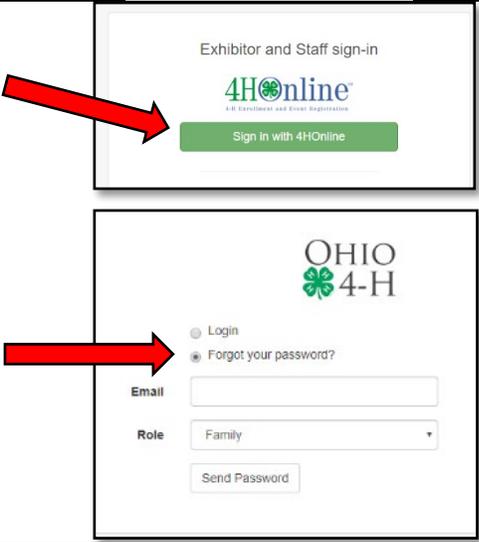
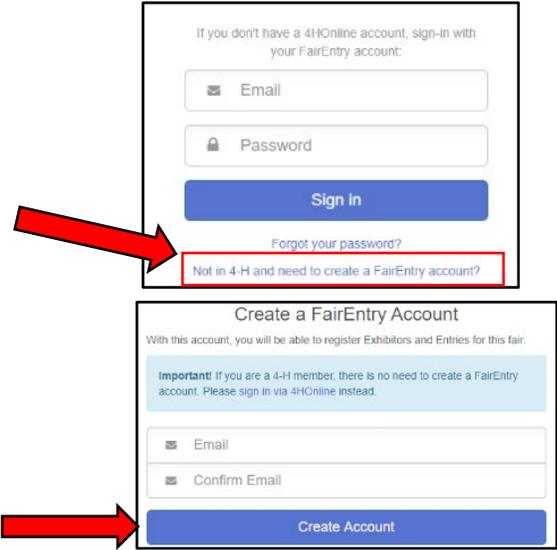




Online Entry System Instructions

Important Reminders

*Exhibitors for the Fayette Co. Fair should complete the entry system for ALL livestock and animal entries. (Miscellaneous, Special Interest, Clothing, Food and Nutrition projects will not utilize this system)

<p>STEP 1: Go to Fayette Co. Fair Entry Website.</p> <p>http://fayettecountyoh.fairentry.com/</p>	
<p>4-H FAMILIES</p> <p>STEP 2: Create an Account</p> <ol style="list-style-type: none"> 1. Click on the link to "Sign in with 4-HOnline" 2. Enter your email address that is associated with your 4-H enrollment and your password to log in. <p>If you do not remember your password, click "I forgot my password" and follow the prompts to reset your password then log in. If you are a new member the email is what you listed on your paper enrollment, you can follow the forgot my password instructions and set a new one.</p>	
<p>NOT IN 4-H</p> <p>STEP 2: Create an Account</p> <ol style="list-style-type: none"> 1. FIRST TIME- Click on the link to create a FairEntry Account. <i>(After that, if you are logging back in, enter the email & password that you created and click "Sign in.")</i> 2. 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. 3. On the Account Creation page, the information requested (all fields are required): Account Name, 	

<p>Phone, Password (enter twice to confirm). Click “Create Account.”</p>	
<p>STEP 3: Begin Registration</p> <p>Click “Begin Registration”</p>	
<p>STEP 4: Enter Exhibitor Information</p> <p>1. Your fair is configured for individual entries, click on ‘Individual.’</p>	
<p>2. If you are a 4-H member this information will be present. If you are not in 4-H, enter the information into the four fields —all fields are required.</p> <p>Click “Continue” when all information is entered.</p>	
<p>3. <i>(If you entered/spelled something incorrectly on the previous screen, you have the option to click on “Personal Details” on this screen.)</i></p> <p>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. Click “Continue” when you are finished entering data.</p>	
<p>4. Enter your mailing address. All fields, except Address continued, are required.</p> <p>IMPORTANT: The address entered here will be used for mailing premium checks.</p> <p>Click “Continue” when all information is entered correctly.</p>	

5. Pen Assignment: Please list names of siblings and/or family members you wish to have a pen beside at the fair?

6. Review your exhibitor information. If any information is incorrectly, click the green Edit button in the appropriate group to change it.

When all information is correct, click "Continue to Entries."

STEP 5: Creating Entries

Each exhibitor can have multiple entries. **One entry must be made for each animal and/or class, etc. FOR EXAMPLE:** If an exhibitor is showing 3 market hogs, three entries into the market hog 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 family (and entries) or proceeding to check-out (submitting the entries).

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 option.

4. Select the circle next to the 4-H Club or FFA Chapter associated with your entry. (With logging in with 4-H Online, your club is preselected.)

5. After you have selected the class, by putting a check mark in the box, click the green “Continue” button.

6. 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”.

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. When each class entry is complete, you have 3 choices for what to do next:

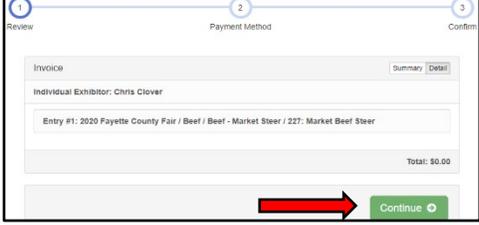
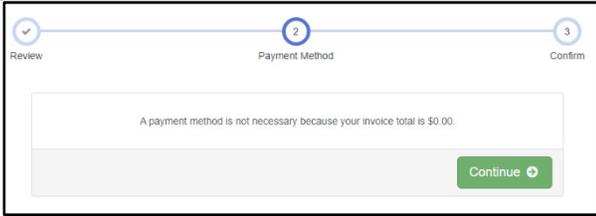
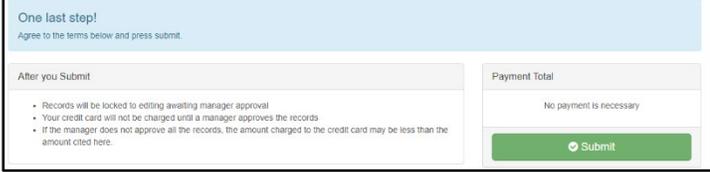
- If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this family.
- If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**.

(Do Not Submit if you have a second exhibitor in the same family)

9. If all entries for all exhibitors in the family have been completed, “**Continue to Payment**” to finalize and submit your entries.



Fayette County Fair Help Sheep

<p>10. Review your entries for completeness and accuracy. <i>Notice the Summary and Detail buttons at the top of the list on the right.</i> If there are errors, click on the green Entries section at the top of the page. Click "Continue" when all information is correct.</p>	
<p>11. NO fees will be charged; However, you must click Continue to the last "Confirm" step to submit your entries.</p>	
<p>12. Read the information in the "After you Submit" section. Click "Submit" to finalize the entries for the exhibitors in this family. After you click Submit, no changes are possible to these entries.</p>	
<p>STEP 6: Confirmation</p> <ol style="list-style-type: none">1. You should immediately receive a confirmation email listing the number of exhibitors and number of entries made. Each animal needs an individual entry, unless animals are exhibited as a pen (ex. pen of rabbits).2. Once the entries have been reviewed and approved by the Jr. Fair Manager, you will receive a second confirmation email with all entry data. Please do not hesitate to call and ask if you have questions as you work through this system.	