

Polk County 4-H Family Fair Entry

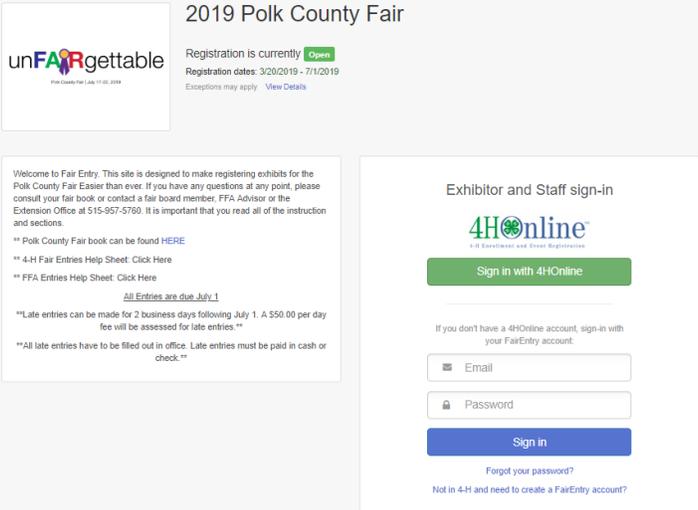
FFA entries – view [FFA Entries Help Sheet](#)

Important Reminders

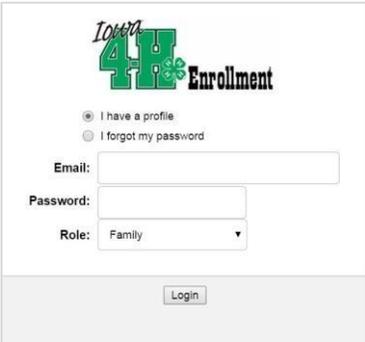
- Entries are due: **July 1**
- Recommended browsers: Google Chrome or Mozilla Firefox. Older versions of Internet Explorer may cause unexpected results.
- Some steps may vary from the process described below. Follow the prompts on your screen.
- Register all entries for each exhibitor in the family 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 <http://polkcountyfair.fairentry.com>
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.



<p>5. Click “Begin Registration”</p>	
<p>Exhibitor Information</p> <p>Choose to register an individual.</p>	
<p>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.</p>	
<p>2. Review your contact info and address in the 2nd and 3rd steps of the progress bar.</p> <p>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. <u>Answer them NOW.</u></p> <p>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.</p>	



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.

The screenshot shows a registration review page for 'Helpsheet, Becky' (ID #2145). At the top, there is a progress bar with steps: Personal Details, Contact Info, Address, Questions, Files, and Review (6). A 'Delete this Exhibitor' button is visible. A green banner says 'Please review the exhibitor registration.' with a 'Continue to Entries' button. Below are two sections: 'Personal Details' and 'Contact Info', each with an 'Edit' button. The Personal Details section includes: First Name (Becky), Last Name (Helpsheet), Date of Birth (8/05/2000), and Gender (Female). The Contact Info section includes: Email, Home Phone (555-123-4444), Cell Phone, and Cell Phone Carrier.

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).

The screenshot shows a navigation bar with 'Exhibitors', 'Entries', and 'Payment' tabs. The 'Payment' tab shows a total of '\$0.00'. Below the navigation, it states 'There are 0 entries belonging to 1 exhibitor in this invoice.' A card for 'Helpsheet, Becky' shows '0 Entries' and an 'Add an Entry' button.

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.

The screenshot shows the 'Starting an Entry' screen. It prompts the user to 'Select a Department to continue'. The available departments are '3100 - Rabbits' and 'Beef', each with a 'Select' button. 'Clothing Event' is listed as 'Not Available'. A message states: 'This exhibitor may not enter into this Department because: > Registration is not open (6/6/2016-8/30/2016)'.

5. Once you click the green Continue button a blue box will appear. Click the dark blue button that says Review/Complete Outstanding Reports.

The screenshot shows the '2019 Polk County Fair' invoice summary. The navigation bar shows 'Exhibitors', 'Entries', and 'Payment' tabs. The 'Payment' tab shows a total of '\$14.00'. It states 'There are 4 entries belonging to 2 exhibitors in this invoice.' There are two buttons: 'Register another Exhibitor' and 'Review/Complete Outstanding Records'.



6. In the provided text box please add a detailed description of the project you plan to bring. This is for building exhibit entries only.
7. 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”.
8. You need to choose an “Existing Animal Record.” Select the animal from the animal ID’s that carried over from 4HOnline.
9. When the animal you chose is correct, click Continue.
10. Any questions or file uploads related to entry in this class will be next. Click Continue after answering those questions or uploading documents.
11. 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.

2019 Polk County Fair Marc

Exhibitors Entries Payment \$4.00

Entry #16

Vinsand, Marci
8/15/2019 • Grade: 6

Department Exhibit Building
Division Communications Event
Class 10563 4H Poster

1 Description 2 Questions

Entry Description

Briefly describe your entry (Required)

Delete this Entry Continue

Entry #266

Helpsheet, Becky
8/05/2000
#2145

Department Beef
Division 201: Breeding Beef
Class 20121: Angus

1 Animals 2 Questions 3 Review

Entry Animals

There is no animal in this slot Add an animal

Delete this Entry Continue

12. When each class entry is complete, you have 3 choices for what to do next:
13. If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this family.
14. 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



15. 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.

The screenshot shows a payment review interface. At the top, there are three tabs: 'Exhibitors', 'Entries', and 'Payment', with 'Payment' selected. A price of '\$2.00' is displayed in the top right corner. Below the tabs is a progress bar with three steps: 1. Review, 2. Payment Method, and 3. Confirm. The 'Review' step is currently active. The main content area is titled 'Invoice' and includes a 'Summary' and 'Detail' button. The invoice details are as follows:

Individual Exhibitor: Becky Helpsheet	
Exhibitor Fee	\$2.00
Entry #266: Food and Nutrition / Cooking 101 / One loaf banana bread	
Total: \$2.00	

At the bottom right of the form, there is a green 'Continue' button with a right-pointing arrow.



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.

