



How to Enter Exhibits in Fair Entry for the Winnebago County Fair



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

2. If you have an account, enter your [email and password](#).

-If you do not have an account, click '[Not in 4-H and Need a Fair Entry Account?](#)'

-If you are in 4-H, the account you create will have to use a different email than the one in 4-H Online.

3. Enter your e-mail address and confirm it. This will be your permanent account information, so please retain it for your records.

4. Create your account by entering an account name, phone number, and password. Once you are finished, click "Create Account".

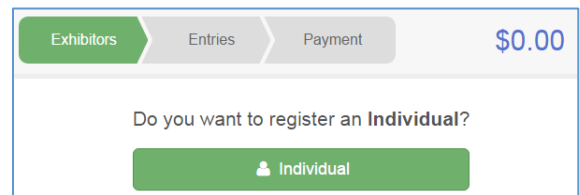




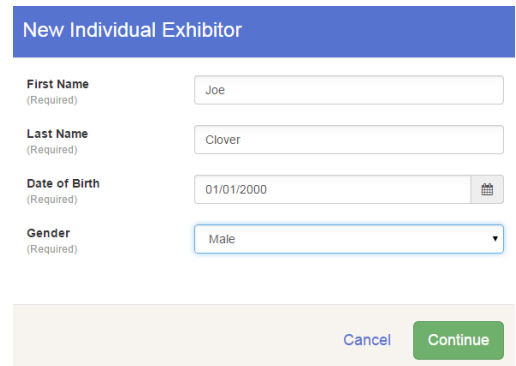
5. You will see a Welcome screen. Click green box to “Begin Registration”.



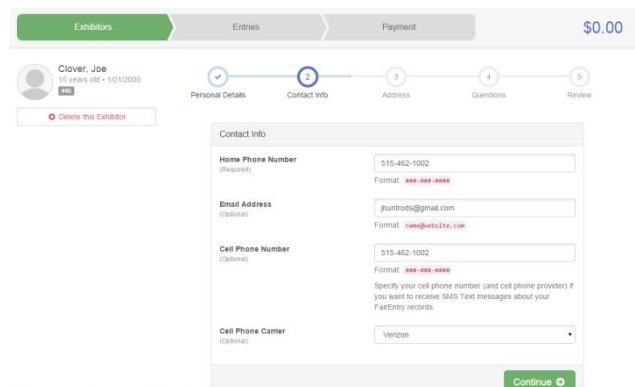
6. To begin registration, select “Individual”.



7. Create a new individual exhibitor by entering the youth’s first and last name, date of birth, and gender. Click “Continue” when it is complete.



8. Enter the individual exhibitor’s contact information. Hit “Continue” once complete.





9. Enter the individual exhibitor's mailing address. This is an important step, please be sure it is correct. Once the form is complete, hit "Continue."

10. A page list volunteer times at the Fair will appear. Please volunteer for a time to help.

11. You will be asked to review the exhibitor's registration. Please verify that the information is correct before proceeding. If there is incorrect information, please go back and edit. If the information is correct, hit the green "Continue to Entries" button.

Entries Tab

12. To add an entry to this exhibitor, click the green "Add an Entry" button.



13. Select the department you wish to enter by clicking the green “Select” button.

For more information about each department, check out the Winnebago County Fair Book

Starting an Entry

Select a Department to continue

Beef	Select
Dairy Cattle	Select
Dairy Goats	Select
Dog Obedience and Handling	Select
Horse	Select
Horticulture	Select
Meat Goats	Select
Poultry	Select
Rabbits	Select
Sheep	Select
Swine	Select

14. Select the Division you wish to enter from the list provided by clicking the green “Select” button.

15. Verify that the Department and Division are correct then click **Choose**.

Starting an Entry

Department: Beef Change

Select a Division to continue

201: Breeding Beef Select

16. The next page needs multiple selections. After steps a, b, and c- click **Continue**.

a. **Club:** Click ‘Add Club’ and select the “FFA” tab. Click on the FFA Chapter you belong to.

b. **Animal(s):**

Please use the information you have provided the Extension Office on Animal ID Sheets or Weigh-In Sheets when completing this portion. Animals

that have not had their ID Sheets returned to the ISU Extension Office by the May 15th deadline will be rejected.

