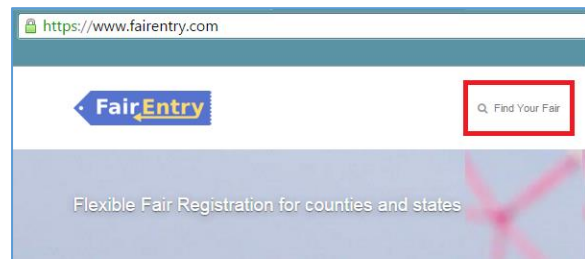


Exhibitor Group (Family) Entry

Important Reminders

- Your fair probably has dates when entry is accepted into the fair. Be sure to complete your entries (including the final “Submit” step) prior to the cut-off date. **(May 19 - June 10)**
- Register all entries for each exhibitor in the family before proceeding to the Payment section. **(If you miss this step, you will have to wait until we approve your first entry before you can add any more projects for members in your family).**
- Be sure to click the “Submit” button when you have completed your entries. Entries are not final until they have been submitted.
- Check your email inbox for a confirmation email with a list of your entries and any related fees.
- You will receive a second email when your entries have been approved by your fair or show. **At that time, you can pay Stall Fees/Entry Fees if you have animal project staying at the fair. This cannot be paid until you complete all steps in Fair Entry.**

- You may access your Fair or Show from their direct link: jeffersoncountyfair.fairentry.com

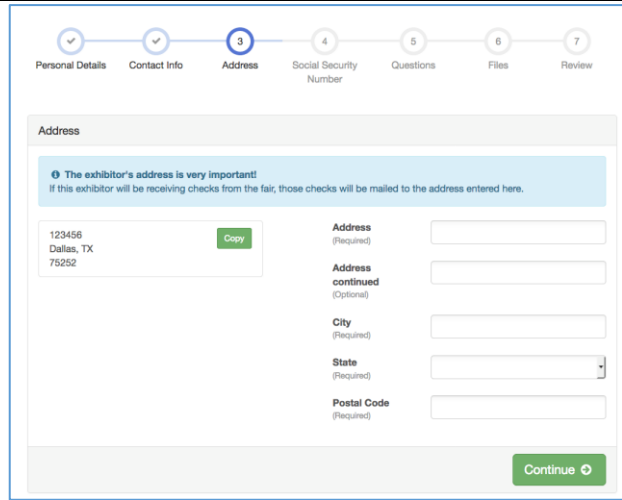


- Using your 4-H Online family account, select to “Sign in with 4-H Online” and enter your login information.
NOTE: If you forgot your password for your 4-H Online account, you need to go to 4-H Online to set a new password. Then use the new password (not the temporary password) to log in to FairEntry. **Or contact the Extension Office for assistance. If you are an FFA member, you will need to stop by the Extension Office or call the office 641-472-4166 to add your entries.**

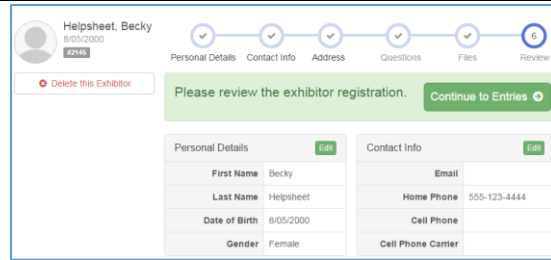


Step One – Entering Exhibitor Information

1. Begin by answering the questions about your fair participation (**signing up for a Static Judging time, Pullorum Testing, Premium Auction, and Ag Olympics**).



2. Review the 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.



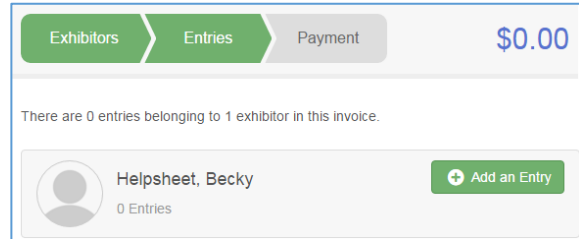
Personal Details		Contact Info	
First Name	Becky	Email	
Last Name	Helpsheet	Home Phone	555-123-4444
Date of Birth	8/05/2000	Cell Phone	
Gender	Female	Cell Phone Carrier	



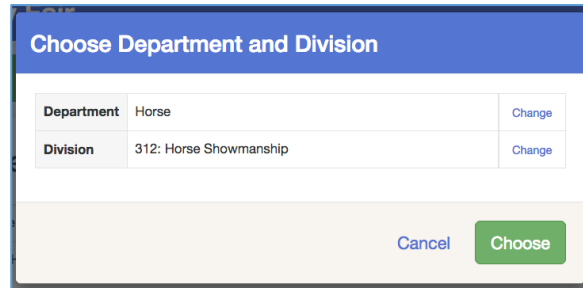
Step Two - Creating Entries for Exhibitors

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 another exhibitor in this exhibitor group (and entries) or proceeding to check-out (submitting the entries, whether or not fees are charged).

1. Click Add an Entry beside the correct exhibitor (if more than one has been created).



2. Click Select beside the first department you wish to enter.
3. After you select a department, you will see a list of divisions to select from, and then a list of available classes. *Also notice that there are blue "Change" links in case you mistakenly select an incorrect department, division, or class.*
4. After you have selected the class, click the green Choose button.



At this point, you will continue on with the Single Entry Process until you have entered all of your exhibits.



Creating Entries Using the Single Entry Process

If your screen does not resemble the picture on the right below, your fair may have used the multiple entry process in this area. See the section above, beginning on page 5.

1. Select the appropriate class.
2. Click Continue

3. Select a Club or Chapter for this entry.
4. If this is not an animal class entry, follow the instructions on-screen to enter any additional information such as Entry Description, Custom Questions or Custom Files associated with that entry.

5. If this is an **animal class entry**, you may be required to specify which animal will be exhibited in this class (**most classes**); or you may NOT be able to specify the animal at entry time (**ex: Showmanship**). If you are able to do that, you will see the option to “Add an animal”.
6. You will have two choices. Select “Choose an Existing Animal Record” to import and select animals from 4-H Online.

7. When each class entry is complete, you have three choices for what to do next:
 - a) If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this exhibitor group.
 - b) If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**. Do this until all entries for all exhibitors are complete, then Continue to Payment.



Submitting Entries

When all entries for all exhibitors in the exhibitor group have been completed, **Continue to Payment** to finalize and submit your entries. You must submit your entries even if there are no fees, so no payment is required.

1. Review your entries for completeness and accuracy. *Notice the Summary and Detail buttons at the top of the list on the right.* If there are errors, click on the green Entries section at the top of the page. Click Continue when all information is correct.
2. Once all entries have been entered for exhibitors in your family, submit the invoice for approval.
3. You will receive an email message when the entries have been submitted for approval. You will receive a second email when the entries have been approved.
4. **Important to know: Until your first entries have been approved, you cannot start a new invoice to register additional exhibitors or entries. If you wait until the last minute to make entries, and you forget an entry, or don't make entries for an exhibitor in your family, you may likely not have an opportunity to add those because registration will have closed before the first entries are approved.**

