



This process is CRITICAL to show any projects (livestock and nonlivestock) at the Washington County Fair!

All **LIVESTOCK** entries must be submitted by July 1, 11:59 p.m.
 All **NONLIVESTOCK** entries must be submitted by July **12**, 11:59 p.m.

Be sure to complete your entry (including the final “Submit” step) prior to the deadline dates. Your entries will be saved if you wish to log in several times to update and add entries before the deadline.

With this process, Washington County Extension/4-H wants to provide assistance if needed. Options:

- June **15** Help Night at Extension until 6:30 p.m.
- July **11** Help Night at Extension until 8 p.m. (nonlivestock projects only)
- Stop by the Extension Office Monday-Friday 8 a.m. – 4:30 p.m.
- Over the phone 319-653-4811, Monday-Friday 8 a.m. – 4:30 p.m.

Washington County Fair exhibits should be registered on this site: <http://washingtoncounty.fairentry.com>
This website will go live on June 1. This NOT the same process as identifying animals which had a May 15 deadline. This is the required step that will have families select the exact classes they plan to participate in. Keep in mind any state fair livestock/horticulture exhibits must be registered in the State Fair’s Fair Entry website.

Registering Exhibitors

1. Go to <http://washingtoncounty.fairentry.com>

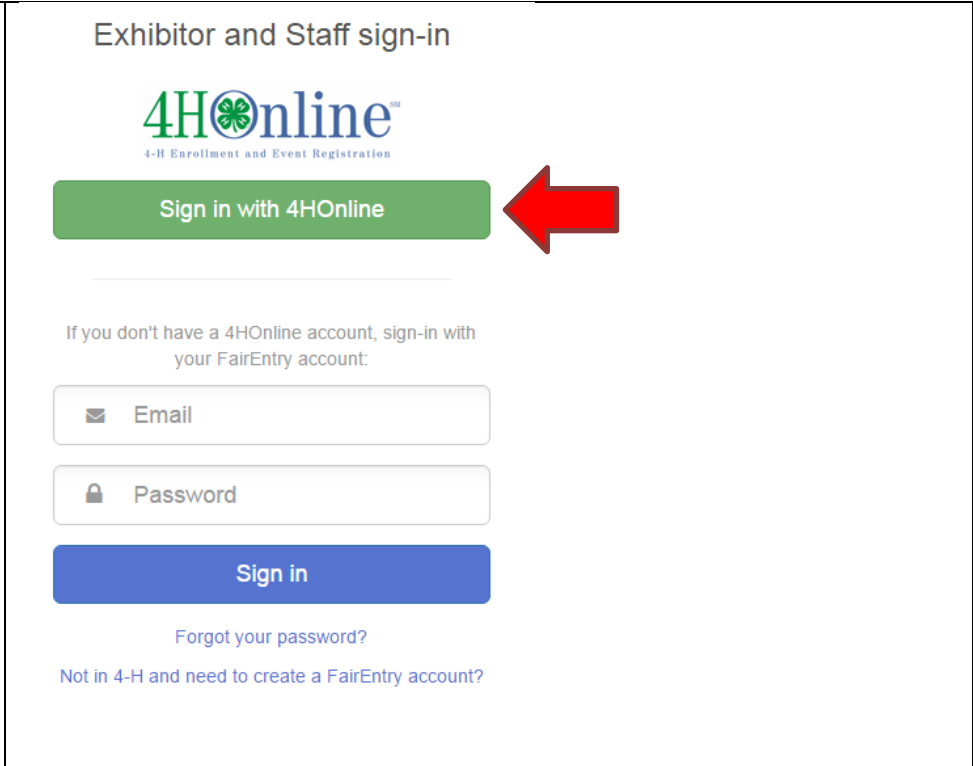
Recommended browsers: Google Chrome or Mozilla Firefox. Others may cause unexpected behavior.



The screenshot shows the Washington County Fair 2017 FairEntry website. At the top, it says "2017 Washington County Fair" and "Registration is currently **open**". Below that, it lists registration dates as 5/16/2017 - 8/2/2017. There is a "Welcome" message for exhibitors and a "Sign in with 4HOnline" button. There are also fields for "Email" and "Password" and a "Sign in" button. A link for "Forgot your password?" is also visible.

