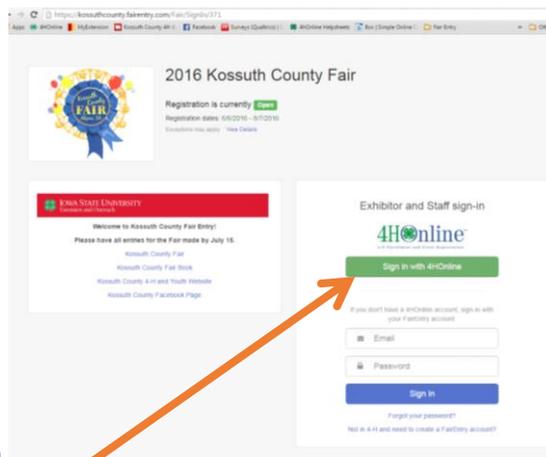**FairEntry**

How to Enter Exhibits/Livestock for 3rd grade and younger youth into Fair Entry for the Kossuth County Fair for families with older kids in 4-H.


1. Go to http://kossuthcounty.fairentry.com

2. Click 'Sign in with 4H Online'

- Click **Sign in with 4HOnline – DO NOT enter into the email and password on this screen- it will not link you to 4HOnline. You MUST 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.
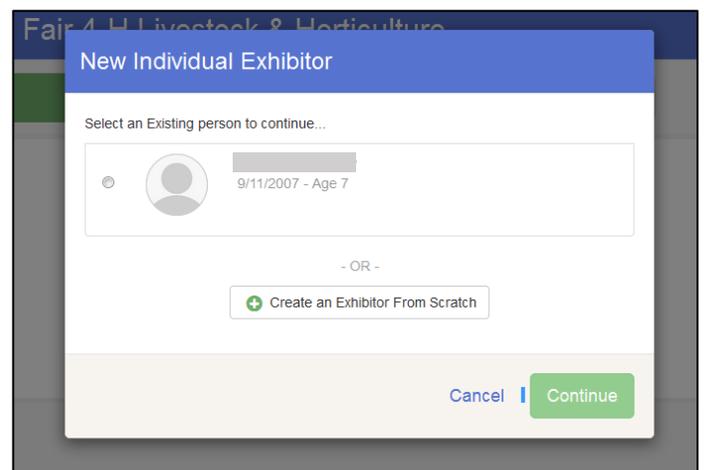
FairEntry
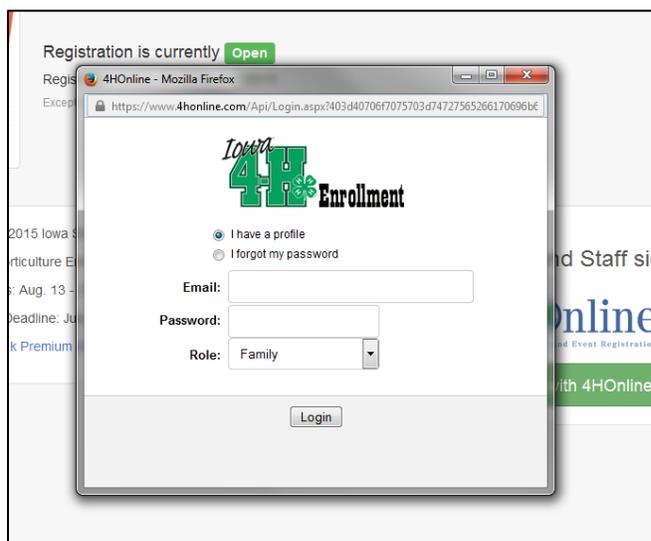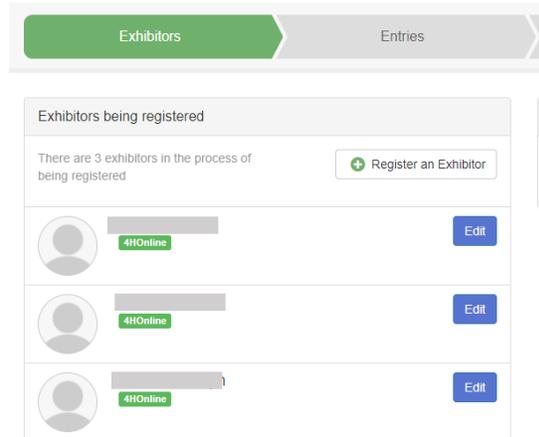
3. Click **Register an Exhibitor**.


4. Click **Individual**.
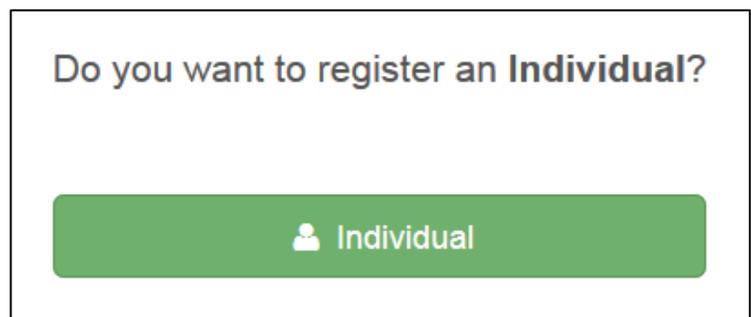
5. Select the exhibitor and click **Continue**.

- If your youth is in Clover Kids, they should be listed, select their name and hit continue and skip to the Entries Tab section of this Help Sheet.
- If your youth is not in Clover Kids, select "Create an Exhibitor From Scratch" and continue to step 6.

