

4-H Exhibitor Group (Family) Entry

Important Reminders

- **Online entries will be required for all exhibitors. The deadline for online entries is June 30, 2023 for all entries that are judged prior to July 21. All other entries must be submitted by July 7, 2023. These deadlines will be strictly enforced since the system will close entries at 11:59 p.m. CT on this date. Late entries will not be allowed.**
- 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.
- You will receive a second email when your entries have been approved by the Extension Office.

1. To access our Fair use our direct link
<http://wabcofair.fairentry.com/>



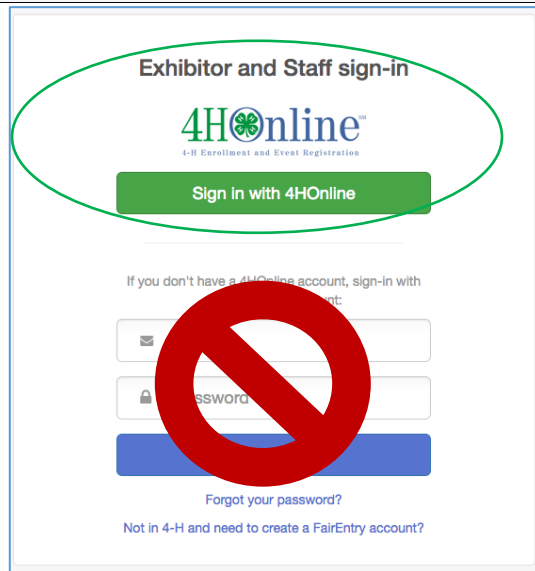
2022 Wabunsee County Fair

Registration is currently **Closed**
 Registration date: 6/3/2022 - 7/1/2022
Exceptions may apply View Details

2. **Sign in with your 4HOnline family account.**
Select to “Sign in with 4HOnline” and enter your login information.

IMPORTANT: Do NOT create a new FairEntry account. 4-H families will enter ALL entries (4-H and Open Class) via their 4HOnline family account.

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.



3. Click “Begin Registration”

Welcome!

We noticed you haven't yet registered for the fair.

[Begin Registration](#) →



Exhibitor Information

1. Begin registering - Do you want to register an Individual – **YES**.

Our fair is configured to accept only individual entries (some fairs are configured to accept team entries).

1. FairEntry links to your family 4HOnline account. All active members listed in 4HOnline will be displayed. **Choose one 4-H member to begin the entry process. This process must be completed for each 4-H member.**

2. The exhibitor’s information will be displayed on the next “2” screens. **Click Continue** on the first screen “section 4” to proceed to section 5.

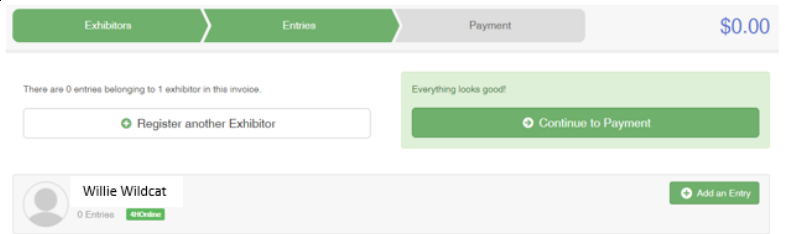
3. Section 5 is a review of information in 4HOnline. **Click Continue to Entries to begin entering.**

NOTE: If information here is incorrect – let the Extension Office know so we can update it. Updating information here will not update it in 4HOnline.

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

1. Click *Add an Entry* beside the exhibitor you want to add entries for (if more than one has been created).



2. Click *Select* beside the first department you wish to enter.
NOTE: Both 4-H and Open Class are listed on this screen for ALL project areas (departments). Make sure you are entering in the correct department, 4-H or Open Class.



