

## Family Entry

### Important Reminders

- Your fair probably has dates when entry is accepted into the fair. Be sure to complete your entry (including the final “Submit” step) prior to the cut-off date.
- 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.

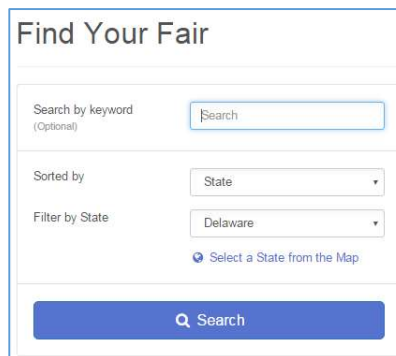
### Steps

1. Go to <http://www.fairentry.com> and click “Find Your Fair”.



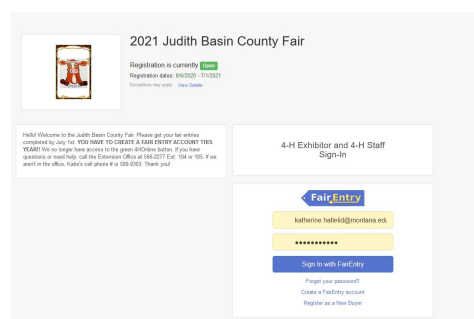
2. Filter by your state, click Search, and then click on the correct fair.

*Search by Keyword – Judith Basin*

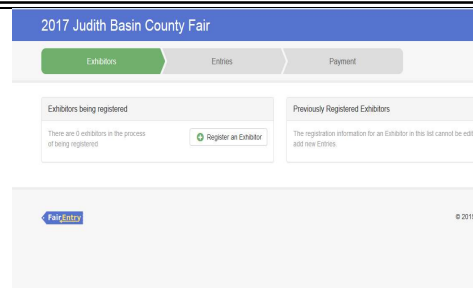


3.

**You do not have a 4HOnline account anymore and have not registered with FairEntry itself before. Select “Create a New Account”. Follow the instructions to create your account.**

