



4-H Youth - Entry Help Sheet

Important Reminders

- **Final Submit Date: July 1st!** Be sure to complete your entry (including the final "Submit" step) prior to the cut-off date.
- **Make Fee Payments to the 4-H Office by 4:30 p.m. on July 6th.** Any exhibits without paid fees will be scratched.
- Be sure to click the "Submit" button when you have completed your entries. Entries are not final until they have been submitted.
- 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.
- 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.
- **Helpful Video Link:** <https://vimeo.com/209918998> - 3 minute video to help you with your entries.

Logging In With 4-H Online

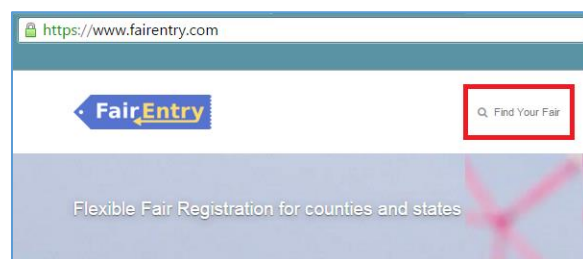


Did you forget your 4-H Online password? Follow these instructions to reset it before going to Fair Entry.

1. Go to <http://your state.4honline.com>.
2. Enter the email address you received from the County 4-H Office (the one associated with your 4HOnline account) and select the Forgot Password option.
3. After receiving a temporary password, go to <http://your state.4honline.com> to sign in with the email address and temporary password.
4. The system will ask to set a new permanent password.
5. After the permanent password is set, go to the Fair website (www.fairentry.com).

Steps

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



2. Filter for correct fair.

Search: "Langlade"

Find Your Fair

Search by keyword
(Optional)

Sorted by

State

Filter by State

Delaware

Select a State from the Map

Search

- All **4-H Youth** must register using their family's 4-H online account. **Do not** create an account with Fair Entry!

If you don't remember your 4-H Online Password, request a new one through 4-H Online. It is quick and easy to create a new one. See directions on earlier page.

***FYI – You can add Open Class entries for the rest of your family in the family account once you enter through 4-H Online.



- Click "Begin Registration"

- 4-Hers will be listed.
- Other family members will need to create an account by clicking "Register an Exhibitor".



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 (if more than one has been created).

Exhibitors Entries Payment \$0.00

There are 0 entries belonging to 1 exhibitor in this invoice.

Helpsheet, Becky
0 Entries

+ Add an Entry

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.

Starting an Entry

Select a Department to continue

3100 - Rabbits Select

Beef Select

Clothing Event Not Available

This exhibitor may not enter into this Department because:
> Registration is not open (6/6/2016-8/30/2016)

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. 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.

Entry #206

Helpsheet, Becky
8/05/2000
#2145

Department Beef
Division 201: Breeding Beef
Class 20121: Angus

Delete this Entry

1 Animals 2 Questions 3 Review

Entry Animals

There is no animal in this slot

Add an animal

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**.
- c. 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.

12. Read the payment instructions and select your method of payment. Some fairs allow credit card payments, and others do not.
NOTE: Even if you owe no money (no fees are charged) you must click Continue to the last "Confirm" step to submit your entries.

does not

Langlade County Fair accept credit payments for fees at this time.

Exhibitors > Entries > Payment \$2.00

1 Review 2 Payment Method 3 Confirm

Instructions to Pay by Check

If you are paying for:

1. Shooting Sports entry fee: Make check payable to 4-H Shooting Sports.
2. If you are paying for Open Fair Entries: Make check payable to Fremont County Fair Board.

Continue

13. 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.

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

Exhibitors > Entries > Payment \$2.00

1 Review 2 Payment Method 3 Confirm

One last step!
Agree to the terms below and press submit.

After you Submit

- Records will be locked to editing awaiting manager approval
- Your credit card will not be charged until a manager approves the records
- If the manager does not approve all the records, the amount charged to the credit card may be less than the amount cited here.

Payment Total

\$2.00
By Check

Instructions to Pay by Check

If you are paying for:

1. Shooting Sports entry fee: Make check payable to 4-H Shooting Sports.
2. If you are paying for Open Fair Entries: Make check payable to Fremont County Fair Board.

Agree to Terms

On-line submission of data requires that you agree and will abide with the terms as defined in the published rules and regulations.
For a copy of these rules and regulations, please contact the Fair Office for a copy of the fair book, or see the fair book available at www.crooffair.com.

☐ I agree to the above statement

Submit