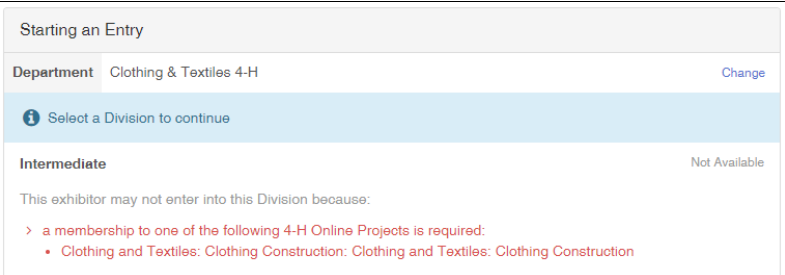
3. After you select a department, you will see a list of divisions to select from, and then a list of available classes.
Also notice that there are blue "Change" links in case you mistakenly select an incorrect department, division, or class.



After you have selected the class, click the green *Continue* button.

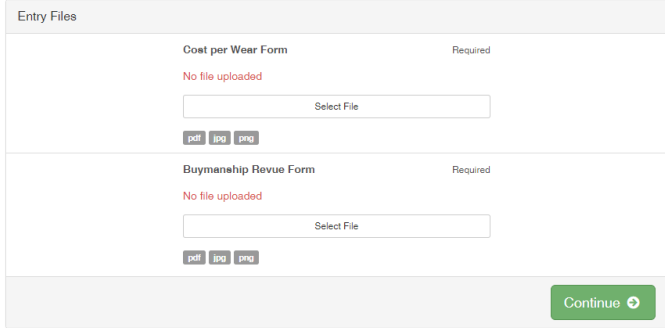
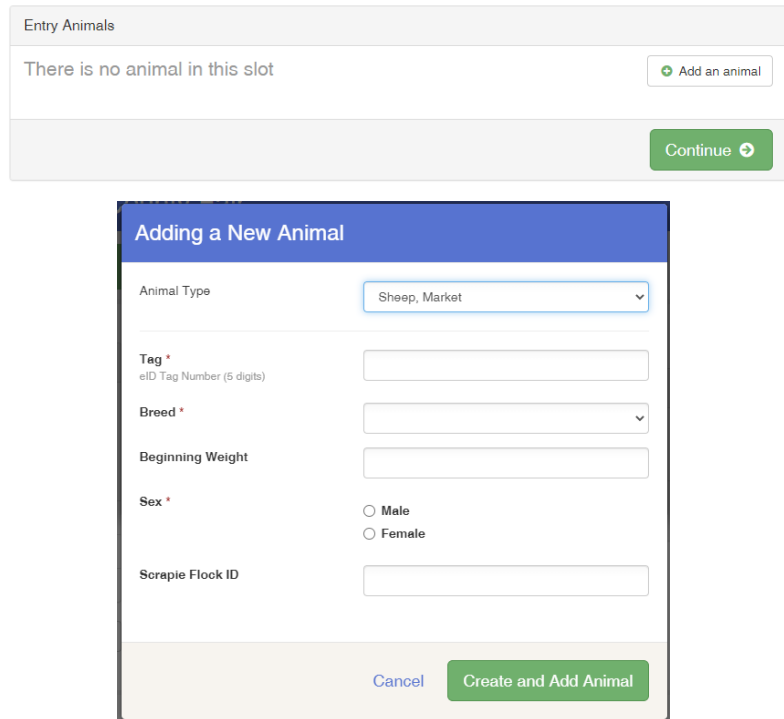
NOTE: If after selecting a Class you receive this error message –

- a. A class has been entered for a project the 4-H member is not enrolled in, OR
- b. The incorrect age group has been selected for the 4-H member



Single Entry Process

Continuing on from steps 1-3 of *Creating Entries*. Used for ALL entries (excluding Horse & Dog).

