



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

*(this step replaces the blue entry cards normally due July 1)*

All **LIVESTOCK/Surprise Design** entries must be submitted by July 1, 11:59 p.m.

All **NONLIVESTOCK/Communication/Clothing** entries must be submitted by July 8, 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.

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

- June 29 Help Night at Extension until 7 p.m.
- July 6 Help Night at Extension until 7 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.

### Registering Exhibitors

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

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



2017 Washington County Fair

Registration is currently **Open**

Registration dates: 5/16/2017 - 8/2/2017

Exceptions may apply [View Details](#)

Welcome, Washington County Fair 4-H and FFA Exhibitors!

You have made it to the FairEntry system where you must enter all entries coming to the fair.

You may pay online with credit card or submit payment to the Washington County Extension Office, 2223 250th, Washington, Iowa 52353, as soon as possible. No entry will be approved without payment. Online payment is preferred. Thank you.

We will see you at the fair soon!

Contact the Washington County Extension Office with questions at 319-653-4811.

Exhibitor and Staff sign-in

**4HOnline**

Sign in with 4HOnline

If you don't have a 4HOnline account, sign-in with your FairEntry account:

Email

Password

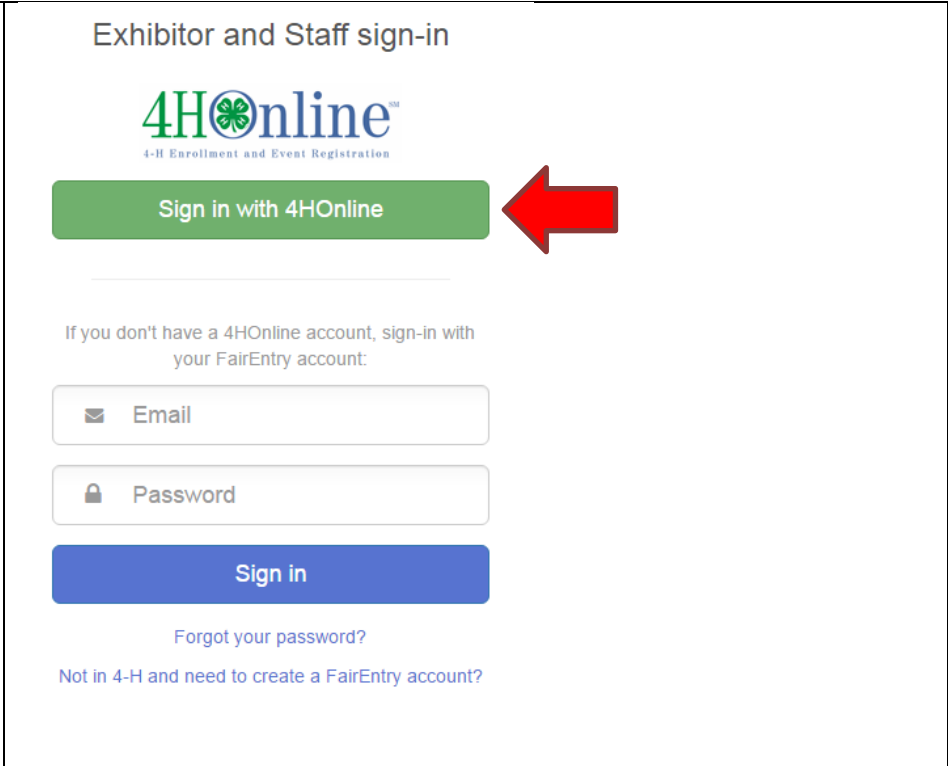
Sign In

[Forgot your password?](#)

[Not in 4-H and need to create a FairEntry account?](#)

