FairEntry Help Sheet

We will be using the online FairEntry system again this year. There have been a few changes, for the better, to the program so we have devised a new help sheet for guiding our members through the system. To use this system, you may have to go to your internet settings and allow pop-ups. We recommend using either Chrome or Firefox internet browsers.

Log in to: https://sioux.fairentry.com. You will be greeted with this welcome page. Click on the green “Sign in with 4HOnline” button.

This pop-up will open and prompt you to log in with your 4HOnline username, which is your email, and password. If you don’t remember your password, log in to 4HOnline, enter your username and click “I forgot my password.” You will receive an email with a scrambled alpha/numeric password in it. After entering that password into 4HOnline click enter. This will bring up a box with two password fields. The first one will be filled with dots. Highlight those dots and put in a password that you’ll remember. Then log in to FairEntry and enter your username and password and click the login button.

You will then be greeted with the welcome page. You will only see this page the first time you log in for the year. To continue to registration, simply click “Begin Registration” to start entering your projects.

The first thing you will be asked is if you want to register an individual. Just click the green “Individual” button.
A list of your family members will come up. Choose the family member you want to enter exhibits for by clicking the radio button on the side. Then click “Continue”.

You will be asked to review your information. If something doesn’t look right, click on one of the fields at the top (circled in red) to go back to the portion of your information that needs to be edited. If everything is OK, click “Continue to Entries”.

We’ve changed the custom questions this year, so we can generate better reports. You will be required to answer all the questions. If you don’t have an animal in a certain species, you can choose “0”. There is a separate question for each species. We do not ask about horse stalls as each horse exhibitor only gets one stall.
Click “Add an Entry” to get started with the next portion.

For the sake of demonstration, we’re going to have Jane enter her horse.

After selecting the department, she needs to select the division she wants. She chose to enter the timed division.

These are the changes from last year. Note that your primary club is already selected. If you’re entering the same animal in all of these classes, your list of eligible animals will be along the side, under your name you can click on all of the appropriate classes and enter at the same time. When all are chosen, click “Continue”
You will then be asked, “What do you want to do next?” At this point, if you have no other entries or children to enter, you can continue to payment.

Review your exhibits, just the payment due is shown here, but if you click on “Detail”, you will be able to view your entries. Then click “Continue”.

Choose your payment method and click “Continue”.

We accept both Credit Cards and Checks.
FairEntry is a secure sight, credit cards can be used safely. Fill out the necessary information and click “Continue” again to finalize your payment. If you choose to pay by check, please mail your check immediately so we can approve your entries. **Payment must be received before your entries will be approved.**

Finally, submit your entries. **Remember, no entry is done until you click Submit!**

After you click submit you will get this screen:

A confirmation email will be sent to your 4HOnline email address. You can choose to either sign out now, or visit the dashboard to see what classes you have signed up for. **Remember, your entries have to be approved by staff at the Extension office. Payment must be received before your entries will be approved.**