

## Shelby County Fair 4-H Family Entry

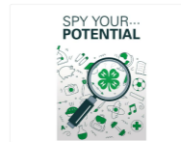
### Important Reminders

- All entries are due by 11:59PM, June 15<sup>th</sup>.
- Recommended browsers: Google Chrome or Mozilla Firefox. Older versions of Internet Explorer may cause unexpected results.
- 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.
- You will receive a second email when your entries have been approved by your fair.

### Steps

- Go to <https://shelbyiowafair.fairentry.com>

2023 Shelby County Fair



### Welcome!

Thank you for signing-in with your 4-H Online account.

For your convenience, the managers of this fair have already imported some of your 4-H Online records.



- Click on the green link to "Sign in with 4HOnline".
  - An additional tab with pop up.
- Enter your email address and password that goes along with your 4-H Online account.
  - Make sure the Role selected is "Family".



Sign in with 4HOnline

https://www.4honline.com/fair/login.aspx?403640705F7075703d7472...

**4H Enrollment**

I have a profile  
 I forgot my password

Email:

Password:

Role: Family

Login

- Click "Begin Registration"

We noticed you haven't yet registered for the fair.

[Begin Registration](#)

- Click "Individual"

Exhibitors    Entries    Payment    **\$0.00**

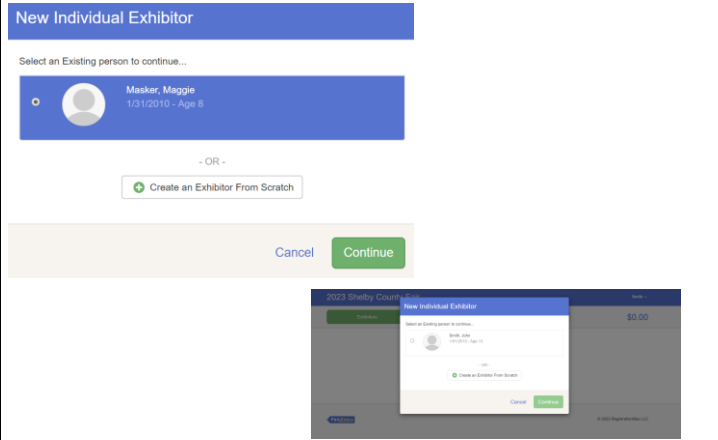
Do you want to register an Individual?



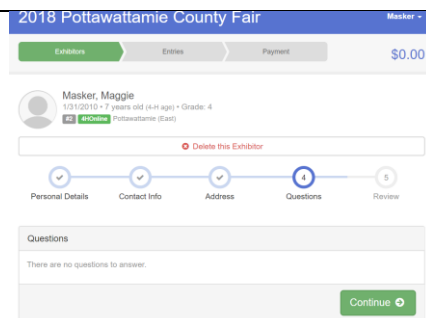
- Select an Existing person to continue

Push the green "Continue" button.

**OR**  
**If you are a returning exhibitor your screen will look like this: select the blue continue button.**

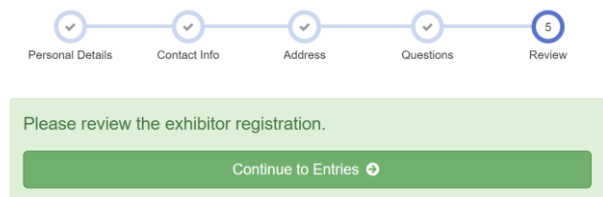


- Click the green continue button

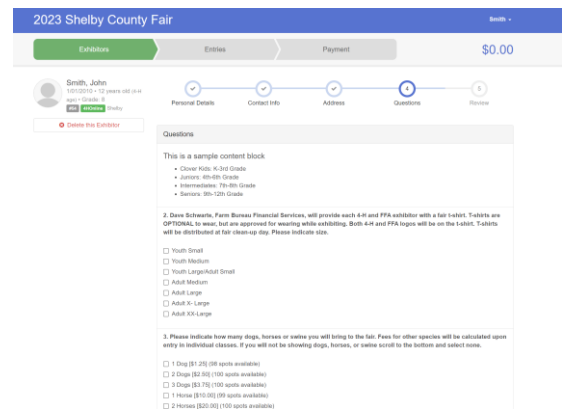


- Please review the exhibitor registration. Make sure your address and contact info is correct. This information has been brought over from 4-H Online. Please correct any incorrect information. (Please go into 4-H Online as well and correct this information so you are receiving 4-H news!)

Click the green "Continue to Entries" button.



