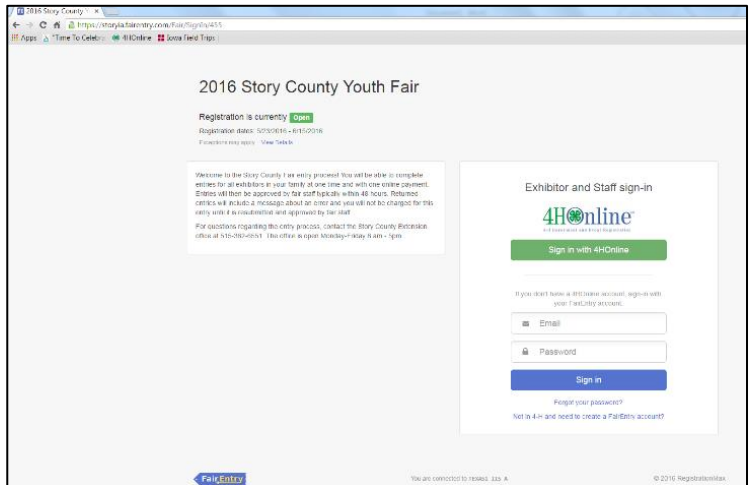


Directions to make Story County Fair entries follow. For questions, contact the Extension Office Monday-Friday 8 am – 4:30pm at 515-337-1601. Please also review fairbook information located at www.sc-fair.com

1. Go to storyia.fairentry.com Click the to Green Button “Sign in with 4-HOnline”

2. Type in your email and password (same as what is used for 4-HOnline)

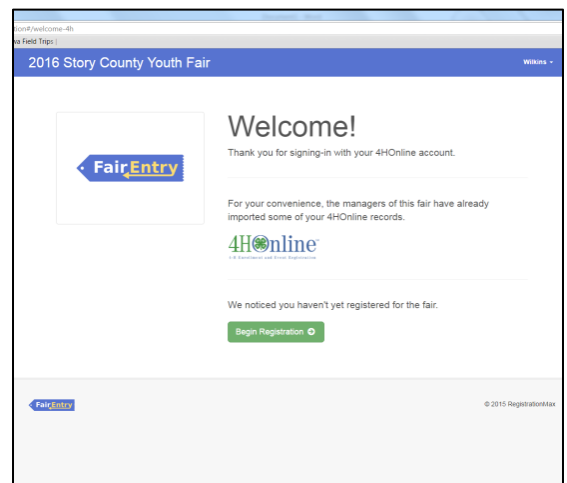
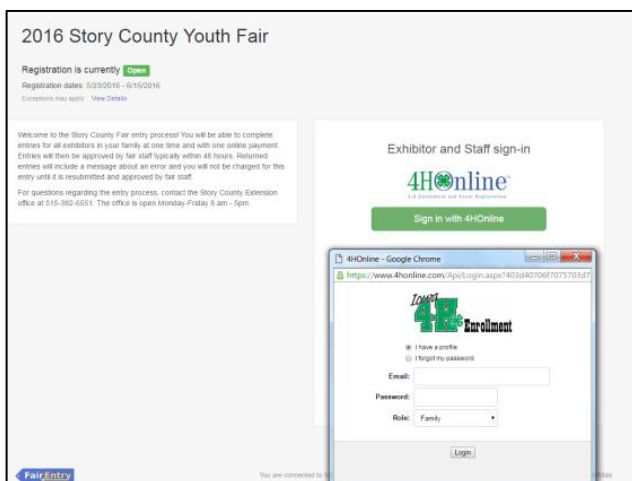


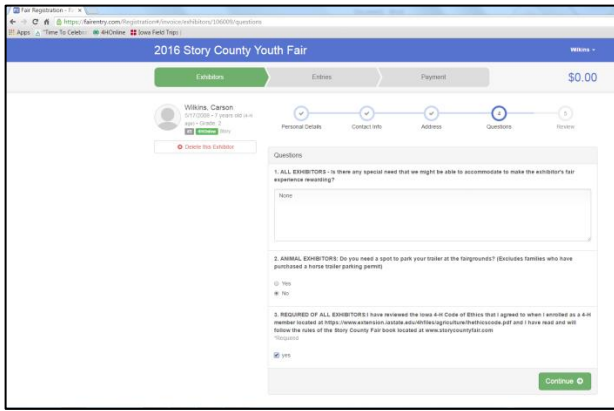
3. Click Begin Registration

4. Next screen (no screen shot) – click green button “Individual”

5. Next screen (no screen shot) – Select an Existing person to continue, if more than one child is listed, click on the child you want to register and click continue. Creating an exhibitor from scratch is NOT allowed.

