

2016 State Fair 4-H Livestock Entry

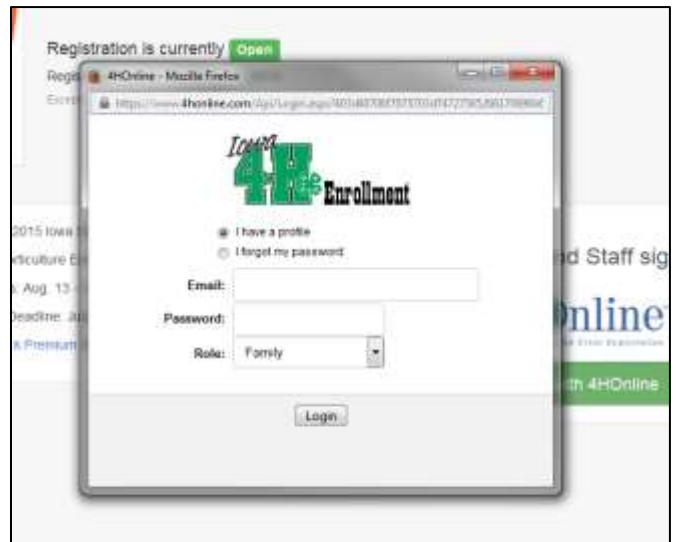
FairEntry Help Sheet

ENTRY DEADLINE: July 1

- Internet Explorer is not the preferred browser. Google Chrome, Firefox, and Safari are the best browsers to use when signing into FairEntry.
 - Chrome: <https://www.google.com/chrome/index.html>
 - Firefox: <https://www.mozilla.org/en-US/firefox/new/>
- Be sure all the animals you are entering have been properly identified in 4HOnline for State Fair exhibition
 - For example (Breeding beef tattoo (all heifers), Reg. # for purebreds; Retinal images for market beef, all sheep, and all meat goats; DNA punch tag # for all swine)
- Substitution of animals will be allowed during fair check-in as long as the animal has been properly identified in 4HOnline

1. Go to <https://iowastatefair4hlivestock.fairentry.com>.

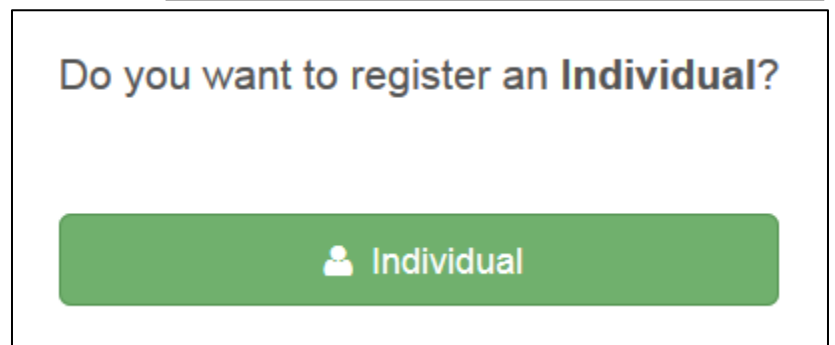
- Click **Sign in with 4HOnline**
- Enter your family 4HOnline Email and Password
- If you can't remember your password, **DO NOT** select the "Forgot my password" option here. Instead, login to your 4HOnline account at <http://iowa.4honline.com>, and select the "Forgot my password" option to reset it there first. Then go back to FairEntry with your new temporary password.



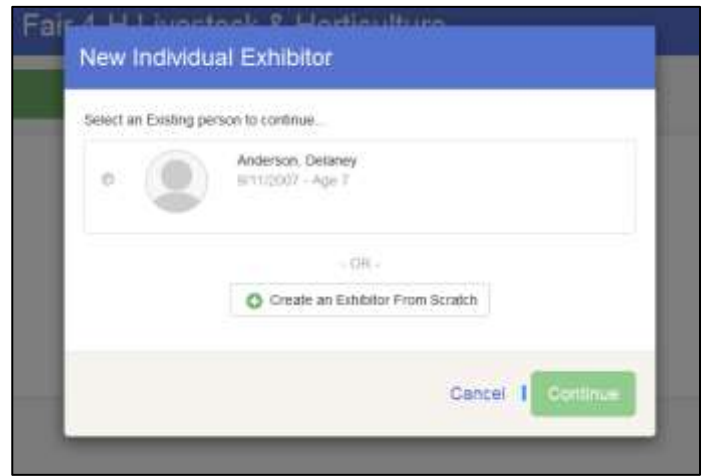
2. Click **Begin Registration**.



3. Click **Individual**.



4. Select the exhibitor and click **Continue**.
 - **DO NOT** “Create an Exhibitor From Scratch”



5. Then you will be taken to the Questions tab.
 - Read through the reminders and answer the required questions (i.e. T-shirt size), then click **Continue**.



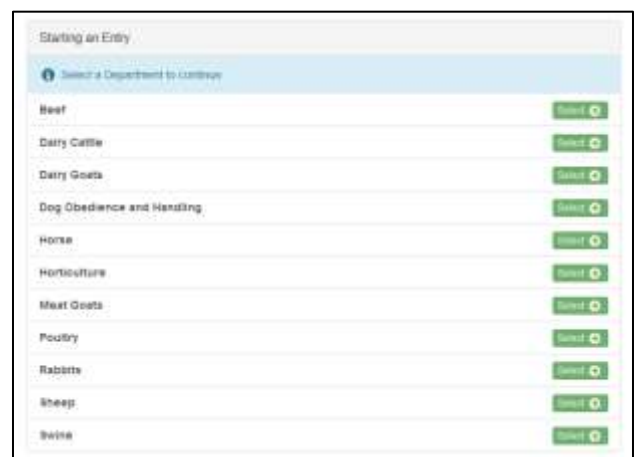
6. Verify your information is correct and click **Continue to Entries**.
 - You may edit exhibitor’s address (this address is where all premium money will be sent).