6. Fill in your youth's information and hit Continue. Remember it is the grade they just finished.

7. Fill in your phone and email information and click continue.
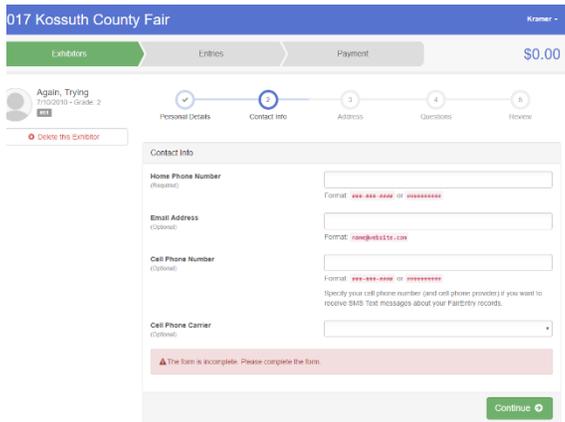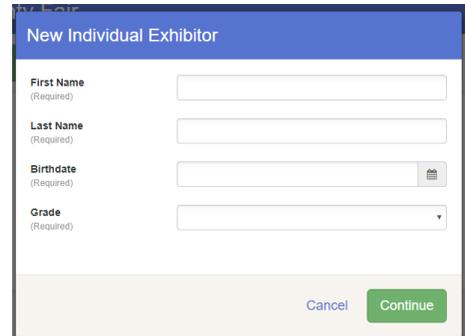
8. Enter your address info. You can click "copy" and it will enter it for you.
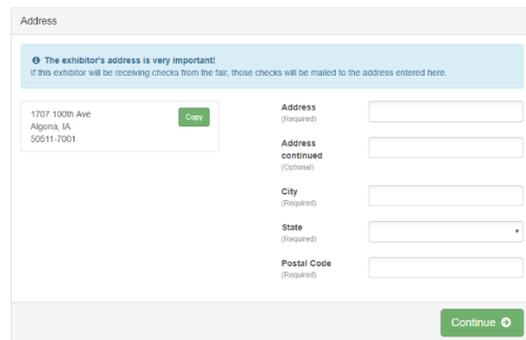
9. The list of volunteer slots will pop up next. Select a time you can volunteer then hit continue! Thank you!

10. Verify your information is correct and click **Continue to Entries**.

Updated June 2017

FairEntry

Entries Tab

7. Click **Add an Entry** to the exhibitor.
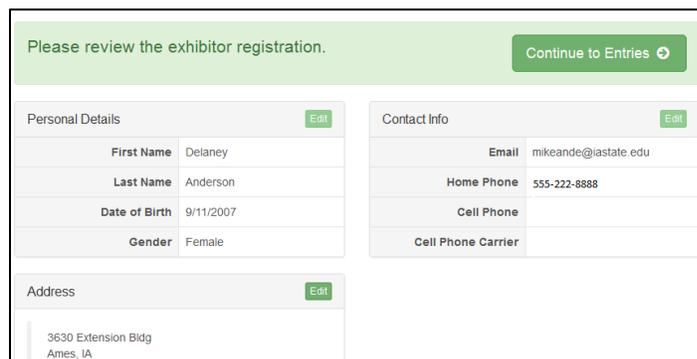
8. Select the department you wish to enter by clicking the green Select button.

(For the three allowed Non-Livestock entries as a Clover Kid- choose "Static")

(Kids Open Livestock – Fair Board for animal entries)

For more information about each department, check out the Kossuth County Fair Book at http://www.extension.iastate.edu/kossuth/4h or call Darcie at the Extension office 515-295-2469

9. Select the Division you wish to enter from the list provided by clicking the green Select button.

(Clover Kids Static: "Other Opportunities")

(Kids Open Livestock: pick the animal)

Then hit Choose.

10. The next page will allow you to enter multiple pieces of information.

- Club: If your youth is in Clover Kids, it should say it there. If your youth is not, and you did not enter a club during registration, it should say No Club.
- Add Animal: If you are signing up for the Kids Open Livestock class, you need to add the animals. Click Add Animal, then Add Animal from Scratch.
  If you are signing up for a Clover Kids Static Exhibit, it should say "This Division does not allow animals." Then skip to the last bullet in this section.

FairEntry

- Select the Animal Type- such as Poultry that you are creating and hit Save.

- Enter the animal information and hit Save. Add all animals before entering the classes. To do so, simply click Add Animal again.

- Once animals have been added, you will select if you are entering a single animal, select which animal, and select the class entering.