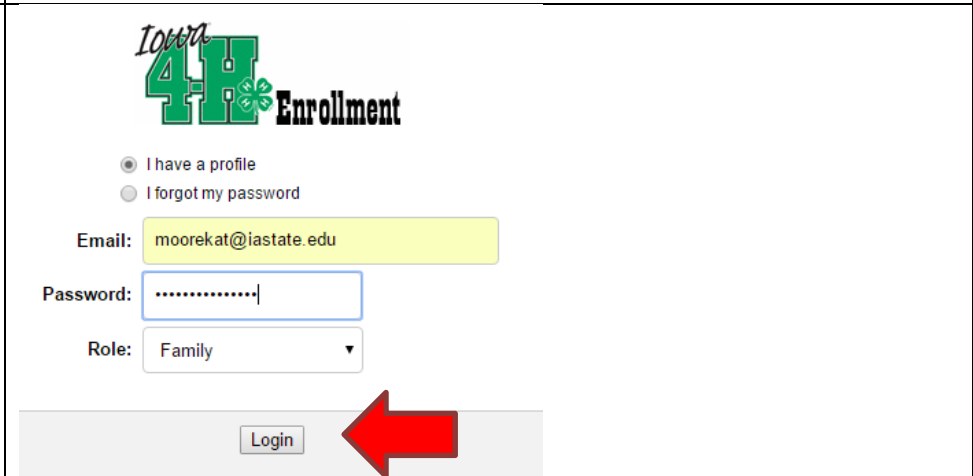
2. Click “Sign in with 4H Online” – GREEN BUTTON.

A 4hOnline pop-up box will appear. If you do not see the box appear, check your browser settings to ensure pop-ups are allowed.



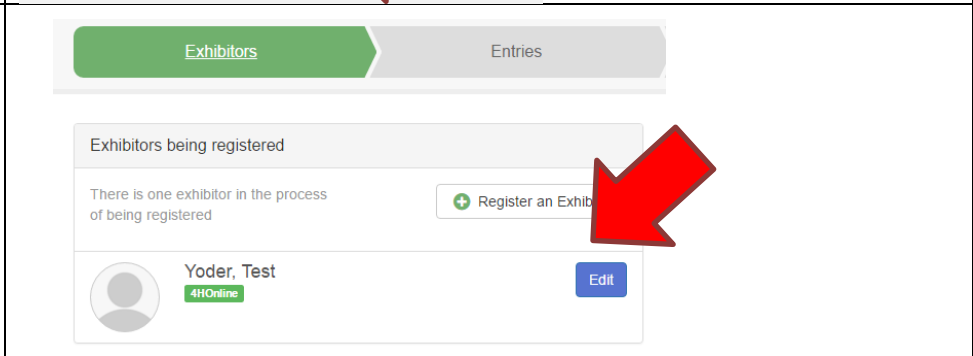
3. Enter your 4hOnline account information to log in. Click Login

If you do not know your password, select “I forgot my password” and a temporary password will be sent to your email on file with the Extension Office, and it will need to be reset through <http://iowa.4honline.com> If you are unsure of the family email on file, contact 319-653-4811.

