How to Register for Fair (4-H Family)

For the Plymouth County Fair this can be done:
**between June 1\textsuperscript{st} and July 17\textsuperscript{th} for animals & communications
**between June 1\textsuperscript{st} and July 27\textsuperscript{th} for static exhibits

1. Go to \url{https://plymouthiowa.fairentry.com}

2. Select your “Sign in with your 4-H Online account options – the \textbf{GREEN} box

3. A separate box will pop up where you can enter the login email address and password from 4HOnline.

4. (If you don’t remember your password, you will need to select the “I forgot my password” option to get a temporary one emailed to you. If your email address has changed, log in using the old email address and change it in 4HOnline.)

5. Click the “Login” box.

6. This will take you to the Welcome screen, where you will need to select the green box to “Begin Registration”

**SECTION 1 - EXHIBITORS TAB

7. Click the green box that says individual.

8. Choose the dot next to the name of the 4-H’ers you would like to register and then click the green “continue” box
The questions box does not have any questions so just continue on.
9. Next you will see the exhibitor registration information that was brought over from 4HOnline, please review this information.
10. Make any necessary corrections (using the edit boxes). Remember that any corrections made here DO NOT transfer back to your 4HOnline Account.
11. Click on the green “Continue to Entries” box.

SECTION 2 - ENTRIES TAB

12. Click the green “Add an Entry” box to the right of the exhibitor’s name.

13. Click the green “Select” box next to the Department you would like to enter.

14. Click the green “Select” box next to the Division you would like to enter.
15. Click the green “Select” box next to the Class you would like to enter (Check the Plymouth County Fair 4-H and FFA Premium and Rule Book for class numbers and rules)

16. Review the Department, Division, and Class that you selected and select the green “Continue” box

17. Select the dot next to the 4-H Club that you belong to and then select the green “Continue” box
This year you will have to select a club on each entry.

18. If required, enter in a description of your entry – please be specific as this description for static exhibits will be used to distinguish between exhibits, example – don’t just type in “photo”, type in more description, such as “Butterfly on leave photo”

19. Answer any other Additional Questions required for that entry

20. If entering an animal skip to step #21. If enter any other departments decide if you would like to:
> Register another Exhibitor
> Add another Entry for this Exhibitor
> Continue to Payment
and select that appropriate box
21. To register an animal entry that you import from 4-H Online, you will select the white “add an animal” box during the entry process.

22. A smaller box with two options will pop up. Choose the green “Choose an Existing Animal Record” box.

23. A list of those animals that you have previously ID’d in 4-H Online that are eligible for that class are listed. Select the circle next to the animal you would like to enter. Then select the green “Select Animal” box.

24. All of the information about that animal will be pulled over from 4-H Online, so that you can check to make sure that is the correct animal. If you want to switch to a different animal, click on the “remove from entry box”. If it is correct, click the green “Continue” box.

SECTION 3- PAYMENT TAB

25. Review your entry. If it looks correct, click the green “Continue” box. If not, go back to the entries tab and fix what you need to.
26. Select “Continue to payment” box or add another entry and repeat the steps. If you continue to payment you will see an invoice. You can view summary or detail. Click continue.
27. The Payment screen states that there are no fees associated with this entry and that nothing needs to be brought to the Extension Office. Click continue.

28. See the agree to terms box. Click the box next to the “I agree to the above statement” and then select the green “Submit” box.

NOTE: Once you hit submit, you cannot edit your entry.

28. You will receive a “Thanks!” message. You can choose the button to “Visit Dashboard” to see your entry.

29. You can view the entry summary or details from the Dashboard screen. Families may print this page off for their records.

You will receive an email from Fair Entry after your entry has been submitted.

You will also receive an email from Fair Entry letting you know if your entry was approved or rejected by the Extension Staff. You won’t be able to make an additional entry/invoice until the previous submission has been approved.

Please contact the Plymouth County Extension Office if you have any problems with this process at (712) 546-7835 or xplymouth@iastate.edu.