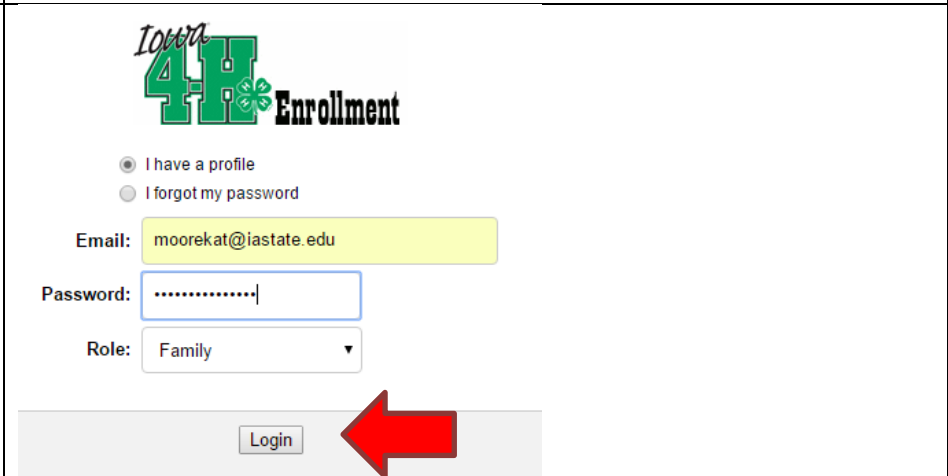
2. Click “Sign in with 4H Online” – GREEN BUTTON.

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.



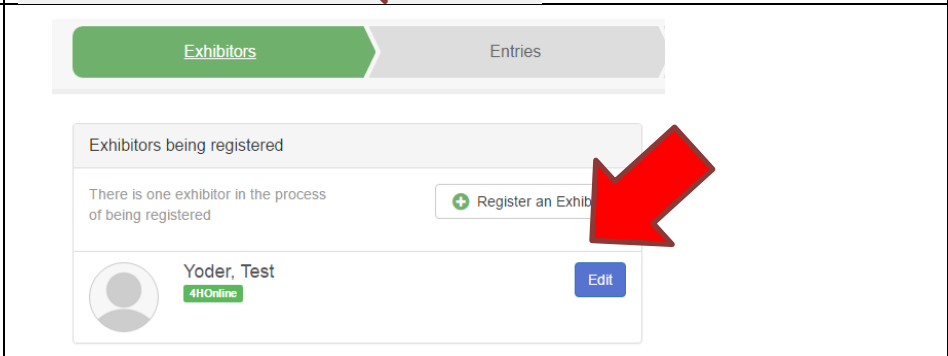
3. Enter your 4hOnline account information to log in. Click Login

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.