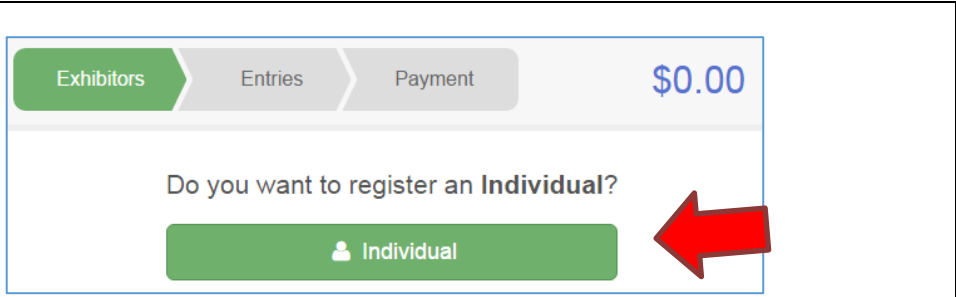


4. Click “Register an Exhibitor”

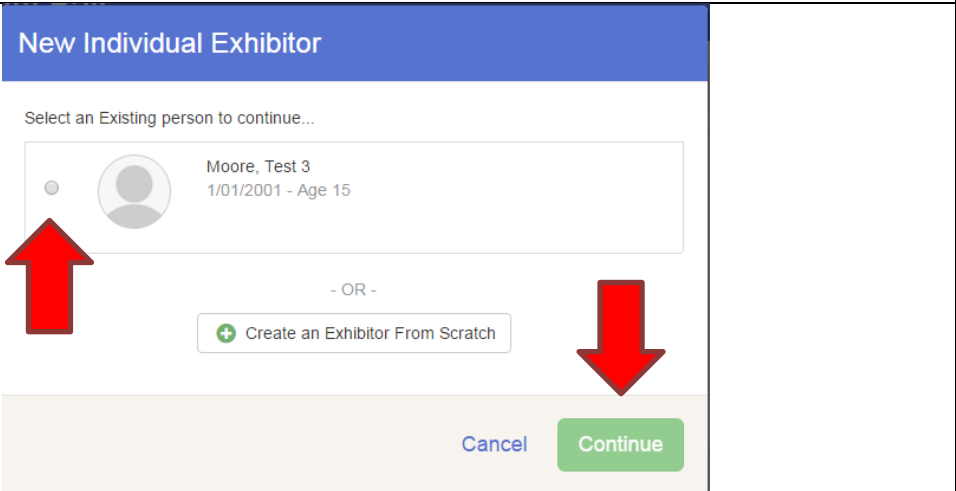
This step is for first time log in only and then all exhibitors will be registered for the future.



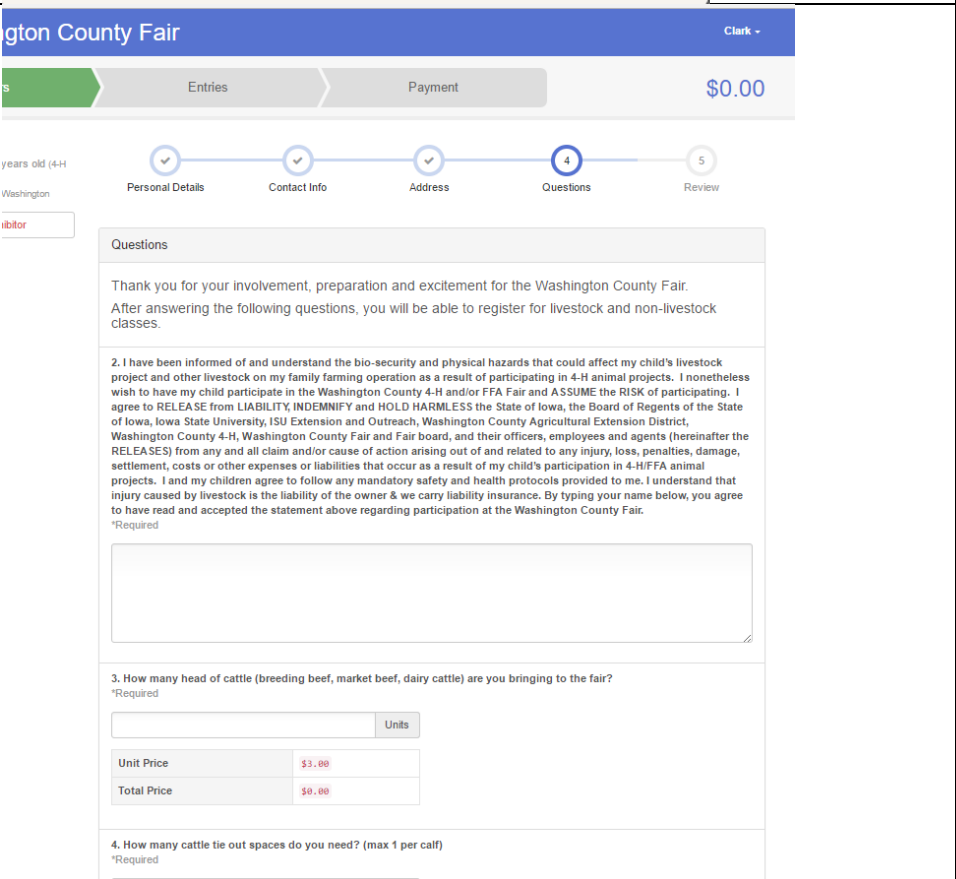
5. Click “Individual”



6. All 4-Hers enrolled in 4hOnline will show up to choose from. Select a 4-Her to register. **DO NOT CREATE AN EXHIBITOR FROM SCRATCH.** Click continue.



7. Here you will answer several required questions for fair preparation. Stall assignments and fees will be made with this information. Please enter “0” if it does not apply to you.



- Review your exhibitor information. If any information is incorrect, click the green Edit button in the appropriate group to change it. When all information is correct, click Continue to Entries.

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 entries for another exhibitor in this family or proceeding to check-out. Once you submit your entries, you cannot go back in and edit them – The Extension Office will have to go in and edit.