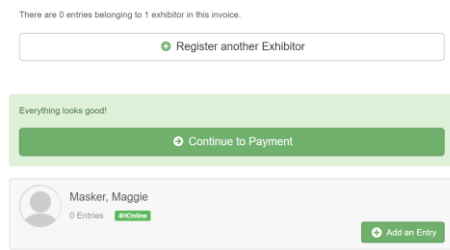
- There will be a list of questions:
  - Dave Schwarte (Farm Bureau Financial Services) is once again providing t-shirts for all exhibitors.
  - Number of dogs/horses/swine you will bring to the fair. If you are not bringing any of these animals, scroll to the bottom and mark "no dogs, horses or swine"
- \*\*\*\* Indicate how many stalls you will need for your animals, do not include stalls for tack.



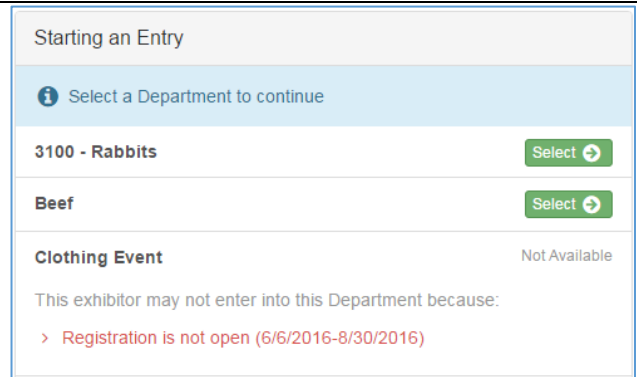
### Creating Entries

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 photographs, two entries into the photography class must be created. If an exhibitor is showing one horse in 5 events, five class entries must be created. Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this family (and entries) or proceeding to check-out (submitting the entries, whether or not fees are charged).

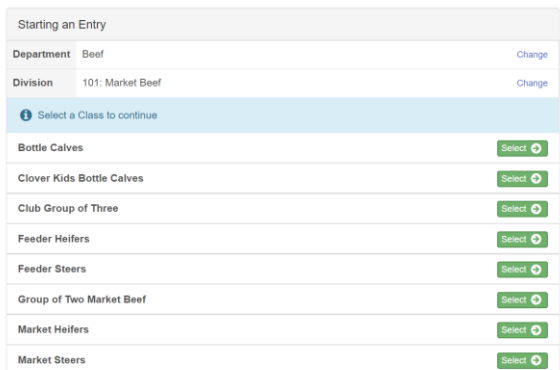
1. Click Add an Entry beside the correct exhibitor (if more than one has been created).



2. Click Select beside the first department you wish to enter. Any departments that are not available for entry will be noted as "Not Available" with a short explanation.
3. After you select a department, you will see a list of divisions to select from, and then a list of available classes. *Also notice that there are blue "Change" links in case you mistakenly select an incorrect department, division, or class.*
4. After you have selected the class, click the green "Choose" button.



5. A list of classes under each division will be shown. Click the green "Select" button for the class you wish to participate in.
6. If the department (beef), division (market beef), and class (feeder steers) is all correct, click the green "Continue" button.



**7. Club/Chapter**

Select your correct 4-H Club associated with this entry. Please double check that EACH entry is in the correct Club/chapter. Click the green “Continue” button.

**8. Animals**

Click the “Add an animal” button.

**9. Adding an Existing Animal**

Select the correct animal to go along with your entry. Click the green “Select Animal” button.

A list of all livestock eligible to enter into the particular class will be brought over from 4-H Online. You may click “view info” if you need to see more animal details.

Some species may have identified animals in the lower left corner of your screen.

**10. Entry Animals**

If all information looks correct, click the green “Continue” button. If this is the wrong animal for the class, you may click “Remove from Entry”.



## 11. Questions

Under each department there may be a set of questions to help us better prepare for a great fair. Please complete the questions as accurately as possible and click the green "Continue" button.

Questions

1. How many beef stalls will you need? (this should include any cow/calf pairs, bottles and clovers that may be stalling during fair)  
\*Required

2. ALL livestock is required to be checked in by the official fair vet prior to being taken into any barns and stalls. There will be an Early Livestock Arrival option offered on Tuesday, July 17, 2018 from 6:00 - 8:00pm. Livestock will be checked by a vet as they are unloaded from the trailer, they may then be stalled in the assigned barns. Livestock are still REQUIRED to check in during the scheduled livestock check in time.  
\*Required

Yes, I would like to bring my beef to early livestock vet checks.