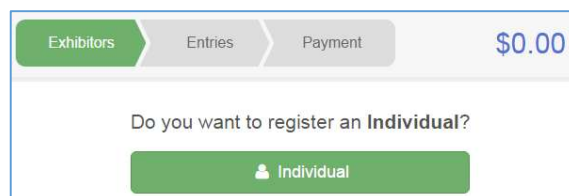


4. Click "Register an Exhibitor"

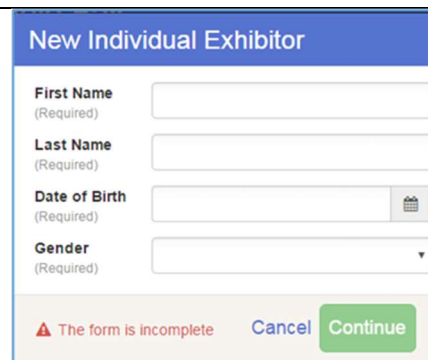


## Exhibitor Information

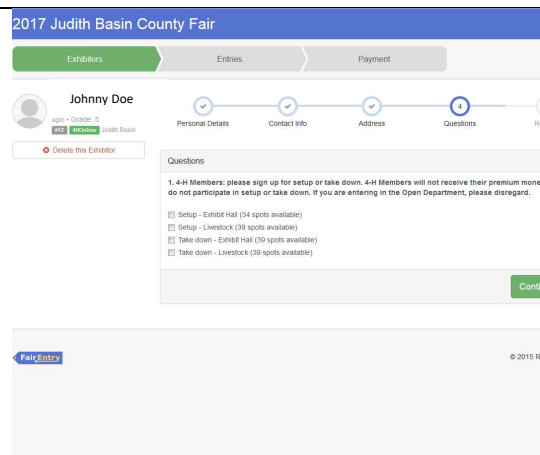
5. Click on Individual



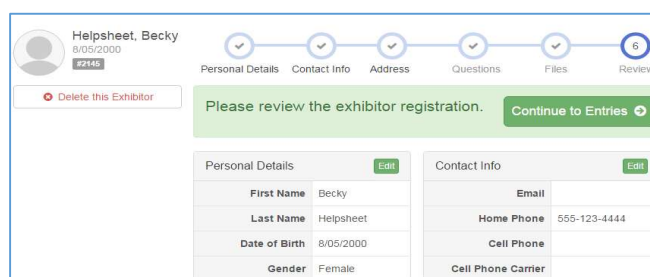
6. Enter Your Exhibitor's Information



7. Answer the Food Booth Schedule & Setup questions and continue



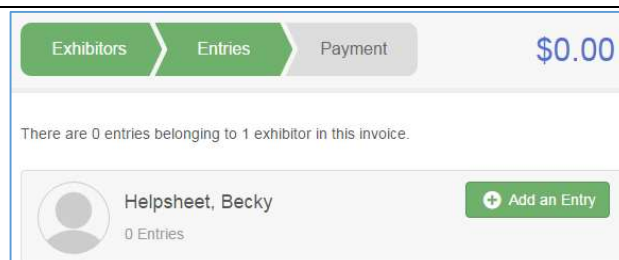
8. Review your exhibitor information. If any information is incorrectly, click the green Edit button in the appropriate group to change it. When all information is correct, click Continue to Entries.



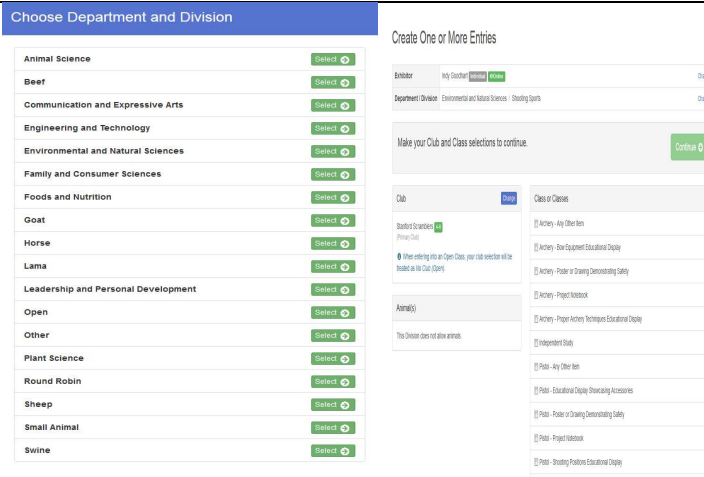
## Creating Entries

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 family (and entries) or proceeding to check-out (submitting the entries, whether or not fees are charged).

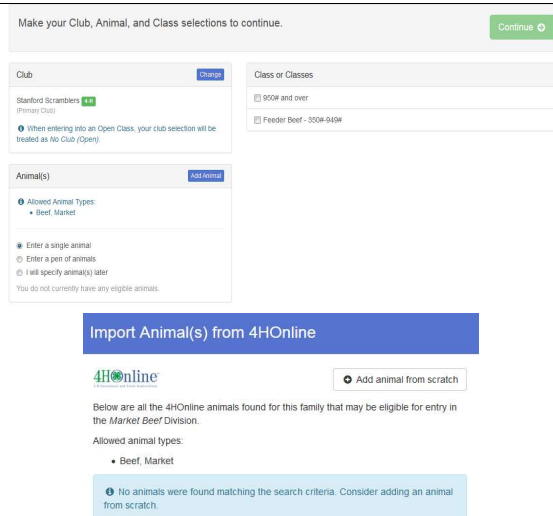
1. Click Add an Entry beside the correct exhibitor.



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. *You may check multiple classes in a Division at the same time!*



5. If this is an **animal class entry**, you will be required to specify which animal will be exhibited in this class. You will see the option to “Add animal”.
6. “Add animal from Scratch”. Fill in all of the fields with information about the animal you intend to exhibit. Click Create and Add Animal when finished.
7. 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. The Review screen allows you to double check this entry for accuracy, and make any changes necessary. When the information is correct, click Continue and that class entry is complete.