<p>1. Static Classes: follow the instructions on-screen to enter any additional information such as Entry Description, Custom Questions or Custom Files associated with that entry.</p> <p>Any questions or file uploads related to entry in this class will be next. Click Continue after answering those questions or uploading documents.</p>	
<p>2. Animal Classes: you will be required to specify which animal will be exhibited in this class; select the “<i>Add an animal</i>” option to enter the required information.</p> <p>3. Choose “Enter a New Animal Record” from the pop-up window.</p> <p>4. Select the <i>Animal Type</i> from the drop down box and complete all of the fields with information about the animal you intend to exhibit.</p> <p>5. Click <i>Create and Add Animal</i> when finished. On the next screen you will have the option to either <i>Remove From Entry</i> (creating a new animal) or <i>Edit Animal Details</i> if info was entered incorrectly. When it’s correct, click <i>Continue</i>.</p>	



6. When each class entry is complete, you have three choices for what to do next:

- If this exhibitor has more class entries to make, you can *Add another Entry for this Exhibitor*.
- If all class entries have been completed for one exhibitor, you can *Register another Exhibitor* in this exhibitor group.
- Continue to Payment* if entries have been completed for all participants.

What do you want to do next?

Everything looks good!

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

8. Review your entries for completeness and accuracy. If there are errors, click on the green Entries section at the top of the page to return to the entries screen. Click *Continue* or *Continue to Payment* when all information is correct.

Invoice Summary Detail

Individual Exhibitor: <input type="text"/>	\$0.00
Total: \$0.00	

Notice the Summary and Detail buttons at the top of the list on the right. Click on Detail to expand the section for each exhibitor – a listing of all classes they are entered in will display.

9. Once all entries have been entered for exhibitors in your family, submit the invoice for approval.

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 by the office.

NOTE: there is NO charge for entries. You will NOT be charged at checkout when you submit your entries.



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

No payment is necessary

Submit

Multiple Entry Process – DOG & HORSE ONLY

Continuing on from steps 1-3 of *Creating Entries*. Used for Horse & Dog entries ONLY.

Multiple Entries have been enabled for HORSE, LARGE HEARTBEAT SHOWMANSHIP, DOG & RABBIT projects ONLY. When selecting those projects you will see this entry screen. If there are not checkboxes next to each class, then the area you are entering uses the single-entry process (see above).

1. First, enter the animal information for each animal being entered.
 - a. Click *Add Animal* to enter the Animal's details.
 - b. Select *Add animal from scratch* from the pop-up window.
 - c. Complete the requested information for each animal. *Save* when complete.

<p>Club Change</p> <p>Newbury 4-H (Primary Club)</p> <p>i Some Classes in this Division may require you to be entered in one of the following 4-H Projects:</p> <ul style="list-style-type: none"> • Dog Care & Training: Dog Care & Training <p>i When entering into an Open Class, your club selection will be treated as <i>No Club (Open)</i>.</p>	<p>Class or Classes</p> <p><input type="checkbox"/> 0500: Dog Showmanship</p> <p><input type="checkbox"/> 0501: Pre-Novice</p> <p><input type="checkbox"/> 0502: Novice</p> <p><input type="checkbox"/> 0503: Graduate Novice</p> <p><input type="checkbox"/> 0504: Open A</p> <p><input type="checkbox"/> 0505: Open B</p> <p><input type="checkbox"/> 0506: Utility</p> <p><input type="checkbox"/> 0507: Rally Level I</p> <p><input type="checkbox"/> 0508: Rally Level II</p>
<p>Animal(s) Add Animal</p> <p>i Allowed Animal Types:</p> <ul style="list-style-type: none"> • Dog <p><input checked="" type="radio"/> Enter a single animal</p> <p><input type="radio"/> Enter a pen of animals</p> <p><input type="radio"/> I will specify animal(s) later</p> <p>You do not currently have any eligible animals.</p>	



2. Select which animal you will be entering and check the box next to each class this animal will enter.

3. Review the entries. If you need to make any changes, click Cancel. If everything is correct, click Create Entries. Repeat if entering multiple animals.

