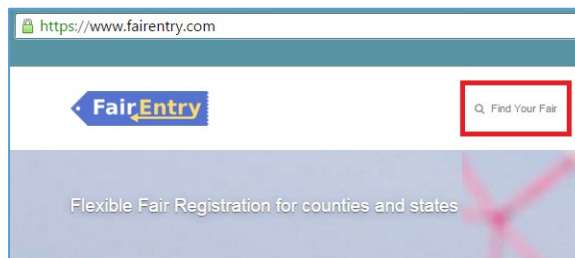


Exhibitor Group (Family) Entry

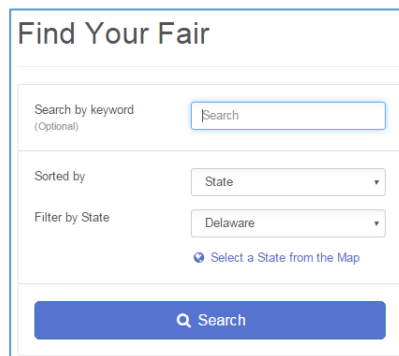
**All Junior Fair families make their entries online through Fair Entry.**

- If you are unable to enter a department, section or class, please email the Gallia County Extension Office at [green.84@osu.edu](mailto:green.84@osu.edu). We will notify you when the information has been updated.
  - **The Enrollment Process will be Open April 1st and End at 11:59 pm (before Midnight) on July 1 of Current Year.**
  - **July 1 of Current Year is the last day you will be able to submit entries without a late fee.**
    - A \$10 Late Fee per Project will be assessed to entries from July 2<sup>nd</sup> thru July 11<sup>th</sup>
    - A \$25 Late Fee per Project will be assessed to entries from July 12<sup>th</sup> thru July 20<sup>th</sup>
    - The Late Fee will be up to a Maximum of \$50 per Exhibitor
    - **After July 20th no entries will be accepted.**
  - **Recommended browsers: Google Chrome or Mozilla Firefox.** Older versions of Internet Explorer may cause unexpected results.
  - **Register all entries for each exhibitor in the family before proceeding to the Payment section.**
  - **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.**

- You may access your Fair or Show from their direct link or go to <http://www.fairentry.com> and click "Find Your Fair".



- Filter by your state, click Search, and then click on the correct fair.



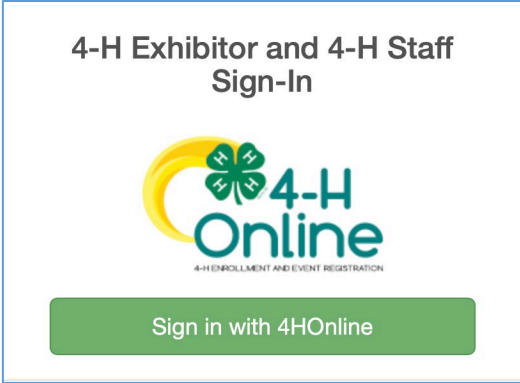
- If you have a 4HOnline family account, select to “Sign in with 4HOnline” and enter your login information.  
**NOTE:** If you forgot your password for your 4HOnline account, you need to go to 4HOnline to set a new password. Then use the new password (not the temporary password) to log in to Fair Entry.

**4H Members:**

**Using your 4HOnline family email and password (the same email and password that you used to enroll in 4-H in the spring), click the green button that says “Sign in with 4HOnline”.**

- If you don’t remember your password for Gallia County 4-H this year please click the “I forgot my password button” and enter the family email and proceed to reset it.

**When signed in, you will need to select Begin Registration.**

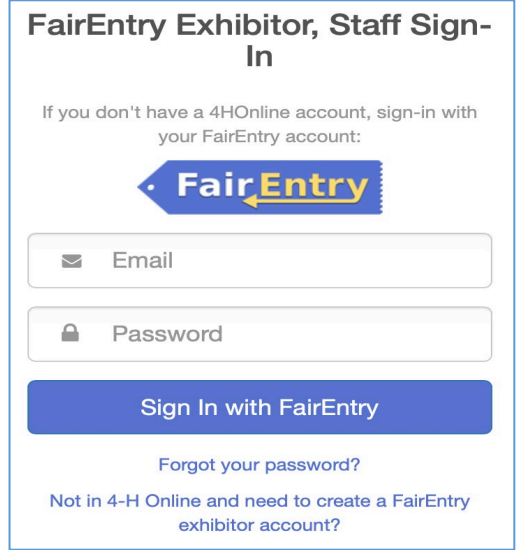


- If you do not have a 4HOnline account but have registered for a Fair with Fair Entry before, enter your login information.
- If you do not have a 4HOnline account and have not registered with Fair Entry before, select to Create a New Account. Follow the instructions to create your account.