7. Click **Add an Entry** to the exhibitor.



8. Pick the desired Department.
 - Be sure you have animals identified in 4HOnline for the Department.



9. Select the Division
- Showmanship Class entries (except Horse and Rabbit) are registered at fair check-in.



10. Select the Class.
- Class changes can be made during fair check-in



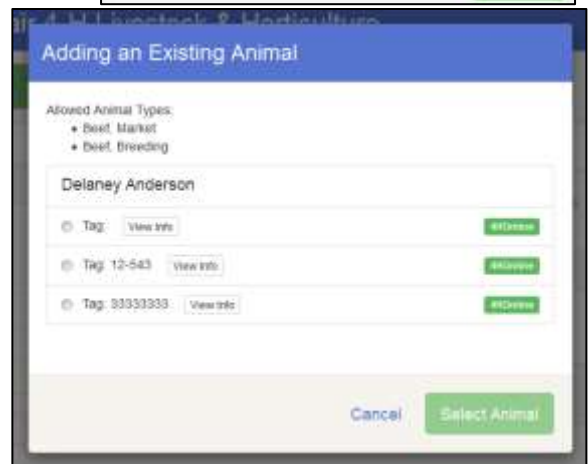
11. Verify that the entry is correct. If something is incorrect, simply click "Change" and it will allow you to change whichever one is incorrect. If everything is correct, click **Continue**.



12. Select your 4-H club, click **Continue**.



13. Select **Add an Animal**.
- This will bring up a list of animals that you have identified in 4HOnline that would fit into this Department.
 - Make sure to click **View Info** and verify that this animal is properly identified for the Iowa State Fair.
 - i.e Retinal image=true (market beef, sheep, meat goat)
 - Swine (State Fair DNA tag #)
 - Once you have your animal chosen, click **Select Animal**.



14. The selected animal will then appear with all the information you entered on that animal. If this is the correct animal, click **Continue**.

- If this is not the correct animal, click **Remove From Entry**.
- Substitution of animals will be allowed during fair check-in as long as the animal has been properly identified in 4HOnline

Field	Value
Identifier (Tag)	3333333
Animal Type	Beef, Breeding
Breed	
Left Ear Tattoo	123456
Right Ear Tattoo	7890
Eartag (optional)	3333333
Birthdate	5/6/2015
Registration No. (required if registered)	11111111111
Add. information	

15. If applicable, there may be additional questions or reminders specific to the department/division/class.

16. Review the classes and animals you have entered. Check that you have read/answered additional information. Click **Continue**.

Please review the information entered for this entry.

Field	Value
Identifier (Tag)	3333333
Animal Type	Beef, Breeding
Breed	
Left Ear Tattoo	123456
Right Ear Tattoo	7890
Eartag (optional)	3333333
Birthdate	5/6/2015
Registration No. (required if registered)	11111111111
Add. information	

Additional Questions

There are no questions or reminders.

17. Choose whether you would like to **Register Another Exhibitor** or **Add another Entry for this Exhibitor**, be sure you have entered all classes for all exhibitors before clicking **Continue to Payment**.

What do you want to do next?

For Avery Anderson:

- Add another Entry
- Add another Entry in this Division
- Register another Exhibitor
- Continue to Payment

18. This is a summary of your invoice. You can select the "Detail" button which will show each specific class that you have entered. If this looks correct, click **Continue**.

Invoice

Individual Exhibitor: Delaney

Total: \$20.00

Continue

19. The next screen just informs you of the payment options you have. **Only checks or cash are acceptable forms of payment for 2016**. Once you have read through, click **Continue**.

20. This screen is a summary of the invoice and the final step. Before you hit **Submit**, remember:

- You will no longer be able to change entries
- There will be no refunds
- Make sure everything is correct
- Make sure you are done entering all classes for all exhibitors

One last step!
Agree to the terms below and press submit

After you Submit

- Records will be locked to editing awaiting manager approval
- Your credit card will not be charged until a manager approves the records
- If the manager does not approve all the records, the amount charged to the credit card may be less than the amount listed here.

Agree to Terms

- Review the entries and fees charged to the entry before proceeding
- All entries are "Pending" upon County Extension Office approval
- If payment is not received, the entry will be voided and not eligible for exhibition

I agree to the above statement

21. **Once the county approves the entries, you will receive an email with your invoice. Print off your invoice, attach to your check/cash and mail or deliver to your county extension office – Postmark by July 1.**

22. **Checks Payable to: IOWA STATE FAIR**

FairEntry
Flexible fair registration for counties and states

Your registration with 2016 Iowa State Fair 4-H Livestock & Horticulture was approved.

Invoice #: 56913

Exhibitors: 1

Entries: 12345

Total Fees: \$2.00

Your registration was approved on
June 01, 2016 at 9:11:27 AM Central Time

Payment Total

\$50.00
In Total

Instructions to Pay by Check

- Checks/Cash are the only allowed methods of payment
- Checks/Cash are due to your County Extension Office (postmarked) July 1
- Payable to: Iowa State Fair
- No refunds for State Fair 4-H Livestock entry fees
- **Post off your invoice and attach to your check and deliver or mail to your county extension office - Postmarked by July 1.**

Please see the State Fair 4-H Livestock website for updates for alternative throughout the lead month!

If you have any questions during the process, please contact:

Katherine Gray, State 4-H Office, FairEntry Assistant

Phone: 515-294-3187

Email: kgray@iastate.edu

The Invoice you will receive by email AFTER the county approves your entries.