



## How to register Entries for fair (4-H and FFA entries only)

1. Go to <http://faireentry.com> and click "Find Your Fair."
2. Search Winneshiek, Filter by state – IOWA – click search, and then click on the Winneshiek County Fair.
3. To sign in:
  - 4-H Exhibitors: Select the "Sign in with your 4-H Online account" option – the GREEN box.
    - A separate box will pop up where you enter the login email address and password from 4HOnline
    - *If you don't remember your password, you will need to select the, "I forgot my password" option to get a temporary one emailed to you. If your email address has changed, login using the old email address and change it in 4HOnline.*
  - FFA entries: Select create a FairEntry account to create a login. Write down this username and password.

**\*If you are showing both 4-H and FFA, enter the correct entries under the correct account login.**

4. Click the "Login" box.
5. This will take you to the Welcome screen, where you will need to select the green box to "Begin Registration."

### **SECTION 1 – EXHIBITORS TAB**

6. Choose 'register an exhibitor' and click the green box 'individual'.
7. Choose the dot next to the name of the 4-H'er you would like to register and then click the green "continue" box.
8. Click the "Continue" green box to pass the questions page.
9. On the next page, review the exhibitor registration information.
  - *Make any necessary corrections (using the edit boxes). Remember that any corrections made here DO NOT transfer back to your 4HOnline Account.*
10. Click the green "Continue to Entries" box.

### **SECTION 2 – ENTRIES TAB**

11. Click the green "Add an Entry" box to the right of the exhibitor's name.
12. Click the green "select" box next to the Department you would like to enter.
  - Non-livestock classes are located in the "Static" department.
13. Check the Winneshiek County Fairbook for the correct departments, divisions, and class numbers.
14. Click the green "Select" box next to the Division you would like to enter.
15. Click the green "Select" box next to the Class you would like to enter. Then click the green "Choose" box.

- Check the Winneshiek County Fairbook for class numbers and rules

16. Select the dot next to the 4-H Club that you belong to and then select the green “Continue” box.

### Static Entries

17. If required, enter in a description of your entry – please be specific as this description for static exhibits will be used to distinguish between exhibits, example – don’t just type in “photo”, type in more description such as, “Blue Butterfly on green leaf.” If unknown, mark unknown or n/a.

18. Answer any other Additional Questions required for that entry.

19. Decide if you would like to:

- Add another Entry for this Exhibitor
- Add another entry in this division
- Register another Exhibitor
- **Make all entries for all exhibitors before continuing to payment. You will be locked out after submitting entries until extension staff approve or reject your entries.**

### Livestock Entries (including Horse and Dog)

20. To register a livestock entry that you import from 4HOnline, you will import the information by selecting the blue “Add Animal” box.

21. A smaller screen with two options will pop up.

- Choose the Green “Choose an Existing Animal Record” box for species already identified in 4HOnline
  - i. A list of those animals that you have previously ID’d in 4HOnline that are eligible for those classes are listed. Select the circle next to the animal you would like to enter. Then select the green “Select Animal” box.
  - ii. FFA will enter entries from scratch. These will be cross referenced with the Market weigh-ins and May 15 paper ID’s.
- FFA, Poultry and Other Animals ONLY
  - i. Click on “Add animal from scratch”
  - ii. Select the animal type from the drop-down list.
  - iii. Enter the required information
  - iv. Once the entry is complete, click the “Create and Add Animal” box.
  - v. **Broiler birds do NOT add animal information to the entry.**

**22. All livestock, Horse, and Dog must add the class “Stalling and Entry Fees.”**

**23. Three important classes for Livestock Exhibitors 2020:**

- *Auction – Virtual Achievement Auction*
- *Stalling & Entry Fees*
- *Show Day Attendance*

Once you have checked the ‘class’ box on the right, Quantity shows up. **Leave this at (1) ONE!** As you continue to your invoice, you will be prompted to answer a list of questions for each of the three divisions (bullets above). If you choose any quantity more than one, you will be answering the entire list of questions multiple times; we don’t want you to do that.

24. All of the information about that animal will be pulled over from 4HOnline. Verify you have selected the correct animal. If you want to switch to a different animal, click on the “remove from entry box.” If it is correct, click the green “Continue” box. Then you will be taken to the Additional Questions page listed in step #19. (Go back to Step #19).

**Go back to step #19** What do you want to do next? **Do not forget to enter the livestock showmanship classes!**

### **SECTION 3 – PAYMENT TAB**

**DO NOT CLICK “SUBMIT” until you have completed all steps for all exhibitors.**

25. Review your invoice, either in summary format or detail format. If it looks correct, click the green “Continue” box. If not, go back to the entries tab and fix what you need to.
  - ***Once you hit submit, you cannot edit your entry.***
26. **If you have additional exhibitors in your family to make entries for, DO NOT click “Submit” until all exhibitors’ entries are made. If you do, you will be locked out until extension staff have approved or rejected the entries.**
27. Confirm your entry one last time. Read the text in the Terms box. Click the box next to the “I agree to the above statement” and then select the green “Submit” box. **Once you hit submit, you cannot edit your entry.**
28. You will receive a “Thanks!” message. You can choose the button to “Visit Dashboard” to see your entry(s).
29. You can view the entry summary or details from the Dashboard screen.
30. You will also receive an email from FairEntry letting you know if your entry was approved or rejected by the Extension Staff. You are now able to make additional entries. If part of your previous entry was rejected, a reason will be listed, and you will be able to log in and fix the problem before submitting that entry again.

**Please contact the Winneshiek County Extension Office if you have any questions or problems with this process.  
325 Washington St. Suite B, Decorah or by phone at 563-382-2949.**