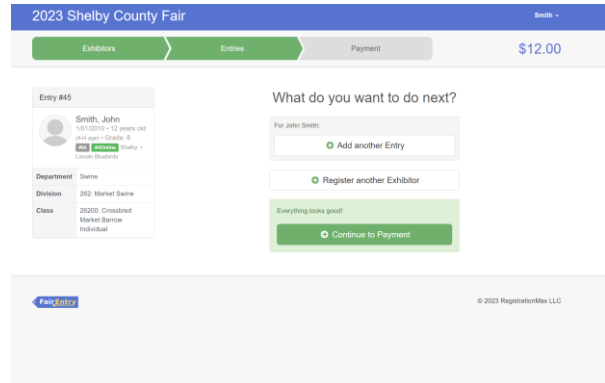
No, I will bring my beef the morning of beef check in.



**12. What do you want to do next?**

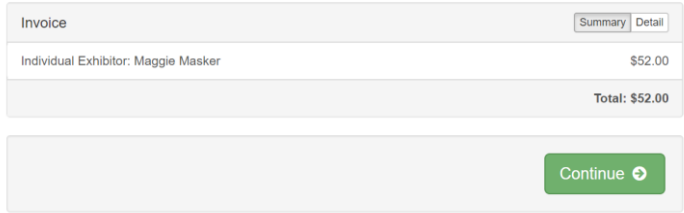
If you still have additional entries for your first exhibitor, click the “Add another Entry” button for the exhibitor listed. Use the steps above to continue your entry process. If you are ready to add entries for your next family member, click register another exhibitor. Use the steps above to continue your entry process. If you are adding a FFA member, click “Register an Exhibitor”. This will require you to complete additional information and type in all livestock information.

If you have added all entries for your entire family, click the green “Continue to Payment” button.



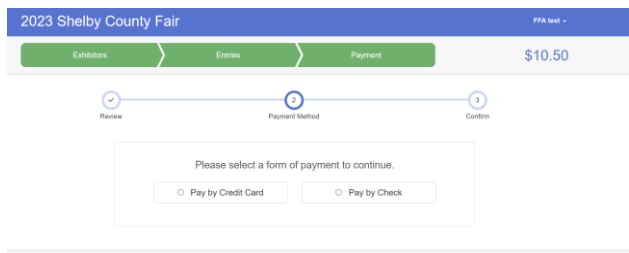
**13. Review Payment**

An invoice for all entries will be shown. Click the “Detail” button across from “Invoice” for a full description of costs. Click the green “Continue” button.



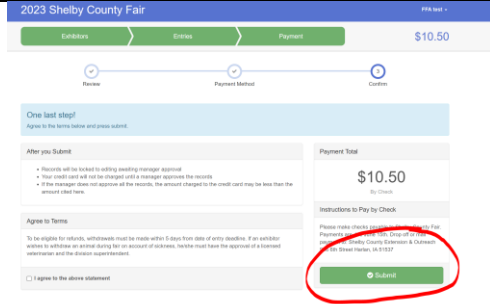
**14. Payment Method**

New for 2023, you will be able to select from debit/credit card payments OR cash/checks. All payments must be made to the Shelby County Fair. Cash/check payments should be made out to Shelby County Fair and delivered to the Shelby County Extension office by 5:00pm on June 19, 2023.



**15. Confirm & Agree**

After you Submit: Records will be locked to editing awaiting manager approval.  
 Agree to Terms: Read all terms and click the button “I agree to the above statement”.  
 Submit: Click the green “Submit” button ONLY if you are finished with all entries for all members.



**16.** An email confirmation of your submission has been sent to your 4-H Online email. Please check your email to ensure you have received this. If you do not receive an email with a list of everything you have registered for, you have not fully submitted the entries.

**Thanks!**

Thank you for participating in 2018 Pottawattamie County Fair.  
 An email confirmation of your submission has been sent.  
 If the fair management finds any issues with your registration, you will receive another email.

[Visit Dashboard](#) [Sign out](#)

**17.** Once you have submitted your entries you will not be able to add any additional entries for any family member, until the current entries have been approved by a manager.  
 Once entries have been approved by a manager, you will receive an email stating entries were approved. If an entry has been received incorrectly, you will receive an email letting you know something needs to be fixed.

**18.** Once entries have been approved by a manager, the number of entries and exhibitors registered will be shown on your dashboard on FairEntry.

Your Approved Records

These are all the records that have been approved by fair management (across all your invoices):

0	Exhibitors
0	Entries