**FFA Members:**

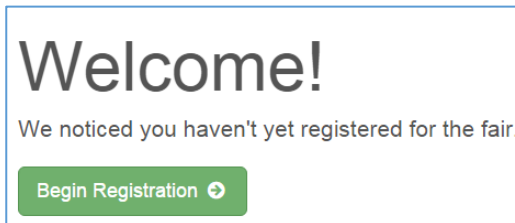
Click the link that says **“Not in 4-H and need to create a fair entry account”**

- Create account and input your information and confirm.
- (First time)** Click on the link to create a Fair Entry Account. *(After that, if you are logging back in, enter the email & password that you created and click the Sign in link.)*
- Enter your email address twice and click Create Account. **IMPORTANT:** *This must be a valid email address, so that you can receive the necessary confirmation messages.*



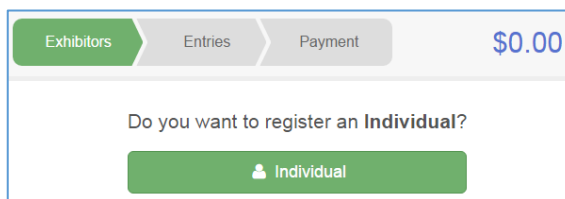
- On the Account Creation page, enter information into the fields(all are required). Account Name, Phone, Password (enter twiceto confirm).

1. **When Signed in to Fair Entry, Click “Begin Registration”**

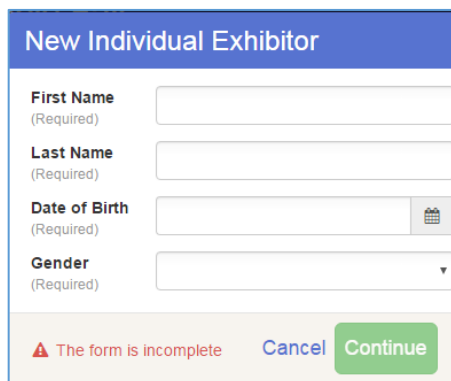


### Step One – Entering Exhibitor Information

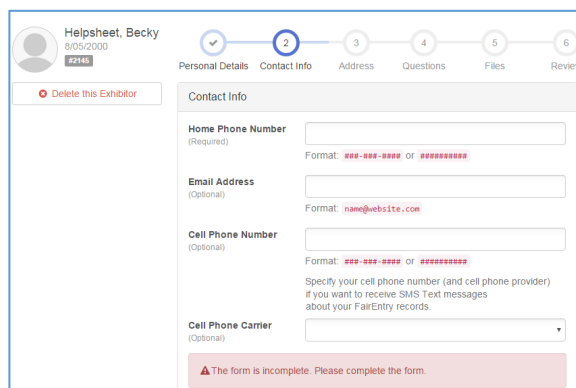
1. If your fair is configured to accept both individual and team entries, click on the appropriate choice for your entry. **Gallia County Fair is only configured for individual entries.**



2. Enter the exhibitor information into the required fields. Some forms may require different information depending on the Fair or Show.



3. ***(If you entered/spelled something incorrectly on the previous screen, you have the option to Delete this Exhibitor on this screen.)*** Enter the information on the Contact Info screen—the only required field is the top Home Phone Number. You can use the same email address that you used to create the account, or an alternate one unique to the exhibitor. If they wish to receive text messages, enter the cell phone number and carrier. That number can be the same as the Home Phone Number entered above, or different. Click Continue when you are finished entering data.



4. Enter the mailing address. All fields, except Address continued, are required. If the exhibitor has the same address as was entered on another exhibitor in the Exhibitor Group, click “Copy” to add the address to the current Exhibitor record. Click Continue when all information is entered correctly.
5. If your fair or show requests a Social Security Number for 1099 purposes, that will be Step 4 on the progress bar. Those are fully encrypted and only the last 4 digits will be visible after the number has been saved.
6. If your fair or show asks additional questions, those will be step 4 or 5 on the progress bar. Answer any questions and click Continue.
7. If your fair requires you to upload any files for the exhibitor, those will be step 5 or 6 on the progress bar. Upload requested files and click Continue.
8. 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.

The screenshot shows a progress bar at the top with seven steps: Personal Details, Contact Info, Address (highlighted with a blue circle and '3'), Social Security Number, Questions, Files, and Review. Below the progress bar is the 'Address' form. A blue banner reads: 'The exhibitor's address is very important! If this exhibitor will be receiving checks from the fair, those checks will be mailed to the address entered here.' The form includes a 'Copy' button next to a pre-filled address: '123456 Dallas, TX 75252'. To the right are input fields for 'Address (Required)', 'Address continued (Optional)', 'City (Required)', 'State (Required)', and 'Postal Code (Required)'. A green 'Continue' button is at the bottom right.

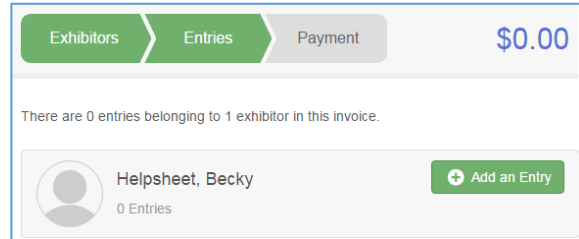
The screenshot shows a progress bar with seven steps: Personal Details, Contact Info, Address, Questions, Files, and Review (highlighted with a blue circle and '7'). Below the progress bar is the 'Review' screen for 'Helpsheet, Becky' (ID: 82145). A green banner says: 'Please review the exhibitor registration. Continue to Entries'. Below are two sections: 'Personal Details' and 'Contact Info', each with an 'Edit' button. The Personal Details section shows: First Name: Becky, Last Name: Helpsheet, Date of Birth: 8/05/2000, Gender: Female. The Contact Info section shows: Email, Home Phone: 555-123-4444, Cell Phone, and Cell Phone Carrier.



