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 thought 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.

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 a 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 log in 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”.

You will be asked to answer a number of custom questions. Everyone has to agree to the Iowa code of Ethics, please click the “True” radio button to agree.

All other questions can be answered with N/A and zeros can be clicked for stalls, grooming chutes and cages.
Click “Add an Entry” to get started with the next portion.

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

Click on “Select”, then “Choose”.

When this window pops up, click on “Choose” again.

Note, you can enter all of your Creative Arts Division projects at the same time and change the quantity to reflect how many entries you have for any class. Once you’ve chosen everything you want to enter, click “Continue”.
Descriptions are still necessary for your entries. Remember to give each project a unique description so the volunteers can easily tell your projects apart. Click on the “Edit” button next to the entry you want to add your description to first.

This will bring up the following screen, click on the “Edit” button in the description field

Add your description and then click “Continue”
The following screen will come up, click on the **blue button** to go back to your entries that need descriptions. You will need to do this for all static entries.

You will not be able to submit your entries without descriptions. Once all of your entries have descriptions, you should receive this message.

If you have more projects to enter, click “**Add another Entry**”. If you have another child to enter, click “**Register another Exhibitor**” and follow the same steps as before. If you’re done entering all of your projects for all of your kids, click “**Continue to Payment**.” Follow the screens shown on the next page.

If you finalize payment before you are done entering all of your projects for all of your kids, you will have to wait for Extension staff to approve your entries before you can go any further!
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”.

Since no money is due for Static Exhibits there is no payment method to choose.

Click “Continue” again to go to the submit page.
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. All entries with inadequate descriptions will be rejected and returned to the exhibitor for updated descriptions. See the fair book for acceptable descriptions.