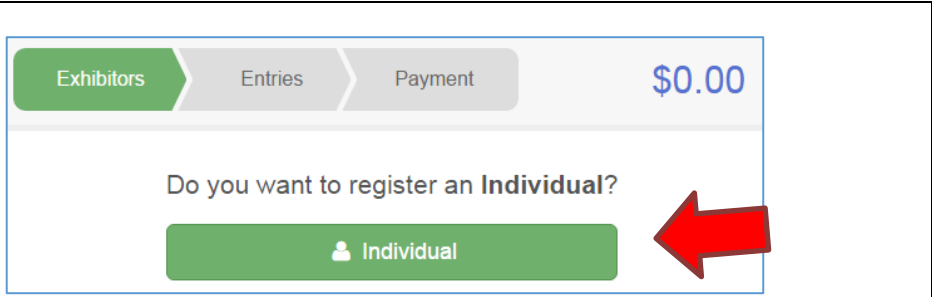


4. Click “Register an Exhibitor”

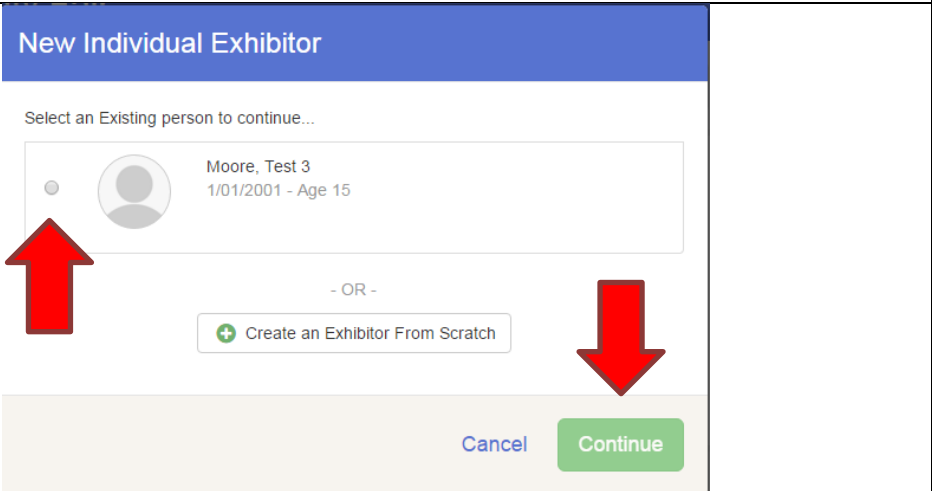
This step is for first time log in only and then all exhibitors will be registered for the future.



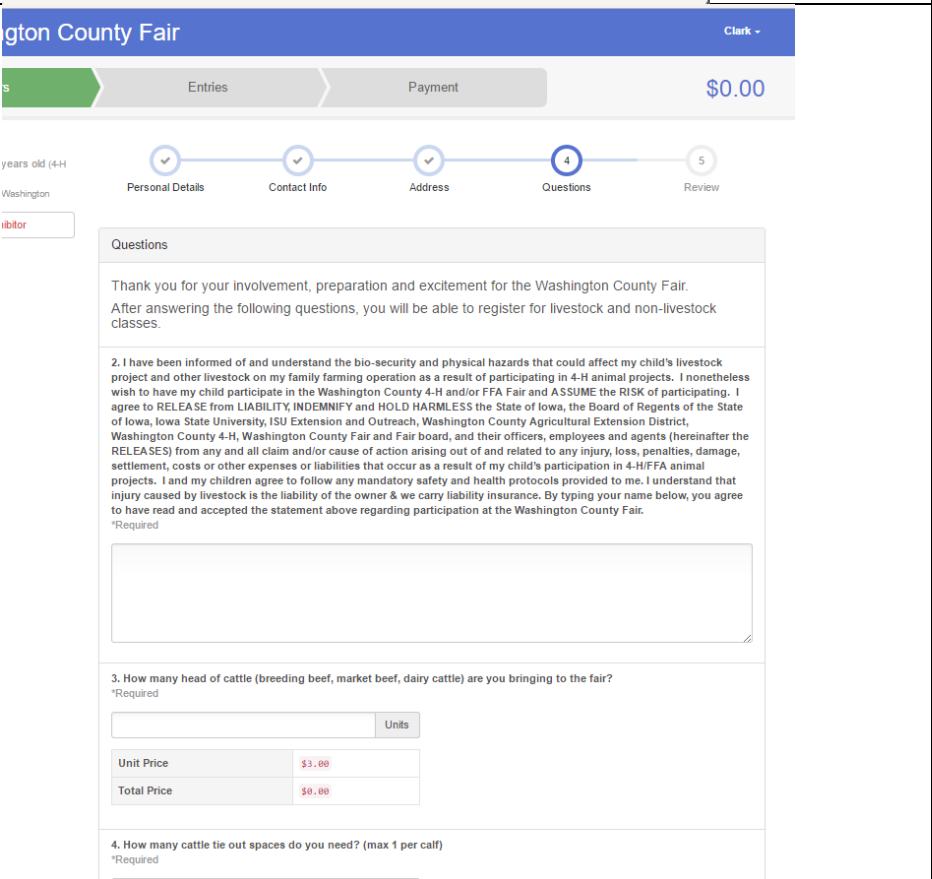
5. Click "Individual"



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.

The 2016 Linn County Fair Moore

Exhibitors Entries Payment \$0.00

Moore, Test 3  
1/01/2001 • 14 years old (4-H age) • Grade: 9  
[Edit](#) [4HOnline](#) Linn

[Delete this Exhibitor](#)

Please review the exhibitor registration. [Continue to Entries](#)

Personal Details		Contact Info	
First Name	Test 3	Email	moore@state.edu
Last Name	Moore	Home Phone	319
Date of Birth	1/01/2001	Cell Phone	
Gender	Male	Cell Phone Carrier	

Address: 100 Fair Lane, Iowa City, IA 52240-8567

Additional Questions: There are no questions or answers.

