

Polk County 4-H Family Fair Entry

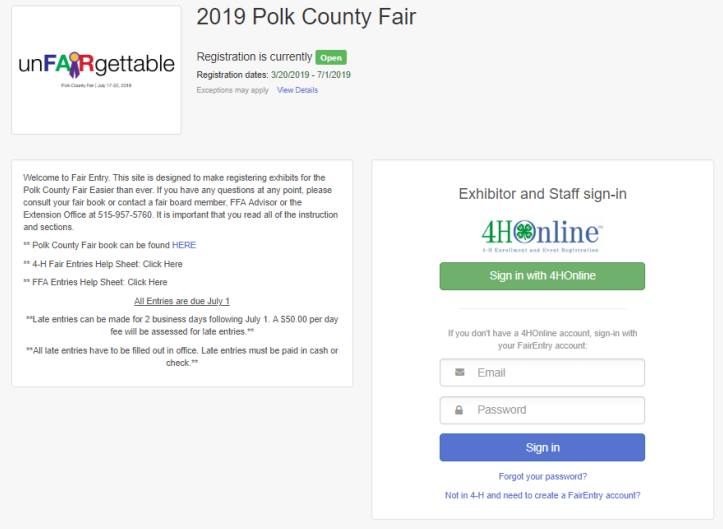
FFA entries – view [FFA Entries Help Sheet](#)

Important Reminders

- Entries are due:
Between May 17 and July 1
- Recommended browsers: Google Chrome or Mozilla Firefox. Older versions of Internet Explorer may cause unexpected results.
- Some steps may vary from the process described below. Follow the prompts on your screen.
- 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

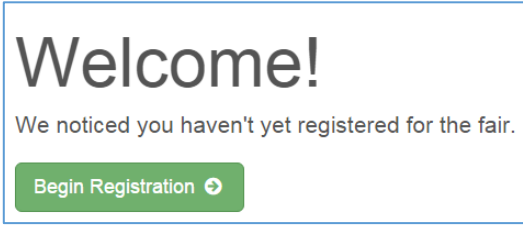
1. Go to <https://www.fairentry.com/Fair/SignIn/2577>
2. Select the “Sign in with your 4-HOnline account” option – the **GREEN** box.



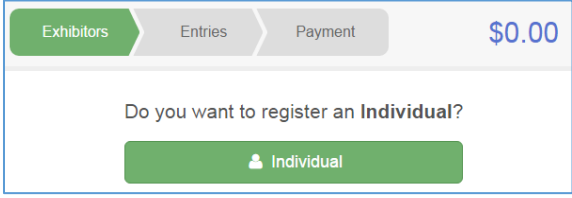
3. A separate box will pop up where you can enter the login email address and password from your 4HOnline account. *(If you don't remember your password, you will need to select the “I forgot my password” option to get a temporary one emailed to you. If your email address has changed, log in using the old email address and change it in 4HOnline.)*
4. Click the “Login” box.



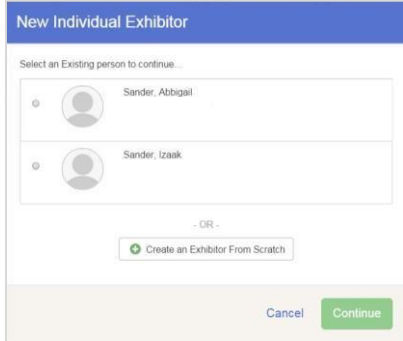

5. Click “Begin Registration”



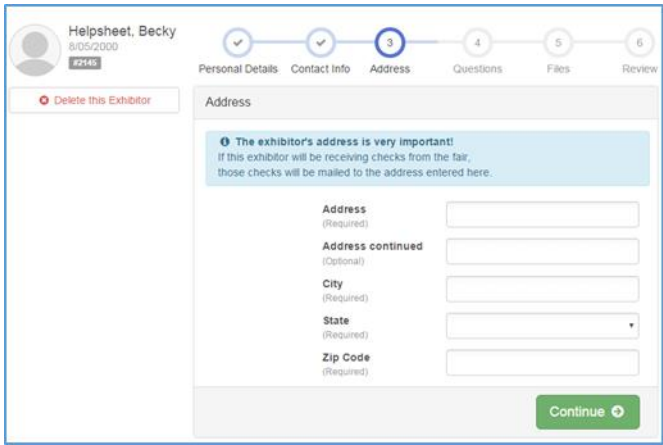
Exhibitor Information
Choose to register an individual.



1. Choose the dot next to the name of the 4-H'er you would like to register and then click the green “continue” box.



2. Review your contact info and address in the 2nd and 3rd steps of the progress bar.
3. Step 4 of the progress bar is a page with instructions followed by some questions. **READ THIS CAREFULLY.** Once you reach the animal stall/pen questions, you will need to select the number of stalls/pens you need for each species. If you do not show that species, ignore the question. Click continue when you are finished. You will only be asked these once per exhibitor. Answer them NOW.
4. If the fair requires you to upload any files for your entry, those will be step 5 on the progress bar. Upload requested files, and click Continue.



5. Review your 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.

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 registering 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 (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 Continue button.

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 need to choose an “Existing Animal Record.” Select the animal from the animal ID’s that carried over from 4HOnline.
 7. When the animal you chose is 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.
 9. 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.

10. When each class entry is complete, you have 3 choices for what to do next:
 - a. If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this family.
 - b. 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.

11. 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.

Please try to print the detailed invoice and include it with your payment.



1. Read the payment instructions to pay by check. **NOTE: Even if you owe no money (no fees are charged) you must click Continue to the last “Confirm” step to submit your entries.**

****Credit Card, Checks and cash are acceptable forms of payment. Checks should be made out to Polk County Fair Association.**

****Payments should be received in the Extension Office by July 1st.**

2. Read the information in the “After you Submit” section. You also have to check a box to “Agree to Terms”. Click Submit to finalize the entries for the exhibitors in this family. **After you click Submit, no changes are possible to these entries.**

You will receive an email from Fair Entry after your entry has been submitted. **If you do not receive this email (check your junk mail), you have NOT submitted your entry correctly.**

You will also receive an email from Fair Entry letting you know if your entry was approved or rejected by the Extension Staff. You are now able to make additional entries. If part of a previous entry was rejected, a reason will be listed and you will be able to log in and fix the problem before submitting that entry again.

Please contact the Polk County Extension Office if you have any problems with this process at 515-957-5760.