**Review your selections**

Before we actually create your entries, please review your selections.

If you continue with your current selections, 1 entries will be created with the following information:

Department	2017 Judith Basin County Fair
Division	Beef
Club	Stanford Scramblers <b>4-H</b>
Animal(s)	• 17-101

Entry Classes

1. 950# and over

[Cancel](#) [Create Entries](#)

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

**Exhibitors** **Entries** **Payment** \$2.00

Helpsheet, Becky  
8/05/2000  
#2145

**What do you want to do next?**

[+ Register another Exhibitor](#)

[+ Add another Entry for this Exhibitor](#)

[→ Continue to Payment](#)

10. 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.

**Exhibitors** **Entries** **Payment** \$2.00

1 Review 2 Payment Method 3 Confirm

Invoice [Summary](#) [Detail](#)

Individual Exhibitor: Becky Helpsheet

Exhibitor Fee: \$2.00

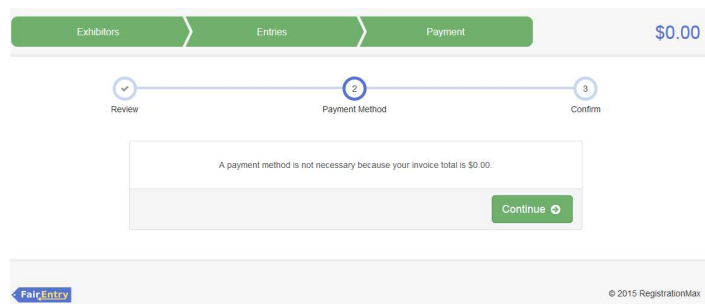
Entry #266: Food and Nutrition / Cooking 101 / One loaf banana bread

Total: \$2.00

[Continue](#)



11. There is no payment due, so click Continue

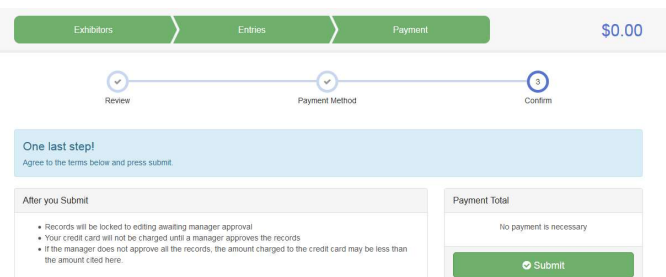


The screenshot shows the 'Payment' step of the FairEntry process. At the top, there are three tabs: 'Exhibitors', 'Entries', and 'Payment'. The 'Payment' tab is active, and the total amount is displayed as '\$0.00'. Below the tabs, there is a progress bar with three steps: 'Review', 'Payment Method', and 'Confirm'. The 'Payment Method' step is currently selected. A message states: 'A payment method is not necessary because your invoice total is \$0.00.' At the bottom right, there is a green 'Continue' button with a right-pointing arrow.

12. Read the information in the “After you Submit” section. You may also have to check a box to “Agree to Terms”. Click Submit to finalize the entries for the exhibitors in this family.

13. ***After you click Submit, no changes are possible to these entries.***

14. ***Enter all exhibitors before you click Submit.***



The screenshot shows the 'One last step!' screen. At the top, there are three tabs: 'Exhibitors', 'Entries', and 'Payment'. The 'Payment' tab is active, and the total amount is displayed as '\$0.00'. Below the tabs, there is a progress bar with three steps: 'Review', 'Payment Method', and 'Confirm'. The 'Confirm' step is currently selected. A blue banner at the top says 'One last step!' and 'Agree to the terms below and press submit.' Below this, there are two sections. The left section is titled 'After you Submit' and contains three bullet points: 'Records will be locked to editing awaiting manager approval', 'Your credit card will not be charged until a manager approves the records', and 'If the manager does not approve all the records, the amount charged to the credit card may be less than the amount cited here.' The right section is titled 'Payment Total' and says 'No payment is necessary'. At the bottom right, there is a green 'Submit' button with a right-pointing arrow.