-Click **Add Animal**. There will not be animals listed, you will need to click **Add from Scratch** and enter your animal ID’s.

-**Select** if you are entering a single animal or a pen of animals.

- If you click “Enter a single animal”, the animal selection buttons will be round, and you will only be able to select one animal.
- If you click “Enter a pen of animals”, the animal selection buttons will be square, and you will be able to select all animals in that pen at the same time.

-Select which animals you are entering, **click on the circle or square** next to the animal or pen of animals.

Create One or More Entries

Exhibitor: Evelyn Kramer Individual FFA Online Change

Department / Division: Swine - 253 Lotto Pigs Change

Make your Club, Animal, and Class selections to continue. Continue

Club: Change

Class or Classes:

Animal(s): Add Animal

Adding a New Animal

Animal Type: Sheep (Weigh-in)

Weigh-in Date:

Tag (include county no.):

Tag Color:

Scrapie Tag (does only):

Reg. Wt.:

Sex: Male Female

Birthdate (ewes):

Breed:

Cancel Create and Add Animal



- Substitutions may be made at check of the Kossuth County Fair from all **properly identified** animals.

- c. **Class or Classes:** **Check mark** the class you are entering. All classes will be listed. If you are entering more than one class with the same animal/pen of animals, you can check mark as many classes as you wish to enter. For example- horse games- all games classes will be listed- you can select all of them at once.

You must make one entry and go back to make another for a different animal. The entry is for the animal.

- Class changes can be made during fair check-in

17. A pop up screen titled Review your selections will appear. Make sure everything is correct then select “create entries”. Verify that your selections are correct, then click “Continue” to proceed with the entry process.

Review your selections

Before we actually create your entries, please review your selections.

If you continue with your current selections, 1 entries will be created with the following information:

Department	2017 Kossuth County Fair
Division	Swine
Club	Kossuth Achievers ✓
Animal(s)	• JUR2164

Entry Classes

1. 26300: Lotto Market Pig

Cancel
Create Entries

18. It will now take you back to the list of entries for each exhibitor in your family. You can **Add an Entry** to enter another class under the same exhibitor or a sibling, or you can **Continue to Payment**.

- If you wish to complete another entry, go back to step 12 and begin again from there.
- If you wish to Register another exhibitor that is not listed, click the Exhibitors tab up top and **Register an Exhibitor**.
- If you wish to proceed to payment, go to step 19. (There is no fee to show at the Kossuth County Fair, however, the invoice is used as a way to approve all entries.)





Payment Process

19. Review your invoice to make sure it is correct. It should say \$0.00 due. If there are any errors, please contact Darcie at the Extension office.

If your Invoice is correct, please hit the green "Continue" button.

2017 Kossuth County Fair Kramer

Exhibitors Entries Payment \$0.00

1 Review 2 Payment Method 3 Confirm

Invoice	Summary	Detail
Individual Exhibitor: Grant Kramer	\$0.00	
	Total: \$0.00	

Continue

20. The next screen will say "A payment method is not necessary because your invoice total is \$0.00." Just hit "Continue".

21. The last screen will say "One Last Step!". You must read the "Agree to Terms" and click the "I agree to the above statement" box.

Then you must hit "Submit".

Note: Once you have hit submit, you cannot edit your entry. If you see an error after submitting, contact Chandra with the Fair Board. She will not accept your entry which will give you the opportunity to make changes.

22. You will receive a "Thanks!" message. You can choose the button to "Visit Dashboard" to see your entry. You can view the entry summary or details from the Dashboard Screen. You may print a copy of this information for your records if you wish.

Success! You have entered the Winnebago County Fair.