- Click Add an Entry beside the correct exhibitor.

2. Click Select beside the first department (species) you wish to enter.

Exhibitors | Entries | Payment

Starting an Entry

Select a Department to continue

Beef	Select
Cat	Select
Dairy Cattle	Select
Dairy Goat	Select
Dog Obedience and Agility	Select
Horse & Pony	Select
Meat Goat	Select
Pet Show	Select
Poultry	Select
Rabbit	Select
Sheep	Select
Swine	Select

Moore, Test
1/01/2001 • 14 y
Grade: 9
#21 4HOnline
Shooting Sports C

Existing entries (0)

3. After you select a department (species), you will see a list of divisions to select from, click select.

Starting an Entry

Department Dog Obedience and Agility

Select a Division to continue

302: Dog Obedience	Select
303: Dog Agility	Select
900: Showmanship	Select

4. Select a class.

These are all listed in the Washington County Fair Book to reference details of each class at at this link [Washington County Fair Book](#).

Starting an Entry

Department Dog Obedience and Agility

Division 302: Dog Obedience

Select a Class to continue

30201: Utility	Select
30202: Open	Select
30203: Graduate Novice	Select
30204: Novice A	Select
30205: Novice B	Select
30206: Sub Novice	Select
30207: Pre-Novice A	Select
30208: Pre-Novice B	Select
30209: Best in Show - Regular	Select
30210: Best in Show - Advanced	Select

<p>5. After you have selected the class, click the green Continue button</p>	
<p>6. Select which club you will be exhibiting under. If this is an FFA project, select your FFA Chapter. After selecting your club, click Continue.</p>	
<p>7. Select an animal. You may switch the animal upon arrival at the fair, if you register for the incorrect class. Click Add Animal.</p>	
<p>8. All animals entered in 4hOnline by May 15 will appear. Select animal. Poultry and Rabbit classes will allow you to add a new animal at this time if it was not entered by May 15.</p>	

9. Verify you have selected the correct animal. Click Continue, or if the animal is incorrect, click Remove from Entry and start again.

Entry Animals

Identifier (Animal Name)	Bianca	4HOnline
Animal Type	Dogs	
Dog's Name	Bianca	
Rabies Vaccination Number	456789	
Rabies Vaccination Date Given	1/01/2016	
Years Training - Member		
Years Training - Animal	1	
Description or breed	Miniature Pinscher	
Sex	Female	
Birthdate (optional)		
Addl. Information		

10. Review your entry. Click Continue.

The static (nonlivestock) entries will ask for a description. Be as detailed as possible.

Example: 4x6 photo of young girl in yellow dress on white bucket with blue matte board

Example: Green tri-fold poster titled "Going Green for Life" with 8 photos of reused items upcycled.

Club/Chapter
 Animals
 Questions
 Review

Please review the information entered for this entry.

Animals

Identifier (Animal Name)	Bianca	4HOnline
Animal Type	Dogs	
Dog's Name	Bianca	
Rabies Vaccination Number	456789	
Rabies Vaccination Date Given	1/01/2016	
Years Training - Member		
Years Training - Animal	1	
Description or breed	Miniature Pinscher	
Sex	Female	
Birthdate (optional)		
Addl. Information		

Additional Questions

There are no questions or answers.

11. When each class entry is complete, you have 3 choices for what to do next:

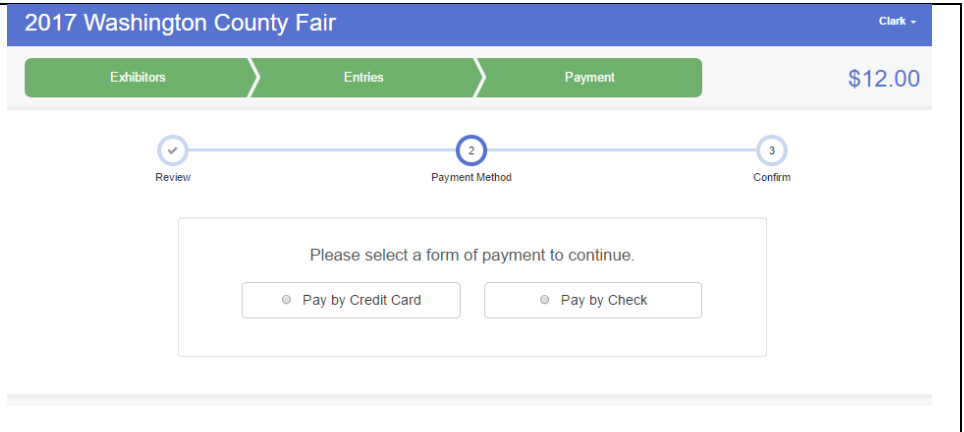
- a. If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this family.
- b. If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**.
- c. If all entries for all exhibitors in the family have been completed, **Continue to Payment** to finalize and submit your entries.