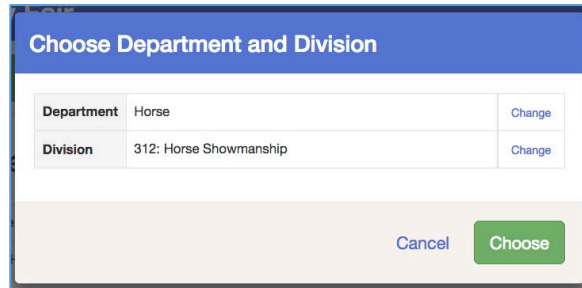
### Step Two - Creating Entries for Exhibitors

**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. Any departments that are not available for entry will be noted as "Not Available" with a short explanation.
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 either the Multiple Entry process, or the Single Entry Process, depending on the option that your fair or show selected. The Multiple Entry process is described beginning on page 5, and single entries are described beginning on page 6.**



## Creating Class Entries Using the Multiple Entry Process

If your fair or show has turned on the Multiple Entries option for this area, you will see a screen similar to the view at the right, below. If you do not see checkboxes next to each class, this area uses the single-entry process, and that process is described beginning on page 6.

1. Click Change to select the Club to which these entries will be associated.
2. If this is an Animal Entry, click Add Animal and enter the Animal's details.
3. If this is a pen or group entry, Add multiple animals and then select to Enter a pen of animals.
4. Select which animals will be part of this entry (NOTE: these animals will be available for this exhibitor to use in other entries, if needed).
5. Check the box next to each class this animal will enter.

6. If this is not an animal entry or if animals will be added at check-in, simply select the classes and number of entries in each class that you would like to create for this exhibitor. Click Continue.

7. Review the entries. If you need to make any changes, click Cancel. If everything is correct, click Create Entries.



8. If you need to add another exhibitor, click on the Exhibitors button at the top left and repeat the steps to create a new exhibitor.
9. If all entries are complete, click Continue to Payment.
10. If you need to add more entries for an existing exhibitor, click Add an Entry.

### 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. If this is an open class entry a Club or Chapter may not be required.
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; that may be optional; or you may NOT be able to specify the animal at entry time. 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 4HOnline or animals already entered in FairEntry. Choose “Enter a New Animal Record” to enter new animal information.
7. Fill in all of the fields with information about the animal you intend to exhibit. Click Create and Add Animal when finished. If the animal information was entered incorrectly, you have the option to either Remove From Entry (creating a new animal) or Edit Animal Details. When it’s correct, click Continue.
8. Any questions or file uploads related to entry in this class will be next. Click Continue after answering those questions or uploading documents.

Identifier (Tag)	44848
Animal Type	Goats, Meat (Weigh-in)
DNA Collected	DNA (Ak-Bar-Bar)
Retinal Image	
Slate Fair	Retinal Images (Slate Fair)
Tag	44848
Animal ID: 4-H (i.e. 06-123) or USDA	

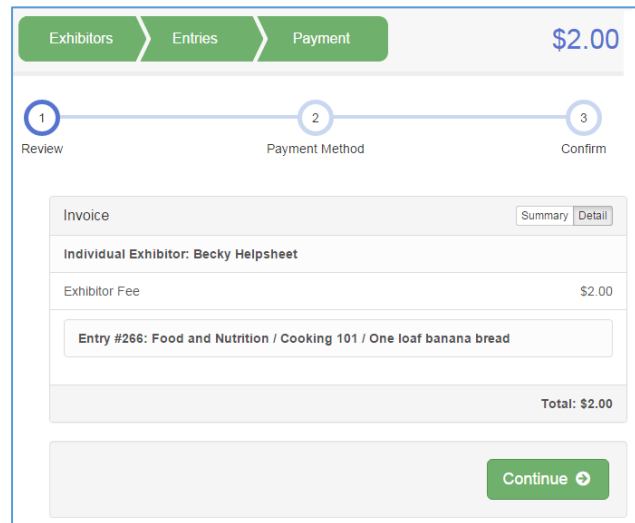
9. When each class entry is complete, you have three choices for what to do next:
  - a) If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this exhibitor group.
  - b) If this exhibitor has more class entries to make, you can **Add another Entry for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



## YOU MUST REGISTER ALL EXHIBITORS AND PROJECTS WITH SAME FAMILY EMAIL BEFORE YOU PROCEED TO PAYMENT (CHECKOUT).

1. When finished, click continue to payment. Review your detailed family invoice, click the "detail" button (beside the summary button) on the invoice line. Click continue 3 times.
2. Check the agree to terms box and click Submit.
3. ONCE YOU HAVE SUBMITTED YOU CAN NO LONGER EDIT YOUR ENTRIES.