### Creating Entries

One entry must be made for each fair exhibit, 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.

Exhibitors Entries Payment \$0.00

There are 0 entries belonging to 3 exhibitors in this invoice.

Moore, Test 3 0 Entries <a href="#">4HOnline</a>	<a href="#">Add an Entry</a>
Yoder, Test 0 Entries <a href="#">4HOnline</a>	<a href="#">Add an Entry</a>
Yoder, Test 2 0 Entries <a href="#">4HOnline</a>	<a href="#">Add an Entry</a>

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

All livestock **species** are options.

**Communication** = educational presentations, working exhibits, Pride of Iowa

**Horticulture** = Garden crops, herbs, flowers, Surprise Design

**Static** = nonlivestock projects like Home Improvement, Photography, Welding, etc

Choose Department and Division	
Beef	Select
Bucket Bottle Calf	Select
Clothing Event	Select
Communication	Select
Dairy Cattle	Select
Dog	Select
Goats	Select
Horse	Select
Horticulture	Select
Pet	Select
Poultry	Select
Rabbits	Select
Sheep	Select
Static	Select
Swine	Select

Cancel Choose

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

Starting an Entry

Department: Dog Obedience and Agility [Change](#)

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 Change

Division 302: Dog Obedience Change

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



5. After you have selected the class, click the green Continue button

Starting an Entry

Department Dog Obedience and Agility Change

Division 302: Dog Obedience Change

Class 30204: Novice A Change

Continue

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.

**The next step looks different for livestock or nonlivestock:**

Exhibitors | Entries | Payment

1 Club/Chapter | 2 Animals | 3 Questions | 4 Review

Entry #88

Moore, Test 3  
1/01/2001 - 14 years old (4-H age) - Grade: 9  
#21 4HOnline Linn - Eastern Iowa Shooting Sports Club

Department Dog Obedience and Agility

Division 302: Dog Obedience

Class 30204: Novice A

Delete this Entry

Club/Chapter

Please select the 4-H Club or FFA Chapter that is associated with this entry.

Selected Club: None

Search...

- Eastern Iowa Shooting Sports Club (4H)
- FFA - Alburnett (FFA)
- FFA - Central City (FFA)
- FFA - Linn-Mar (FFA)
- FFA - North Linn (FFA)
- Independent Members (4H)

6 total clubs are displayed

Continue

**LIVESTOCK:** 7. Select an animal.  
 You may switch the animal upon arrival at the fair, if you register for the incorrect class. Click Add Animal.

All animals entered in 4hOnline by June 1 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 June 1.

7. Verify you have selected the correct animal. Click Continue, or if the animal is incorrect, click Remove from Entry and start again.  
 8. Review your entry. Click Continue. Or click edit entry as needed to make it correct and complete.

Identifier (Animal Name)	Bianca
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	

**NONLIVESTOCK:**  
 7. 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.

**NEW for 2020:**

**Communications/Clothing** In the description box, you will include the youtube link to your presentation, working exhibit or pride of Iowa entry you have recorded already. This step not only makes an entry but SUBMITS your actual project! July 8 deadline for these communication links.

9. When each class entry is complete, you have 3 choices for what to do next. At any point you can select the green tabs across the top to go back and review or start over.

- 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.

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



<p>10. Review your invoice for completeness and accuracy.</p> <p>Your entries will be saved if you wish to log in several times to update and add entries before the deadline.</p>	
<p>11. Payments will go directly to the Extension Office through credit card (<u>preferred method</u>) or by check. Read the payment instructions and select your method of payment.</p>	
<p><b>READ CLOSELY BEFORE SUBMITTING:</b> 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.</p>	

<p><b>12. THE LAST STEP!</b>  <b>Make sure to Click Submit. No edits are possible after clicking submit.</b></p>	
<p>13. 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. After projects have been approved, you will be able to add more entries again before the deadline.</p>	