12. Review your invoice for completeness and accuracy.

Your entries will be saved if you wish to log in several times to update and add entries before the deadline.

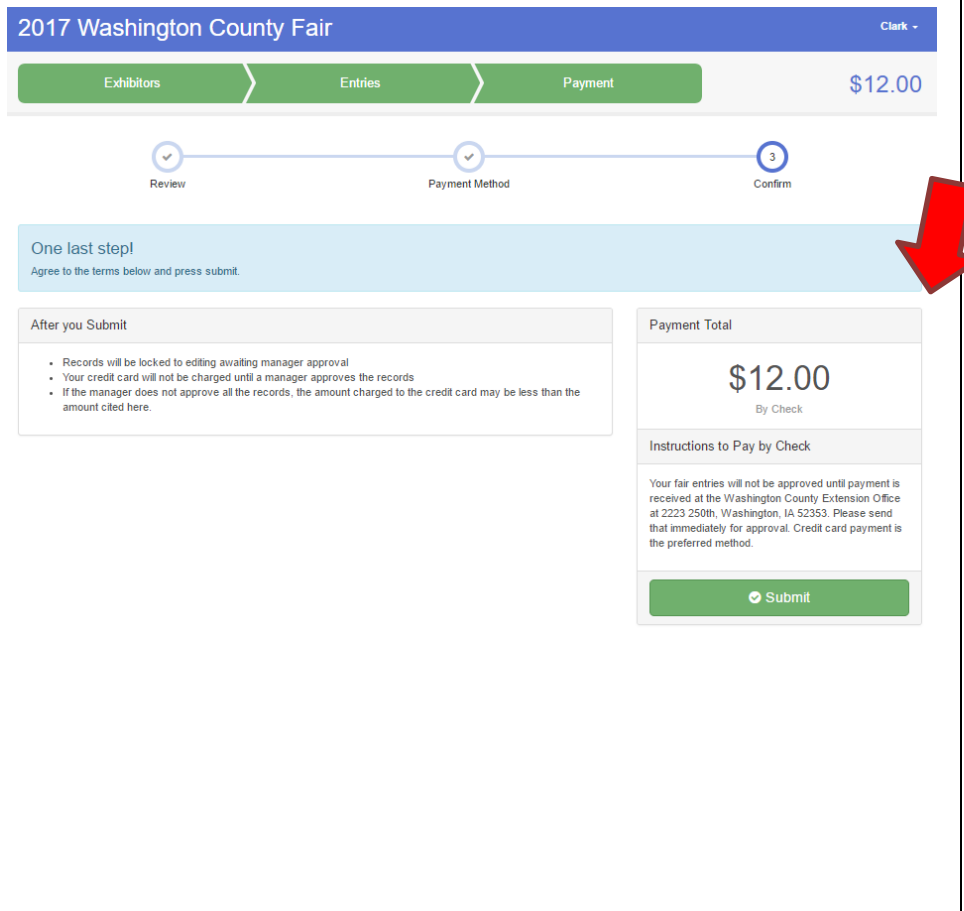
Invoice		Summary	Detail
Individual Exhibitor:	Test 2 Yoder		\$0.00
Individual Exhibitor:	Test 3 Moore		\$0.00
Individual Exhibitor:	Test Yoder		\$0.00
Total:			\$0.00

13. Payments will not go through the 4-H Club but directly to the Extension Office through credit card (preferred method) or by check. Read the payment instructions and select your method of payment.



READ CLOSELY BEFORE SUBMITTING: Once you have submitted your entry you cannot add more entries to this exhibitor until the entry has been approved by the Extension Office WHICH MEANS ANY MISTAKES or additions cannot be made IN THE EVENING OF JULY 1 before the 11:59 p.m. deadline. To avoid missed projects, do not wait until the deadline day.

14. **THE LAST STEP! Make sure to Click Submit. No changes are possible after clicking submit.**



15. You can now visit your dashboard or sign out. An email confirmation will be sent with a list of all entries that are awaiting approval from Extension Staff and an email will be sent when they are approved.

