD.

11. Select the class you wish to enter from the list provided by clicking the box in front of the class.

*If Selecting Static or Communication departments, continue through the prompts and skip to step #15.

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12. In the Animal box on the left hand screen select add animal. Click on any animal you will want to make an entry for that exhibitor (only animals for that member). These animals will then all be listed in the box to make entries easier! For Pets, Cats, and Poultry you will not add any specific animals. Just click on the class and create entry.

13. Select the dot before one of the animals and make sure the dot is clicked on Enter a single animal, then click the large green "Continue" button above the classes to proceed with the entry process.

***FFA ANIMALS WILL NOT BE LISTED IN FAIR ENTRY. THOSE MEMBERS WILL NEED TO CREATE A NEW ANIMAL AND ENTER THE ANIMAL INFORMATION.

Note: You may substitute an animal at check in at the fair, however, you cannot bring more animals to the fair than what you enter. You may not switch between market and breeding classes after the July 14 entry deadline.

14. Review your entry and then click "Create Entries".

15. At this point you can choose to "Add and Entry" for that member or another member of your family or "Continue to Payment".

*The only fees will be for beef and dairy cow stalling fee. All other entries will show a zero balance.

16. You will see an invoice. Click on Continue. The next screen will show the balance and click Continue.

17. If you have fees, Select pay by credit card. All payments go directly to the Plymouth County Fair Board.

If you choose to pay by credit card, you will be prompted to "Add a Credit Card". Complete the form, providing the required information. Payments are processed by Stripe and will appear as a charge to PlymouthCountyFair.net.

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22. Once you have completed your payment selection, you will confirm your entry one last time. Click the I agree box at the bottom left. If everything is correct, select the green "Submit" button.

23. You will receive a "Thanks!" message. You can choose the button to "Visit Dashboard" to see your entry. You can view the entry summary or details from the Dashboard Screen. You will also receive an email that confirms your entry when it's approved, **so you don't need to call the office to ask if you are good!**

- If you need to log back in to make another entry, click on "Begin work on a new invoice".
- Then click "Create Entry" after the member's name.