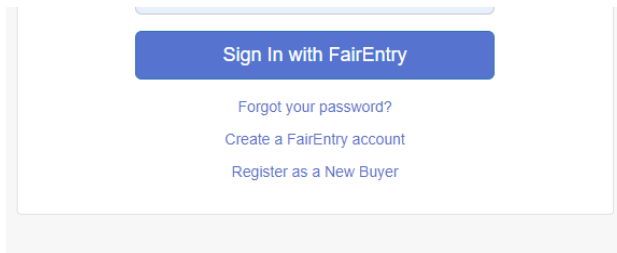


2024 Fair Entry Instructions – Entries Due 7/1/2024

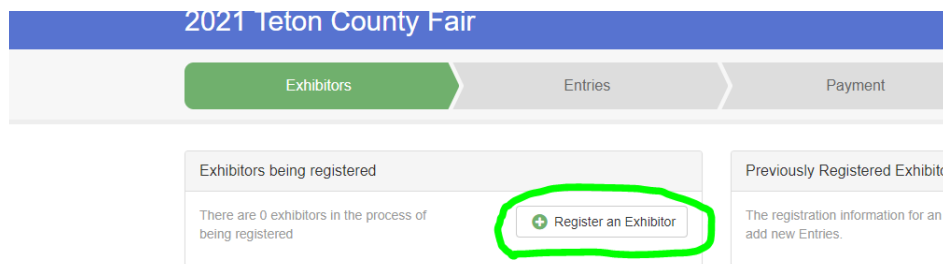
1) Go to: <https://fairentry.com/Fair/SignIn/20798> That is the address for our 2024 fair.

2) If you are new this year, select “Create a Fair Entry Account” at the lower right, and create account with your e-mail address. **If you entered through Fair Entry last year, sign in (using the “Forgot your password” function if needed) to skip past account creation.**



3) Fill in “Account Creation” information. Use your last name as account name.

4) Go to dashboard and then select, “Create New Invoice”, then “Register an Exhibitor” and click on “Individual”.



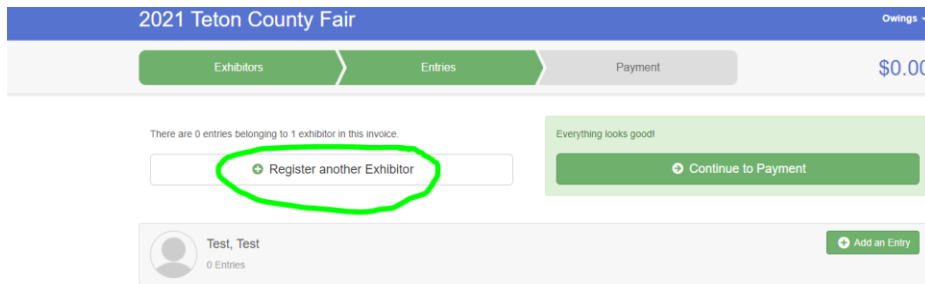
5) **Kids registered last year will already be in the system.** If you are new this year or adding new children, select “Create an Exhibitor from Scratch”

-When you do so, an e-mail and cell number are listed as “optional”. I recommend that you fill this in with your primary family 4-H e-mail address and a parent cell number.

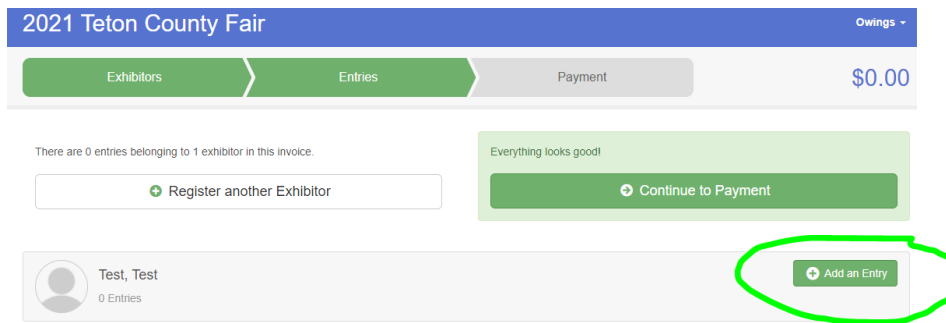
-When complete, hit the “continue to entries” button.

6) Register other exhibitors.

-Before adding entries I recommend creating all of the exhibitors for your family if there are multiple 4-H members in your household.



7) Add entries for each exhibitor – click the green “Add and Entry” button.



8) Choose Department/Division/Class (where applicable) for each entry. Those are available in the Fair Book.

- The Fair Book is also hyperlinked in the Friday E-mail.
- When selecting Junior, Intermediate, or Senior Classes, use the age your child was on January 1st of 2024. Juniors 8-10, Intermediate 11-13, and Seniors 14-18 years old.
- Common question: Posters go in the “Static Exhibit” department, even if they’re about an animal.

For Animal Entries:

-Go to “Add an Animal” for each entry, and select “Enter a New Animal Record”.

The screenshot shows a navigation bar with three steps: 'Exhibitors' (active), 'Entries', and 'Payment' with a balance of '\$0.00'. Below the navigation bar, there are two progress indicators: '1 Animals' and '2 Questions'. On the left, there is a profile card for 'Entry #6' with the name 'Test, Test', date '1/01/2010', and a '#4' tag. The card also lists 'Department: Beef', 'Division: 4100: Market Beef', and 'Class: 01: Market Beef', along with a 'Delete this Entry' link. The main area is titled 'Entry Animals' and contains the text 'There is no animal in this slot'. A green circle highlights the 'Add an animal' button, and a green arrow points to the 'Continue' button.

-When you create an animal record we need **ALL 15 DIGITS OF THE TAG NUMBER** for market Swine, Beef, Lambs, and Goats.

9) Add additional entries for that exhibitor, or register another exhibitor if you didn't already.

10) “Continue to Payment” – there is no charge, it's just to track processing – then “Submit”

General Notes:

--You can go back in, review your dashboard, and add entries if needed through July 1st.

--If you have questions about what events/classes to enter, feel free to check with your project leader(s) after looking in the Fair Book.

--Please pay your \$10/member 4-H annual fee to the office ASAP if you have not already.

--If you are entering open class events or interested in fair event tickets, that takes place through the Teton County Fairgrounds Office