

## Family Entry

**Important Reminders**

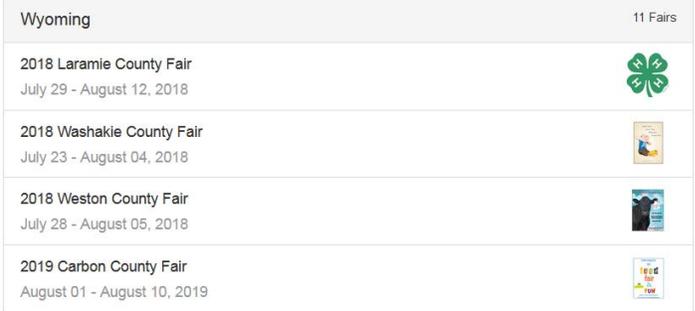
1. Be sure to complete your entry (including the final “Submit” step) prior to July 12th. Late entries will not be accepted.

### Steps

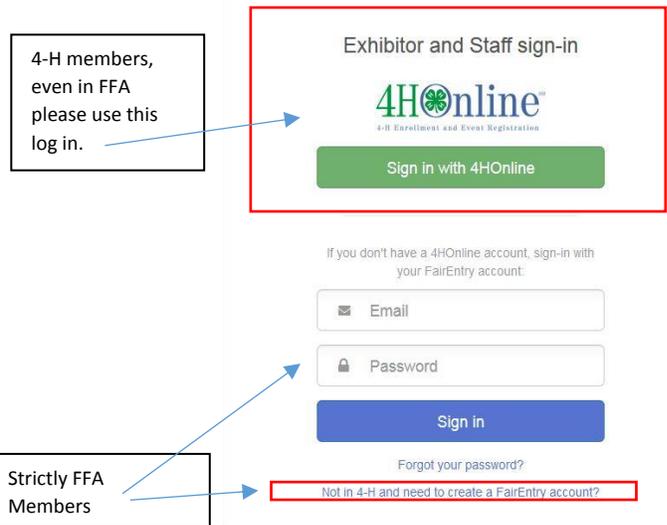
1. Go to <http://www.fairentry.com> and click “Find Your Fair”.



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



3. If you are enrolled in 4-H you will be logging in with your 4-H online account **(even if you are also in FFA)**. The reason for this is so that we do not have multiple exhibitor #'s per person. If you create an account and are in 4-H the exhibitor will not be accepted and you will have to do your entries over.
4. If you are strictly an FFA member you will be logging in through the “Not in 4-H and either need to create a FairEntry account” if you didn’t have one from the previous year or option or sign in with your FairEntry account after for any additional log ins.



<p>5. Click “Begin Registration”</p>	
<p><b>Exhibitor Information</b> “Click Individual”</p>	
<p>1. Enter the required information and click continue. If your Exhibitor is already in there use the one available.</p>	
<p>2. Enter the information on the Contact Info screen— you can use the same email address that you used to create the account, or an alternate one. If you consent to receive text messages, enter your cell phone number and carrier. That number can be the same as the Home Phone Number entered above, or different. Click Continue when you are finished entering data.</p>	



3. Enter your mailing address. As the on-screen help states, the address entered here will be used for mailing premium checks, etc. Click Continue.
4. Answer any questions, 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.

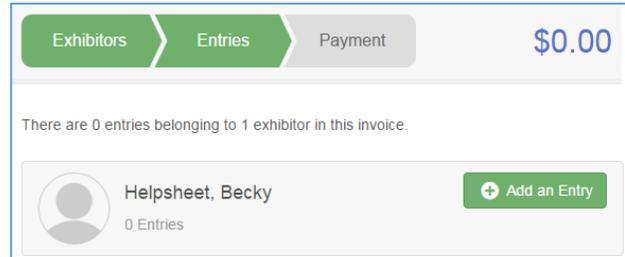
Personal Details		Contact Info	
First Name	Becky	Email	
Last Name	Helpsheet	Home Phone	555-123-4444
Date of Birth	8/05/2000	Cell Phone	
Gender	Female	Cell Phone Carrier	