  > FYI- you must enter pens separately from individual animals even if they use the same animal.

- Clover Kids Static Exhibits: Select Clover Kids Program as the class. You can select the quantity of items being entered (from 1-3) before you move on.
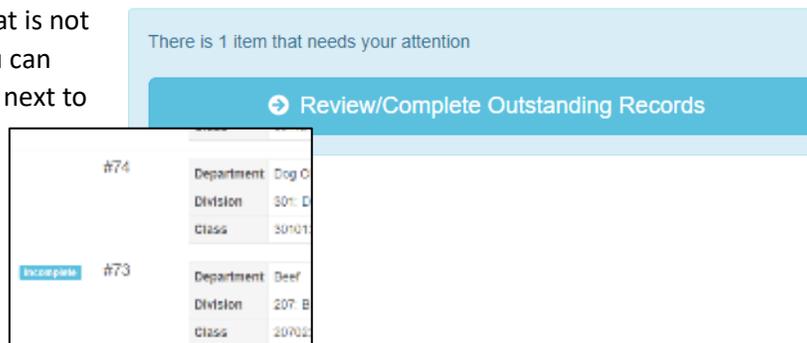 Click Continue.
  FYI: It will not allow you to enter descriptions until the entry has been made, then it will say it is incomplete, you will then have to edit that entry and add a description of the exhibit, i.e. "wood barn". (See #12 for details on incomplete entries.)

11. A pop up will ask you to Review your Selections. If all is correct, click Create Entries.

12. Once you have created an entry, it will take you back to the list of Exhibitors. You can then enter another exhibit/animal for that exhibitor, or change to a different one. Wait until you have made ALL ENTRIES FOR EVEYRONE IN YOUR FAMILY before moving on to the next step. If you see this blue box at

the top of your page, there is an entry that is not complete. You must fix it first before you can move on.   You should see an incomplete next to the entry that needs to be fixed.

There is 1 item that needs your attention

➲ Review/Complete Outstanding Records

#74   Department Dog C
     Division 301: D
     Class 30101

Incomplete #73   Department Beef
     Division 207: B
     Class 20702

13. Once you see Everything looks good! Continue to Payment at the top, all entries should be complete.
Again – DO NOT Continue to Payment

Everything looks good!

➲ Continue to Payment

unless you are done entering livestock/exhibits for now. It will lock you out of the system until an administrator has approved your entries. If you are done, click Continue to Payment.
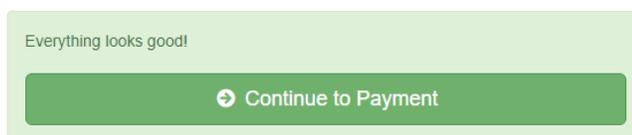
Payment Process

19. Once you click Continue to payment the next screen will list your kids' names and should show that there is $0 due.

There is no fee to enter the Kossuth County Fair. The invoice is used by the Extension Office and Fair Board to approve your entries.

Please hit the green Continue button. The next page will say that a "payment method is not necessary because your invoice total is $0.00" Just click Continue again.

Exhibitors	Entries	Payment

1 — Review   2 — Payment Method   3 — Confirm

Invoice	Summary	Detail
Individual Exhibitor: Allison Kramer		$0.00
Individual Exhibitor: Evelyn Kramer		$0.00
Individual Exhibitor: Grant Kramer		$0.00
		Total: $0.00

Continue ➲

Fair Entry
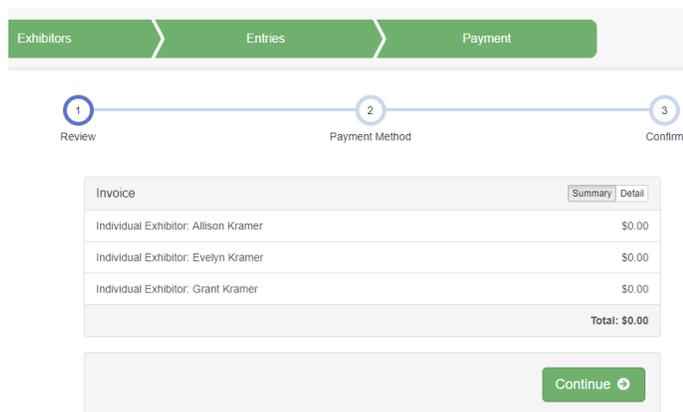
20. The last step will be to Agree to Terms. Click I agree to the above statement in the Agree to Terms Box.

2017 Kossuth County Fair   Kramer ▾

Exhibitors > Entries > Payment $0.00

✓ Review   ✓ Payment Method   ③ Confirm

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 cited here.

Payment Total
No payment is necessary

⊘ Submit

Agree to Terms
We verify that we have read the Code of Ethics presented at enrollment on 4-H Online and in the front of the Fair Book.
We agree to follow the rules of the Fair Book and understand that all judges decisions are final.

☐ I agree to the above statement

Then click Submit.

Note: Once you have hit submit, you cannot edit your entry. If you see an error after submitting, contact Darcie at the Extension Office. 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 for the Kossuth County Fair.

Fair Entry