6. Next screen (no screen shot) – Review exhibitor registration, then click continue. Edits are available BUT this does NOT change information in 4-HOnline.





7. Answer exhibit questions, click Continue

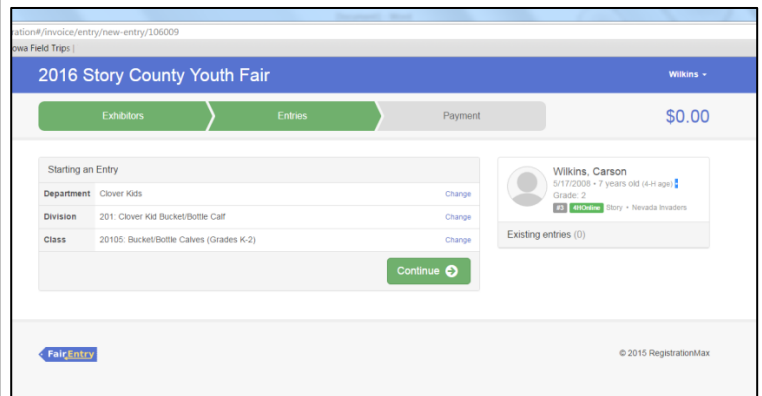
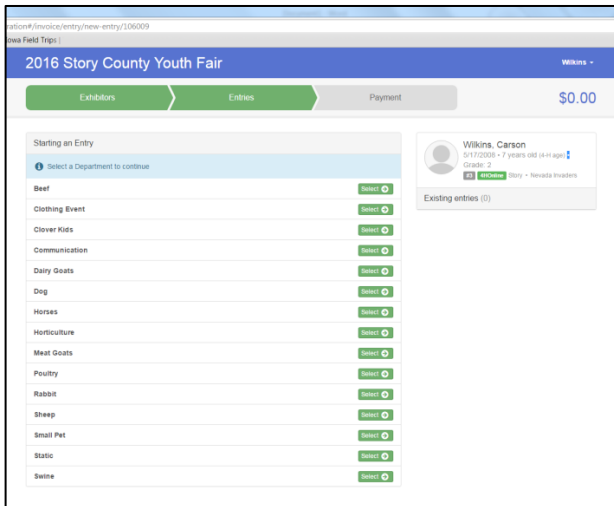
8. Next screen (no screen shot) is the review screen (summary of this screen) but includes contact information for exhibitor. Click Continue to Entries (Green Button)