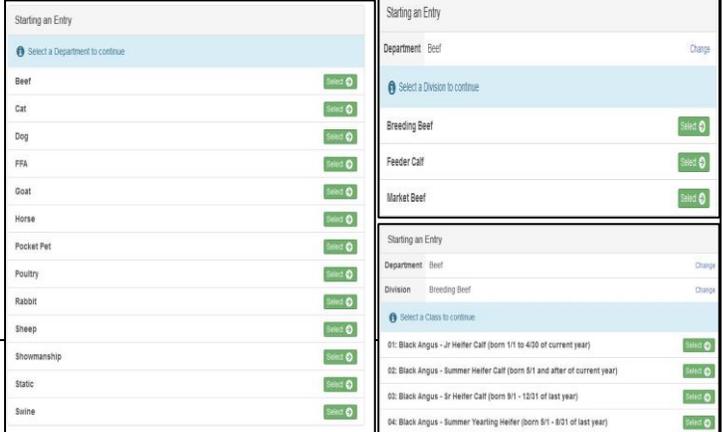
### Creating Entries

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

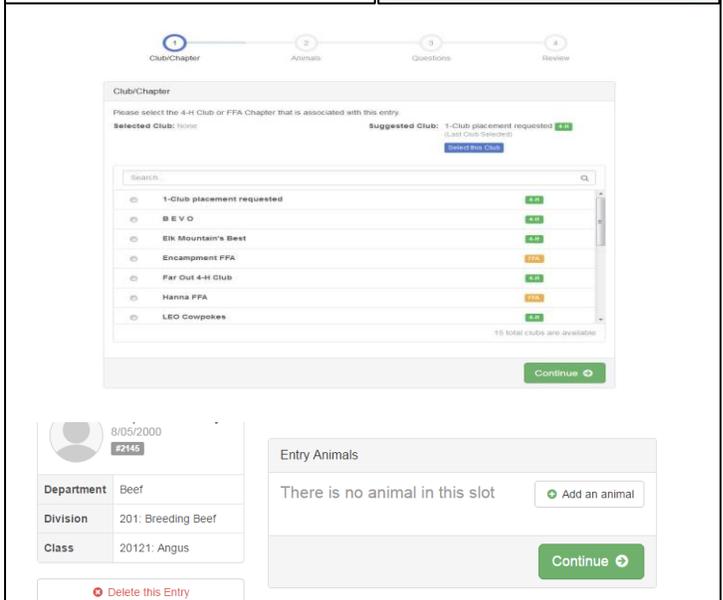
1. Click Add an Entry beside the correct exhibitor (if more than one has been created).



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, select your division. *Also notice that there are blue "Change" links in case you mistakenly select an incorrect department, division, or class.*
4. Then select your class, then continue.



5. You will then need to select your club. **Please Note:** If you are in 4-H and FFA you will need to select the club that goes with the project you are entering. This determines whether this is a 4-H project or an FFA project. **Ex: 4-H Swine = 4-H Club, FFA Swine = FFA Club.** (Ignore club placement requested. It carries forward from 4-H online.)



6. If this is an **animal class entry**, you will need to specify which animal will be exhibited in this class. For this you will see the option to "Add an animal".
7. Fill in all of the fields with information about the animal you intend to exhibit. Click Create and Add Animal when finished.
8. 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.

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:

- 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. (please note Carbon County Extension does not collect fees for Fair Entry.)

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. Since Extension will not be collecting any fees the payment on this portion will read \$0.00. **NOTE: You must click Continue to the last "Confirm" step to submit your entries.**

13. Read the information in the "After you Submit" section. You will 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 unless you contact the Fair Office. (307) 328-7811**

14. **After this last step, your exhibitors and entries will go into a pending status. This is for review from the Fair Office. Until the Exhibitors are approved/rejected, you will not be able to add any more entries. After they are approved/rejected then you will be able to add until the deadline. We recommend you try to get as many entries as possible in before submitting so you do not have to wait on the review to add. This is on a first come first serve basis. In an event you already submitted them and it is down to the last day but need more added. Please contact Julie Webb as soon as possible. **WATCH FOR REJECTED ENTRIES/EXHIBITORS!****