

Jackson County Exhibitor Group (Family) Entry

Important Reminders

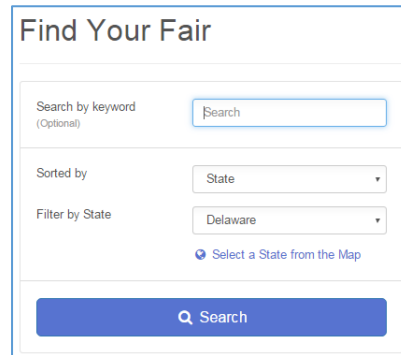
- Your fair probably has dates when entry is accepted into the fair. Be sure to complete your entries (including the final “Submit” step) prior to the cut-off date. **For JACKSON COUNTY, Complete by July 1st**
- Register all entries for each exhibitor in the family before proceeding to the Payment section (**no actual payment necessary**).
- 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.

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

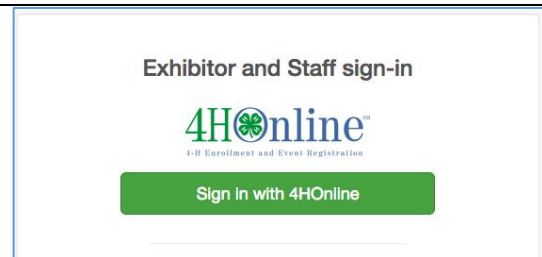


2. Filter by your state, click Search, and then click on the correct fair.

“Jackson County Fair”



3. Use your 4HOnline family account (same account your registered with), select to “Sign in with 4HOnline” and enter your login information.
NOTE: If you forgot your password for your 4HOnline account, you will need to go to 4HOnline to set a new password. Then use the new password (not the temporary password) to log in to FairEntry.



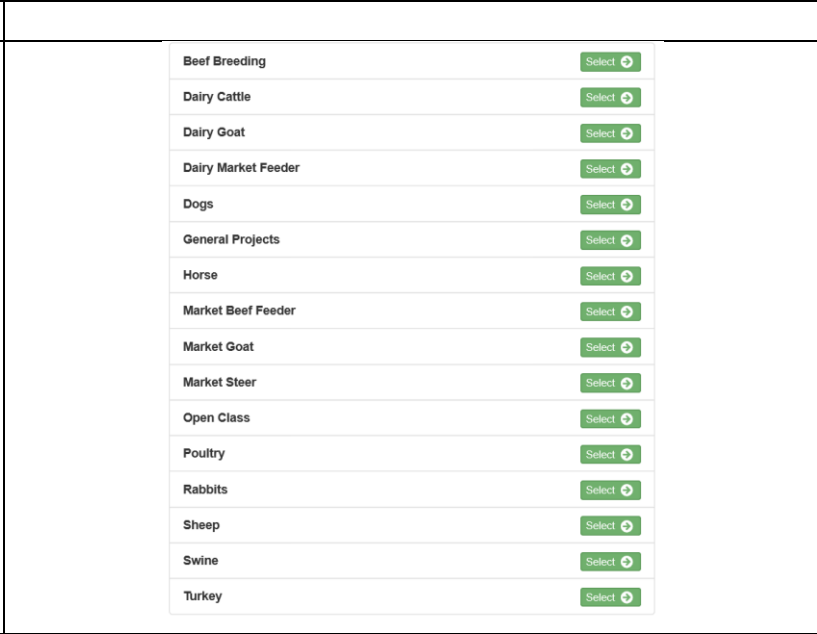
<p>4. Click "Begin Registration"</p>	
<p>Exhibitor Information</p> <p>Please select register an individual, at this time you will select one child and begin the registration process.</p>	
<p>Review the exhibitor information. If any information is incorrect, this information is pulled from your 4H online account, so if it is incorrect please correct in on 4H online. When all information is correct, click Continue to Entries.</p>	
<p>Creating Entries</p> <p>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 steers, two entries into the steer 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). Each exhibitor will need to be entered into a market/breeding class and a showmanship class for each of their species.</p>	
<p>1. Click Add an Entry beside the correct exhibitor (if more than one has been created).</p>	



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.*

After you have selected the class, click the green Choose button.