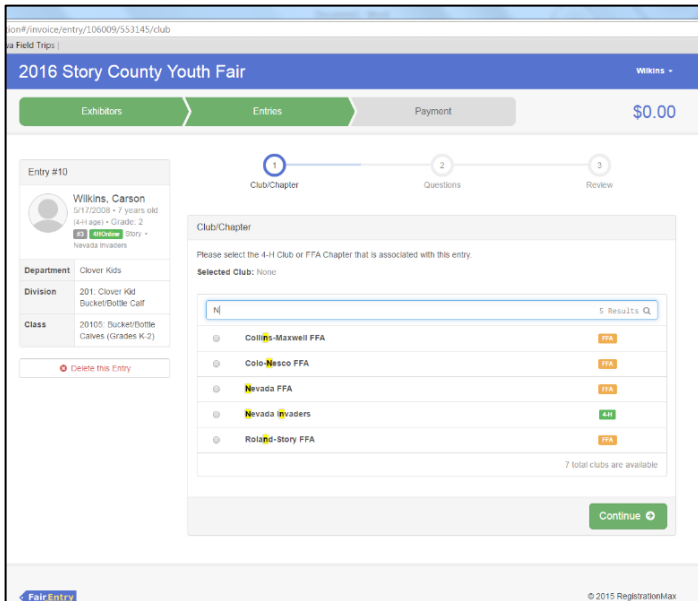


9. If you have other entries to make, Click Add Entry.

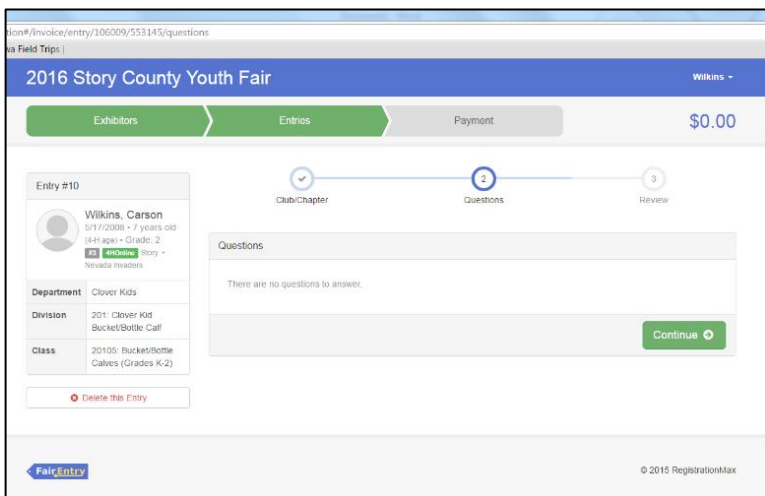
Note: Every exhibit must be entered. Nine photographs require nine entries. Two goats both need to be entered.

10. Select department, then division, then class. Then, click green Continue Button
(Shown is department screen and class screen. The division screen is not shown.)





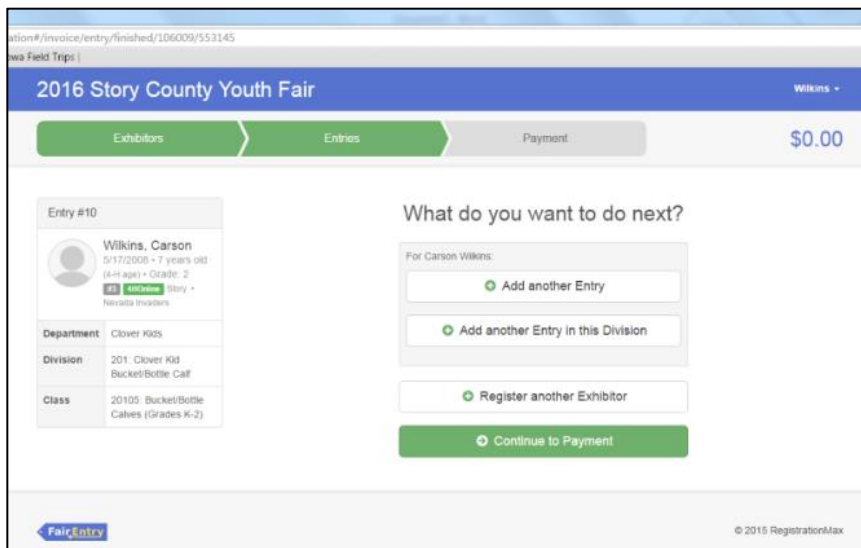
11. Select Club (start typing in search bar) then continue.



12. Answer questions and/or read information (if any), add an animal if entering a livestock class that you had to ID animals for; then click Continue.

Note: Static Exhibitors must select a judging time per item they are entering.

13. Next screen (not shown) will be review of entry, then click Continue.



14. Select choice for next step:

- Add another entry
- Add another Entry in the Division
- Register another Exhibitor (NOT allowed)
- Continue to Payment

15. Repeat as necessary. You may complete all entries first and then pay.

16. For continue to payment button:

- Complete Review
- Payment Method (can only add a credit card)
- Confirm

If paying by check, click #3 Confirm word/circle across the 1, 2, 3 row.

17. Agree to terms in bottom left corner, then click the green submit button. This must be done to submit the entry.

18. You will receive an email from Fair Entry that says thanks for registering and provides an invoice number. Include this invoice number if paying by check.

You've submitted your entry!

You may now view your dashboard to see entries made or sign out (goes to the national fair entry screen).

Once an entry is accepted, you will receive another email from Fair Entry that indicates your registration is approved. This is when your card will be charged if using this payment method.

If an entry is not accepted, you will not be billed for that entry and you will receive email notification that something needs to be corrected.