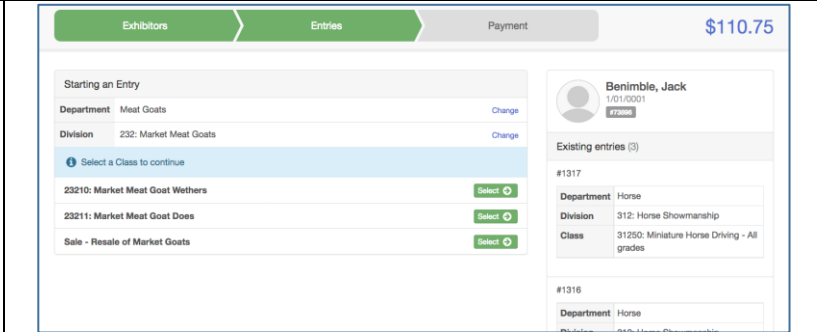


Single Entry Process

4. You will need to select a Division.

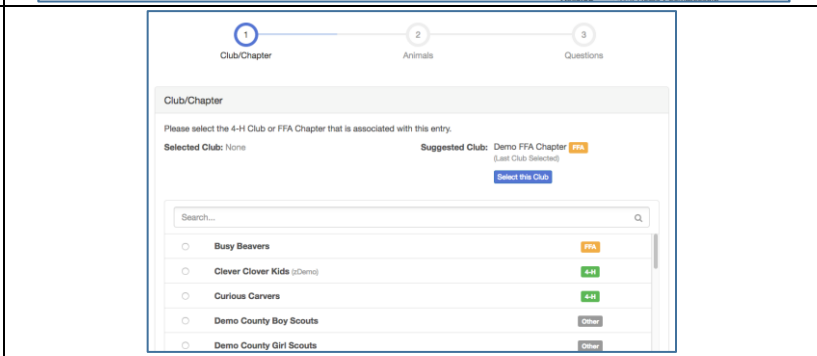
5. You will either need to select the market division or the breeding division.

6. If you have done those already be sure to select showmanship as well.



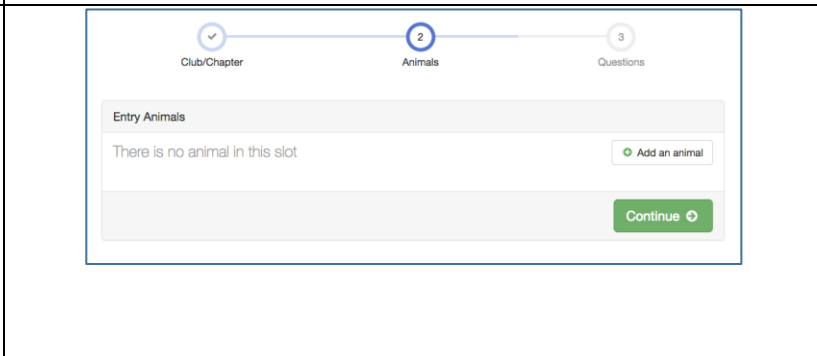
7. Select a Club or Chapter for this entry.

8. 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.



9. If this is an **animal class entry**, you may be required to specify which animal will be exhibited in this class. If you are able to do that, you will see the option to “Add an animal”.

10. 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. Only breeding animals have the option for Enter A New Animal Record.

11. 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.

Any questions or file uploads related to entry in this class will be next. Click Continue after answering those questions or uploading documents.

12. When each class entry is complete, you have three choices for what to do next:
 - a. If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**.

YOU MUST REGISTER SHOWMANSHIP AS ITS OWN ENTRY FOR EACH SPECIES.

Showmanship is required for ALL Market Animals, Required for Breeding Animals to receive Premiums

- b. If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this exhibitor group.

If all entries for all exhibitors in the exhibitor group have been completed, **Continue to Payment** to finalize and submit your entries.



13. 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.

14. Once all entries have been entered for exhibitors in your family, including an entry for market/breeding animal, and an entry for showmanship

In the example on the right, this individual will be showing a market goat, and beef breeding. They will also be showing in the market goat beginner showmanship and the beef breeding beginner showmanship

15. Submit the invoice for approval.
(No Actual Payment is Required...it will be an Invoice for \$0.00)

16. 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.

Invoice		Summary	Detail
Individual Exhibitor: McKenzie Bennett			
Exhibitor Fee			\$0.00
Entry #1: Market Goat / Market Goat / 01: Market Goat			
Entry Fee: Market Goat			\$0.00
Entry #2: Market Goat / Market Goat Showmanship / S-04: Beginner Showmanship (8-9 as of Jan. 1)			
Entry Fee: Beginner Showmanship (8-9 as of Jan. 1)			\$0.00
Entry #3: Beef Breeding / Beef Breeding / 07: Jr Calf (1-1 to 4-15 of current year			
Entry Fee: Jr Calf (1-1 to 4-15 of current year			\$0.00
Entry #4: Beef Breeding / Beef Breeding Showmanship / S-04: Beginner Showmanship (8-9 as of Jan. 1)			
Entry Fee: S-04: Beginner Showmanship (8-9 as of Jan. 1)			\$0.00
			Total: \$0.00
			Continue

